

## **PROTOCOL OF COLLABORATION**

### **Article 1**

This protocol comprises the joint scientific work and educational and cultural collaboration between Istanbul University and ..... University

### **Subject Matter of the Protocol**

### **Article 2**

This protocol has been composed with the main aims of encouraging the research and educational approaches of Istanbul University and ..... University within the framework of their reciprocal interests and the relations between the teaching staff, assistants, researchers and students of both universities, developing existing relations, enabling the joint use of research work results and publishing these results, and transferring the experiences of the parties in educational approaches and in joint scientific organizations.

The parties acknowledge and undertake the following articles that make up this protocol, the whole of this protocol and the terms of its application for the realization of this main aim.

### **Parties**

### **Article 3**

**Istanbul University [I.U. henceforth.]**

**and**

**..... University [..... henceforth.]**

## **Collaboration**

### **Article 4**

I.U. and ... will work in the fields they will collaborate with within the framework determined above, within the framework of the criteria clearly determined below, and they will exchange scientific knowledge, technological know-how and experience. In this context:

### **Joint Research Projects**

#### **Article 5**

The parties aim to develop and implement joint research projects. In this context, scientists of both countries must present their joint research project proposals to relevant parties in accordance with the terms determined below:

- i)** the clear description/definition of the proposed research,
- ii)** the names of the researchers participating in the research, the institutions they are attached to and their positions in their institutions,
- iii)** the name of the faculty/centre/institute/research centre where the research will be carried out,
- iv)** names and CVs of researchers responsible of the implementation of the project,
- v)** the detailed description of the functionality in the project of the participants,
- vi)** research duration and phased plan,
- vii)** budget required for the research.

### **Inspection of the Project**

#### **Article 6**

This protocol aims to facilitate the healthy implementation of the joint work and research project, and to produce results in line with the reciprocal scientific goodwill from which this protocol would proceed. In this context:

- i)** to determine that research projects are carried out in accordance with the terms and spirit of the protocol, a condition set up to determine the authorized persons responsible and for these persons to provide information accompanied with a report on the latest state of the work -at least- twice within academic years throughout the duration of the validity of the protocol clauses.

**ii)** if necessary, a person or committee may be appointed to assist the authorized person.

**iii)** the authorized persons determined by both parties will carry out the necessary visits to form the joint work of the two universities. Each university assembles the proposals on their party for joint work, prepares a report and makes a project proposal to its own administrative authority.

**iv)** following the approval of parties the conformity of the program with the work calendar is inspected and the work reports required for this inspection are demanded from the implementers of the joint work. A detailed report of the inspection process –with attached reports- is presented to the university administration.

**v)** work is carried out to determine possible research programs in the work fields of both parties and university administration is informed about the results and proposals are made.

**vi)** with suitable intervals (no longer than six months) the authorized persons of both universities and if any, the assistant person and/or committees convene. The place of meeting is provided alternately. The universities of the authorized persons bear the travel expenses. Accommodation is provided by the host university if possible.

**vii)** authorized persons are determined (at the latest) within 15 days of the signing of the protocol by both parties and parties notify each other of the authorized persons to inspect the joint work projects.

## **The Implementation of Joint Research Projects**

### **Article 7**

Scientists participating in and responsible of the research present a report at the end of each academic year to the highest academic and/or administrative authority. The report must include the following information:

- i)** a report concerning the publications used and the final state of the research project,
- ii)** change of activities and results thereof,
- iii)** (if any) unforeseen developments regarding the project
- iv)** the activity report of the project for the following year.

## **The Finalization of Joint Research Projects**

### **Article 8**

Authorized persons will be notified of the results of joint research projects. Authorized persons will then notify the relevant bodies of their own universities. Both universities will make an effort to publish the results of the projects –primarily- in their own language and will endeavor to form resources regarding this topic.

### **Academic Exchange**

#### **Article 9**

**i)** Persons subject to academic exchange are teaching staff, research staff and lecturers. The applications of those who apply for academic exchange will be evaluated in line with the Bologna process and the other party will be notified.

**ii)** The other party will be notified of the names proposed by the proposing party within reasonable time and the opinions of the other party concerning the candidate and its approval will be sent to the sending university at least 120 days in advance of the commencement of the scheduled visit.

**iii)** The parties will be immediately responsible of the meeting and all requirements of visiting researchers/teaching staff.

**iv)** The sending university and the visiting researcher/teaching staff will bear all travel and travel related expenses. The host university will bear all housing requirements of the visiting researcher/teaching staff in suitable conditions.

**v)** The host university determines the type of insurance deemed necessary in terms of mandatory health and accident insurance of the visiting researcher/teaching staff within satisfactory limits (the insurance limits, the insurance company and all terms required by the valid legal system in said field of the host university's country must be fulfilled.) and demands the visiting researcher/teaching staff to fulfill these terms primarily. Death or disabling accidents will be within the scope of the insurance that the visiting researcher/teaching staff must have beforehand.

vi) The visiting researcher/teaching staff will benefit from all libraries of the host university freely and at no charge. The researcher/teaching staff will be allowed to produce a reasonable number of photocopies determined by the host university when s/he deems necessary. The visiting researcher/teaching staff will be consigned a computer with internet connection and a printer for his/her work and this service will be free of charge.

## **Student Exchange**

### **Article 10**

i) Both universities will endeavor to provide exchange for undergraduate and graduate students with an approach in line with the Bologna process. The number of students to benefit from the exchange process will be determined by a joint commission to be formed following the signing of the protocol by both parties based on mutual understanding. The host university will be notified of the names and fields of education of the students determined by the sending university at least two months beforehand and the host university will announce its reply regarding applications to the other party at least 1 month before the commencement of the academic year.

ii) Both universities will exempt visiting students from charges such as education and registration fees. The principal procedure requires that such charges are paid at the institution to which the student is attached to. All social payments other than education and registration fees will be met by students.

iii) Students – excluding education and registration fees – will be subject to the regulations of the host university. The sending university will accept the examinations of the host university and their results.

iv) At application, students will present a document demonstrating proficiency, under the terms and at the level required by the host university, of the language accepted and chosen by the host university as the language of education and notified to the other party in writing.

v) Students will bear all travel expenses and expenses related to the obtainment of all required documents for this travel. The host university will assist the visiting student in the provision of housing under the most suitable conditions and will provide consultancy and guidance services. The housing cost of the visiting student shall not be higher than a domestic student's. The visiting student will have access to the university canteen and the charges s/he pays here shall not be higher than a domestic student's.

vi) The host university determines the type of insurance deemed necessary in terms of mandatory health and accident insurance of the visiting student within satisfactory limits (the insurance limits, the insurance company and all terms required by the valid legal system in said field of the host university's country must be fulfilled.) and demands the visiting student to fulfill these terms primarily. Death or disabling accidents will be within the scope of the insurance that the student must have beforehand.

vii) The necessary procedure will be implemented to recognize and/or validate participation documents and/or diploma type documents from seminars, courses etc. external to the main field of education that the student participates in during the time s/he is at the host university.

### **Article 11**

The present protocol will come into effect on the day of signing, once it has been approved by the proper authorities, and will continue for a period of five years. 3 months before the end of the protocol duration, a commission formed of persons determined by I.U. and ... will convene and the condition of the protocol will be reviewed. The commission will either annihilate the protocol or extend its duration by five years.

### **Article 12**

This protocol has been prepared in three languages, Turkish, ..... and English. All texts are equally valid.

**Istanbul, ...../...../ ..... .**

**,...../...../ .....**

**Istanbul University**

**..... University**

**Rector**

**Rector**

**Prof. Dr. Yunus SÖYLET**

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