DOKUZ EYLÜL UNIVERSITY

DIRECTIVE ON THE INTERNATIONAL ACADEMIC RELATIONS OFFICE

CHAPTER ONE

Introductory Provisions

Purpose

ARTICLE 1 – (1) This Directive has been prepared for the purpose of regulating the procedures and principles concerning the objectives, fields of activity and responsibilities, and the management and working structure of the Dokuz Eylül University International Academic Relations Office.

Scope

ARTICLE 2 – (1) This Directive covers the procedures and principles concerning the conduct of activities and procedures relating to exchange programmes carried out under Erasmus+, Orhun, Mevlana and Farabi, exchange programmes conducted within the framework of Memoranda of Understanding, and other internationalisation activities of the Dokuz Eylül University International Academic Relations Office.

(2) Matters falling within the fields of activity of the International Student Coordination Office, as well as the coordination of scientific research projects, are outside the scope of this Directive.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared on the basis of Article 4(c) and Article 14 of Higher Education Law No. 2547; the Erasmus Charter for Higher Education (ECHE) granted to the University by the European Commission; the KA130, KA131 and KA171 project grant agreements signed annually with the Centre for European Union Education and Youth Programmes; the conditions stipulated in the Erasmus+ Implementation Handbook issued by the Centre for European Union Education and Youth Programmes – National Agency; the Regulation on the Mevlana Exchange Programme; the Regulation on Student and Academic Staff Exchange Programmes between Higher Education Institutions; the Dokuz Eylül University Regulation on Undergraduate and Graduate Education; the Regulation on the Orhun Exchange Programme of the Union of Turkish Universities of the Organization of Turkic States; and the Dokuz Eylül University Directive on the Advisory Board.

Definitions

ARTICLE 4 – (1) For the purposes of this Directive, the following terms shall have the meanings assigned to them below:

(a) **Unit:** The academic units of Dokuz Eylül University (Faculties, Institutes, Schools, Vocational Schools and Coordination Offices);

(b) **Unit Erasmus+ Coordinator:** The unit coordinator appointed by the Head of the Unit;

(c) **Head of the Unit:** The heads of the University's academic units (Deans, Institute Directors, School Directors, Vocational School Directors and Coordinators);

(d) **Exchange Programmes:** Exchange programmes carried out under Erasmus+, Orhun, Mevlana and Farabi, as well as exchange programmes conducted within the framework of Memoranda of Understanding concluded between Dokuz Eylül University and international universities recognised by the Council of Higher Education; and student, academic staff and administrative staff exchange programmes conducted within the scope of other internationalisation activities related to the beneficiaries of these programmes;

(e) **Erasmus+:** The European Union grant programme covering the fields of education, youth and sport;

(f) **Farabi Exchange Programme:** The student and academic staff exchange programme conducted between higher education institutions;

(g) **Grant:** Financial support provided to the International Academic Relations Office by the relevant institution within the framework of exchange programmes, without any obligation of repayment;

(h) **International Academic Relations Office:** The Dokuz Eylül University International Academic Relations Office;

(i) **Coordinator:** The Coordinator of International Academic Relations;

(j) **Deputy Coordinators:** The deputies of the Coordinator of International Academic Relations;

(k) **Memorandum of Understanding:** An agreement concluded between Dokuz Eylül University and other international universities, academic institutions or research institutions recognised by the Council of Higher Education, through which the parties reach a mutual understanding regarding academic and scientific cooperation and determine the scope, responsibilities and conditions of such cooperation;

(l) **Mevlana Exchange Programme:** A Council of Higher Education-supported student and academic staff exchange programme conducted under protocols concluded with higher education institutions abroad;

(m) **Rector:** The Rector of Dokuz Eylül University;

(n) **Vice-Rector:** The Vice-Rector of Dokuz Eylül University responsible for the International Academic Relations Office;

(o) **Senate:** The Senate of Dokuz Eylül University;

(p) **Contracted Personnel:** Fixed-term contracted personnel employed by the National Agency of the Centre for European Union Education and Youth Programmes in order to meet the minimum staffing requirements specified in the Erasmus+ Implementation Handbook;

(q) **National Agency:** The institution established in countries benefiting from European Union Education and Youth Programmes, in accordance with the provisions of the agreements concluded with the European Commission for the implementation of these programmes;

(r) **International Advisory Board:** The board established to develop the University's internationalisation strategies and strengthen its international cooperation and partnerships, comprising experts from various disciplines;

(s) **University:** Dokuz Eylül University;

as referred to in this Directive.

CHAPTER TWO

Objectives and Duties of the International Academic Relations Office

Objectives of the International Academic Relations Office

ARTICLE 5 – (1) The objectives of the International Academic Relations Office are as follows:

(a) To contribute to the preparation of the University's internationalisation strategy, the achievement of its internationalisation objectives, and the dissemination of the Council of Higher Education's Internationalisation Strategy in Higher Education and the relevant Council of Higher Education legislation among the University's units;

(b) To implement the Erasmus+, Mevlana, Orhun and Farabi exchange programmes;

(c) To conduct the procedures concerning Memoranda of Understanding to be concluded between Dokuz Eylül University and international universities/research institutions recognised by the Council of Higher Education;

(d) To represent the University at meetings and similar activities held domestically and abroad concerning internationalisation and the exchange programmes specified in this Directive.

Duties of the International Academic Relations Office

ARTICLE 6 – (1) The duties of the International Academic Relations Office are as follows:

(a) To carry out the application and admission procedures for Erasmus+ KA130, KA131 and KA171 National Agency projects during each project period;

(b) To coordinate the selection process for Erasmus+ student, academic staff and administrative staff mobility and to carry out the general monitoring of the relevant procedures;

(c) To organise orientation meetings and informative events aimed at increasing intercultural interaction in order to help students arriving at the University under the Erasmus+, Orhun, Mevlana and Farabi exchange programmes become acquainted with the University;

(d) To carry out and report on the procedures concerning incoming and outgoing academic staff, administrative staff and students under the Erasmus+, Orhun, Mevlana and Farabi exchange programmes;

(e) To prepare the content of the *Dokuz Eylül University Global Bulletin* twice a year, in cooperation with other academic units, in order to make the University's internationalisation strategy more visible, and to publish it online;

(f) To carry out the procedures for preparing activity reports and interim reports for the Erasmus+, Orhun, Mevlana and Farabi exchange programmes;

(g) To carry out the activities and procedures relating to the Erasmus+, Orhun, Mevlana and Farabi exchange programmes;

(h) To submit applications for Blended Intensive Programmes (BIP) under KA131 during the Erasmus+ project application process. Taking into consideration the balanced distribution among the University's academic units, to carry out the selection and appointment process for the units responsible for implementing BIPs during the relevant project period and to conduct the necessary inspections to ensure the effective and efficient use of BIP grants;

(i) To undertake the necessary initiatives to facilitate the exchange of academic staff, students and administrative staff with universities abroad, their affiliated units, research centres and similar institutions, and to carry out the procedures concerning the signing of bilateral and multilateral Memoranda of Understanding in accordance with the relevant workflow charts prepared pursuant to the applicable legislation;

(j) To ensure communication and coordination between the University and the relevant institutions with which it already has Memoranda of Understanding, for the purpose of concluding supplementary agreements aimed at expanding the existing agreements with such universities/research institutions;

(k) To provide secretarial services to the International Advisory Board, which contributes to the University's internationalisation strategy;

(l) To coordinate relations with other units, organisations and senior management.

CHAPTER THREE

Organisational Structure

Organs of the International Academic Relations Office

ARTICLE 7 – (1) The organs of the International Academic Relations Office are as follows:

(a) Coordinator;

(b) Deputy Coordinators.

ARTICLE 8 – (1) The Coordinator shall be appointed by the Rector from among the University's academic staff for a term of three (3) years and may be removed from office in accordance with the same procedure. The Coordinator whose term of office has expired may be reappointed. The Coordinator shall be accountable to the Rector for all activities of the International Academic Relations Office.

(2) Two members of the University's academic staff proposed by the Coordinator shall be appointed as Deputy Coordinators by the Rector. The terms of office of the Deputy Coordinators shall automatically expire upon the completion of the Coordinator's term of office. In the absence of the Coordinator, one of the Deputy Coordinators shall act on their behalf.

Duties of the Coordinator

ARTICLE 9 – (1) The duties of the Coordinator are as follows:

(a) To represent the International Academic Relations Office at relevant activities and events both domestically and abroad;

(b) To carry out the duties relating to the fields of activity specified in this Directive;

(c) To prepare the activity report of the International Academic Relations Office and submit it to the Rector;

(d) To conduct the administrative affairs of the International Academic Relations Office and ensure the necessary coordination and supervision;

(e) To ensure that the grants distributed under Erasmus+, Farabi and Mevlana projects are used in accordance with the relevant legislation and in an appropriate, effective and efficient manner;

(f) To perform other duties assigned pursuant to the relevant legislation.

Appointment and Duties of Unit Erasmus+ Coordinators

ARTICLE 10 – (1) Each Unit Erasmus+ Coordinator shall consist of at least one academic staff member appointed by the Faculties, Institutes, Schools and Vocational Schools.

(2) Unit Erasmus+ Coordinators and the International Academic Relations Office shall meet at least once (1) during each academic year. The International Academic Relations Office may convene meetings of Unit Erasmus+ Coordinators whenever deemed necessary.

(3) The duties of Unit Erasmus+ Coordinators are as follows:

(a) To ensure the fulfilment of duties assigned by the Head of the Unit within the scope of implementing the Erasmus+ exchange programme, as well as requests communicated by the International Academic Relations Office;

(b) To ensure the flow of information between the unit for which they are responsible and the International Academic Relations Office;

(c) To carry out the procedures required to be undertaken by the Faculties, Institutes, Schools and Vocational Schools concerning students entitled to benefit from the Erasmus+ exchange programme, including course selection, course changes, obtaining decisions of the relevant administrative boards and communication with the partner institution, etc.

International Advisory Board

ARTICLE 11 – (1) The members of the Board shall be announced on the website of the International Academic Relations Office.

(2) Decisions taken and data obtained during meetings shall be distributed to the relevant parties and archived by the International Academic Relations Office.

CHAPTER FOUR

Final Provisions

Staffing Requirements

ARTICLE 12 – (1) The academic, technical and administrative staffing requirements of the International Academic Relations Office shall be met by personnel appointed by the Rector pursuant to Article 13 of Law No. 2547.

(2) In addition, the Coordinator may decide to employ contracted personnel, subject to the availability of grant funds. The employment of contracted personnel shall be carried out in accordance with the conditions specified in the Erasmus+ Implementation Handbook issued by the Centre for European Union Education and Youth Programmes – National Agency.

Cases for Which No Provision Is Made

ARTICLE 13 – (1) In cases for which no provision is made in this Directive, the provisions of the relevant legislation shall apply.

Entry into Force

ARTICLE 14 – (1) This Directive shall enter into force on the date of its adoption by the Senate.

Execution

ARTICLE 15 – (1) The provisions of this Directive shall be executed by the Rector.