**ADD – DROP**

Students participating in Erasmus+ Student Mobility for Studies who need to make an Add-Drop should perform the Add-Drop procedure as soon as possible (within 4-7 weeks at the latest) after the start of the Student Mobility for Studies. Add-Drop requests after this period will not be taken into consideration. To do so;

After filling in and signing only the DURING THE MOBILITY part of the Learning Agreement Document, you can have it signed at the university you are going to, scan it and send it by e-mail to your department coordinator at KBU. After the signatures from the department are completed, the document should be delivered to our office. We will send the document back to you after the International Relations Coordinator of Karabük University signs it. And you need to forward the document signed by both sides to the relevant people there.

For our university, you need to indicate the courses you have added and dropped in the CHANGES IN RECOGNITION SHEET document and edit the RECOGNITION SHEET document again according to the new changes.

**As a result, you must prepare 3 documents in total.**

**1-DURING THE MOBILITY** part of the Learning Agreement (Required for the university where you go to Erasmus)

You can access this document via this link:<http://uluslararasi.karabuk.edu.tr/icerikGoster.aspx?K=S&id=143&BA=hayatboyu>

***\*The second page is for informational purposes. It is important not to send this page when sending the document in order to prevent document confusion.* In Exceptional changes to Table A [the section to indicate changes at the university you are attending] and Exceptional changes to Table B (if applicable) [The section to be filled in if a change is required at Karabuk University], there should only be dropped and added courses, the remaining empty rows should be deleted by right clicking and selecting 'delete entire row' from the delete cell tab.**

2- **CHANGES IN RECOGNITION SHEET**

3- **RECOGNITION SHEET** (Required for Karabuk University)

You can find these documents in this link; <http://uluslararasi.karabuk.edu.tr/icerikGoster.aspx?K=S&id=143&BA=hayatboyu>

**You must use the suitable document for your situation. It is important to prepare the documents as a single page in order to avoid paperwork confusion. For this purpose, if necessary, change the font size and try to delete the empty rows by right-clicking on them and selecting 'delete entire row' from the Delete cell tab.**

It would be useful for you to take a look at the

Learning Agreement for studies – Guidelines

file in the 5th row in the link below.

<https://ua.gov.tr/anasayfa/icerikler/baglanti-ve-dokumanlar/2020-donemi-ka103-sozlesme-belgeleri/>

IT IS IMPORTANT THAT THESE THREE DOCUMENTS ARE PREPARED AND THEN SIGNED AT THE SAME TIME.

**We strongly recommend you to be in contact with your Karabuk University Department Erasmus Coordinator** while organizing all these documents.

**Karabuk University**

**International Relations Office**

**Erasmus Office**