**DOKUZ EYLÜL UNIVERSITY**

**GUIDELINES FOR THE PROCESS OF ADDRESSING REQUESTS FROM FOREIGN REPRESENTATIVES**

**Last Update:** August 22, 2024  
**Basis:** Letter dated 23.06.2022, numbered E-73112577-010.07.01-43982, from the General Secretariat of the Presidency of the Council of Higher Education

This document outlines how Dokuz Eylül University manages requests from foreign representatives regarding various collaboration activities, projects, and events. The process is meticulously managed in alignment with our objectives to strengthen international relations and promote cultural exchange.

**Foreign Representatives:** This term refers to accredited ambassadors, chargés d’affaires, consuls general, and representatives of international organizations officially serving in Turkey.

**Request:** This includes initiatives such as collaborative activities, joint events, meetings, invitations, projects, school visits, surveys, and promotional efforts with our University.

### **Purpose of the Process**

This process is designed to facilitate collaboration between university staff and foreign representatives, fostering synergy in cultural and academic fields. Each step ensures the proper and systematic handling of requests while obtaining all necessary legal and academic approvals.

### **Responsibilities**

1. **Relevant Academic Unit:** Faculties, institutes, schools, and vocational schools within the University.
2. **Responsible Person:** The Dean or Director of the relevant academic unit officially initiates the process.
3. **Intermediary:** The individual appointed by the responsible person within the academic unit to handle communication and coordination, ensuring the effective management of the process and addressing the request.
4. **Contact Person in the Counterpart Institution:** The primary contact who provides support at every stage of the collaboration process.

### **Process Steps**

#### **Step 1: Classification, Evaluation, and Forwarding of Requests Based on Their Origin**

**Responsible Parties:** Relevant academic unit, General Secretariat, Council of Higher Education (YÖK), Ministry of Foreign Affairs of the Republic of Turkey

Requests may originate from foreign representatives or university staff.

* **Foreign Representatives:** Official requests from accredited embassies, consulates, and representatives of international organizations in Turkey.
* **University Staff:** Requests initiated by Dokuz Eylül University faculty, administrative staff, or students.

For foreign representatives, requests are managed through official protocols. The Rector’s Office informs the Directorate of International Relations Coordination for support in managing the process. The Directorate communicates with the representatives and keeps relevant university bodies informed. Representatives are instructed to apply to the Ministry of Foreign Affairs via an official letter.

For university staff, the General Secretariat forwards the request to the relevant academic unit and provides necessary information to other coordination offices. The academic unit evaluates the request for alignment with the University’s policies and strategic goals.

If approved, the responsible person notifies the Corporate Communication Coordination Office via Belgenet, detailing the event’s purpose and scope.

#### **Step 2: Obtaining and Communicating Approval from the Ministry of Foreign Affairs**

**Responsible Parties:** General Secretariat, Council of Higher Education (YÖK), Ministry of Foreign Affairs

The General Secretariat evaluates requests from university staff and initiates the process for obtaining approval from the Ministry of Foreign Affairs via YÖK.

* YÖK assesses the request and, if approved, forwards it to the Ministry for diplomatic evaluation.
* Decisions from the Ministry are communicated back through YÖK to the General Secretariat, which notifies relevant units.

#### **Step 3: Evaluation and Fulfillment of Requests**

**Responsible Parties:** Relevant academic unit, General Secretariat

If approved, the responsible person assigns intermediaries to coordinate and manage the event or collaboration, including detailed planning and execution.

* Necessary preparations, such as venue arrangements and event scheduling, are handled.
* The intermediary ensures smooth operations during the event.

#### **Step 4: Communication and Information Sharing**

**Responsible Party:** Relevant academic unit

Post-event, the intermediary prepares an information note summarizing outcomes and potential future recommendations. This note is submitted to the General Secretariat, Corporate Communication Coordination Office, and the Directorate of International Relations.

#### **Step 5: Final Approval and Reporting**

**Responsible Party:** General Secretariat

The General Secretariat reviews the information note and reports the outcomes to YÖK. If necessary, YÖK informs the Ministry of Foreign Affairs. Upon completing this reporting process, the request cycle is formally concluded.

### **Successful Completion**

This process ensures structured, transparent, and effective management of requests from foreign representatives, supporting the University’s mission to enhance international collaboration and cultural exchange.