

**KARADENİZ TECHNICAL UNIVERSITY
DIRECTIVE OF THE OFFICE OF INTERNATIONAL RELATIONS****Section One
Objective, Scope, Basis, and Definitions****Objective**

Article 1- (1) The objective of this Directive is to define the establishment and duty principles of Karadeniz Technical University Office of International Relations that is founded to enhance the international recognition, international cooperation, and efficiency of exchange programs carried out by Karadeniz Technical University.

Scope

Article 2- (1) This Directive covers the procedures and principles of Karadeniz Technical University Office of International Relations.

Basis

Article 3- (1) This Directive is based on the Regulation for Higher Education Institutes' Joint Education Programs with the Higher Education Institutes Abroad of the Higher Education Law No.2547 Item. 23, issued on 04.11.1981 and published in Official Journal No.29849 on 06.10.2016.

Definitions

Article 4- (1) In this Directive;

- a) **Contact Person** refers to the staff that is in charge of exchange programmes of Erasmus+, Mevlana, Farabi.
- b) **Exchange Programmes Coordinator of Department/Institute** refers to the academicians of Karadeniz Technical University who are in charge of conducting the exchange programs for the departments/institutions/faculties/vocational schools regarding the related procedures.
- c) **Internship Board of Department/Institute** refers to the board of academicians who are responsible for conducting the international internship programmes for the departments/institutions/faculties/vocational schools regarding the related procedures.

- d) **Orientation Board of Department/Institute** refers to the board of academicians who are responsible for conducting the orientation activities.
- e) **Advisory Board** refers to the staff of the international working party.
- f) **Office of Exchange Programs** refers to the office of exchange programmes conducted by the departments of Erasmus+, Mevlana, and Farabi for students, academicians, and administrative/technical staff.
- g) **General Coordinator of the International Relations** refers to the coordinator of Karadeniz Technical University Office of International Relations.
- h) **Office of International Relations refers to** Karadeniz Technical University Office of International Relations.
- i) **Rector** refers to the rector of Karadeniz Technical University.
- j) **Internationalisation Working Party** refers to the international working group that is consisted of the academicians appointed by the Rector.
- k) **Office of International Student Affairs** refers to the units of KTUYOS (Foreign Student Examination) and International Student Affairs.
- l) **Office of Internationalisation** refers to the units of Exchange Programmes, Bilateral Protocols and the Rankings.
- m) **University** refers to Karadeniz Technical University.
- n) **YOK refers** to the Higher Education Council.
- o) **Administrative Board** refers to the executive board of the Office of International Relations.

Section Two

Objectives, Organisational Structure, Fields of Activity, and Sub-units of the Office of International Relations

Mission and Vision

Article 5- (1) As the initiator department to define the internationalisation strategies of Karadeniz Technical University, the mission of the Office of International Relations is to carry out activities/studies to enhance the internationalisation level of students/ academicians/administrative staffs and promote the attendance of expert foreign scholars to the University via the exchange programs, bilateral agreements, and other activities.

(2) The mission of the Office of International Relations is to make Karadeniz Technical University both an internationally recognizable and availing university for the region it is located via sustainable and qualified cooperation.

Article 6- (1) The sub-units of the Office of International Relations are:

- a) Administrative Board,
- b) General Coordinator of the Office of International Relations,
- c) Exchange Programs Coordinator,
- d) Office of International Student Affairs,
- e) Office of Internationalisation.

Administrative Board

Article 7- (1) The Administrative Board is the decision making body of the Office of International Relations and it consists of the General Coordinator of the Office of International Relations, the Exchange Programmes Coordinator, Office of International Student Affairs, the Office of Internationalisation, and the Vice-Rector who is in charge of the international relations of the University.

(2) The meetings of the Administrative Board are held every other month. If it is necessary, the General Coordinator may demand a meeting.

(3) The board is required to have the absolute majority of the members gather and make a decision. In the case of equity in voting, the decision is made regarding the chairman's vote.

The Liabilities of the Administrative Board

Article 8- (1) The liabilities of the Administrative Board are:

- a) Determining the preparations and implementing a schedule of the programmes organised by the General Coordinator.
- b) Evaluating the activities/works periodically and annually.

General Coordinator of the Office of International Relations

Article 9- (1) The General Coordinator is appointed by the Rector among the academicians of the University for three months. In case of a termination of duty, the General Coordinator may be appointed again.

(2) If needed, one or two vice coordinators may be appointed by the Rector among the academicians that the General Coordinator offers. The vice coordinator assists the General Coordinator regarding the objectives of the office. In this case, the General Coordinator may appoint a vice coordinator for particular issues and procedures. In case of a termination of duty of the General Coordinator, the vice coordinators are also off duty.

Article 10- (1) The liabilities of the General Coordinator of the Office of International Relations are;

- a) Implementing the decisions made by the Administrative Board,
- b) Carrying out activities/works regarding the aims and objectives in the working, strategic, and action plans of the University.
- c) Bringing the decisions of the Internationalisation Working Party, which is regarded as the advisory committee of the Office of International Relations, on the agenda of the administrative board.

Article 11- (1) The areas of activity of the Office of International Relations are;

- a) Promoting the exchange of the students, academicians, administrative and technical staff along with the national/international universities, departments of the universities, research centres, and other institutions within the exchange programmes of YOK (Higher Education Council), National Agency, Erasmus, Mevlana, and Farabi; and providing bilateral cooperation and collaborations.
- b) Organising seminars, training, orientation activities and, etc. to provide guidance

and coordination for the active participation of the academicians, administrative/technical staff, and students in the exchange programs.

- c) Supporting the process of implementing joint programmes' and projects with the universities, departments of the universities, research centres, and other institutions.
- d) Providing the active participation of the University to the EU Education and Youth programmes, following and announcing the programmes on behalf of the University in this context.
- e) Promoting the preparations/studies for course packages/curriculums of the departments to support exchange students/academicians to take/give lectures in the context of EU programmes.
- f) Supporting the needs of exchange students/academicians/administrative and technical staffs within the bounds of possibility, organising orientation/implementation programmes and, etc., and offering solutions for the possible problems.
- g) Supporting the exchange students/academicians/administrative and technical staff to go abroad and promoting solutions for the possible problems.
- h) Supporting the ECTS (European Credit Transfer and Accumulation System) and the implementation of DS (Diploma Supplement) of the University.
- i) Attending the national/international events/meetings/fairs held within the exchange programmes of Erasmus+, Mevlana, and Farabi, and supporting the participants.
- j) Planning and implementing the required activities to make the University internationally recognizable; and preparing/obtaining/delivering/using all kinds of materials including catalogues and promotional materials.
- k) Organising and planning the visits of missionaries of national/international agencies to the University.
- l) Supporting the Rector's Office and other departments to communicate with the institutions abroad.
- m) Preparing the internationalisation strategy regarding the strategic plan of the University, organising the required preliminary preparations and suggestions to adapt the University to the process, reviewing the strategies if necessary, and implementing them within the limits of the power.
- n) Regarding the needs and the capacity of the University, cooperating, developing, and maintaining the following goals:
 - n1) Student's exchange,
 - n2) Staff's exchange,
 - n3) Joint programmes, projects, research, and meeting,
 - n4) Collaboration in other areas.
- o) Pursuing the required studies actively primarily for ECTS (European Credit Transfer and Accumulation System), and conducting the required activities to maintain ECTS Label and DS Label that the University has obtained regarding the Bologna Process.
- p) Determining the needs of the international students of the University, supporting

coordination for the solutions, and providing the required strategy to make their study at the University easier.

q) Organising reciprocal visits and exchanging correspondence with the other institutions on behalf of the University for international protocols and cooperation.

r) Following, organising and attending national/international events, fairs, and promotions.

s) Fulfilling the other duties appointed by the Rector.

Sub-coordinators

Article 12- (1) The following are the sub-coordinators of the Office of International Relations:

- a) Exchange Programmes
- b) International Students' Affairs
- c) Internationalisation

Exchange Programmes Coordinator

Article 13- (1) The Exchange Programmes Coordinator is offered by the General Coordinator among the academicians of the university and appointed by the Rector for three years. In case of a termination of duty, the Coordinator may be appointed again.

(2) If necessary, one or two vice-coordinators may be appointed by the Rector among the academicians offered by the General Coordinator and the Exchange Programmes Coordinator. The vice-coordinator assists the Exchange Programmes Coordinator regarding the objectives of the office. In case of a termination of duty of the Coordinator, the vice-coordinators are also off duty.

Formation of the Office of Exchange Programmes

Article 14- (1) The departments of the exchange programmes are consisted of:

- a) Erasmus Exchange Programmes Unit,
- b) Mevlana Exchange Programmes Unit,
- c) Farabi Exchange Programmes Unit.

Erasmus Exchange Programme Unit

Article 15- (1) The liabilities of the Erasmus Exchange Program Unit are:

- a) Conducting the Erasmus Exchange Program regarding the Erasmus+ KA 103 and KA 107 Directives of Karadeniz Technical University.
- b) Responding to the call of "Learning Mobility for Individuals" which is announced by the Ministry of Foreign Affairs, the Ministry of European Union, and the Turkish National Agency in every academic year.
- c) Planning the related activities for each academic year, preparing schedules for the process and announcing them via the related channels, and guiding the related parties during the process.
- d) Organising contact and promotion meetings for each academic year (either in a term or both terms), announcing the calls and accepting the applications

regarding the terms and procedures of the Erasmus+ Program Guide.

- e) Following the process of bilateral agreements between the universities.
- f) Organising and coordinating the Erasmus+ Foreign Language Exam to be conducted for the prospective exchange students with the related departments of the University.
- g) Documenting the reports (interim/final) demanded by the Turkish National Agency and European Commission.
- h) Supporting the universities abroad and the students/ academicians/ administrative and technical staffs to be exchanged via Mevlana or Erasmus+, and; offering solutions to the possible problems.

Mevlana Exchange Programmes Unit

Article 16- (1) The liabilities of the Mevlana Exchange Program Unit are:

- a) Responding to the call by YOK (Higher Education Council) for the exchange program of the students and staff.
- b) Announcing the application calendar for Teaching/Training/Project-based Exchange in the dates defined by YOK (Higher Education Council).
- c) Following the application process, organising the related events, and guiding the applicants before, during and after the application process.
- d) Coordinating with the related departments of the University before signing the protocol with the universities abroad, and conducting the required procedures of YOK (Higher Education Council).

Farabi Exchange Program Unit

Article 17- (1) The liabilities of the Farabi Exchange Program Unit are:

- a) Conducting the process of making bilateral agreements between the higher education institutions.
- b) Announcing and accepting the applications for incoming/going students regarding the academic calendar of YOK (Higher Education Council) every year.
- c) Conducting the process of informing the parties, and providing guidance and coordination during the whole process.
- d) Reporting (interim/final) and completing the data input considering the academic calendar of YOK (Higher Education Council)

The Office of International Students' Affairs

Article 18- (1) The International Students' Affairs Coordinator is offered by the General Coordinator among the academicians of the university and appointed by the Rector for three years. In case of a termination of duty, the Coordinator may be appointed again.

(2) If necessary, one/two or maximum of three vice-coordinators may be appointed by the Rector among the academicians offered by the General Coordinator and the International Students' Affairs Coordinator. The vice-coordinator assists the Coordinator and fulfils the given tasks. In case of a termination of duty of the Coordinator, the vice-coordinators are also off duty.

Formation of the Office of International Students' Affairs

Article 19- (1) The Office of International Students' Affairs consists of two sub-units:

- a) KTUYOS
- b) International Students

(2) The liabilities of the Office of International Students' Affairs are:

- a) Setting KTUYOS (Karadeniz Technical University Foreign Student Examinations) and organising it by collaborating with the related departments of the University.
- b) Serving for all of the international activities of the University regarding the workforce of the office.
- c) In case of an agreement by the University Senate, conducting the process of creating a revolving fund to provide service and bear the Office's cost of service regarding the fields of activity of the Office.
- d) Informing the international students about the terms of applications for undergraduate/postgraduate programmes of Karadeniz Technical University.
- e) Guiding international students who are accepted and registered to KTU in terms of academic, social, and cultural issues, and offering solutions to their problems about accommodation and health.
- f) Organising cultural/social/artistic activities to promote international students to engage in the academic, social, and cultural environments.
- g) Creating "International Students Group" to provide easier communication with the students.
- h) Announcing the activities/events organised for the international students on the web page of the University, and sharing them with the press.

The Office of Internationalisation

Article 20- (1) The Coordinator of the Office of Internationalisation is offered by the General Coordinator among the academicians of the university and appointed by the Rector for three years. In case of a termination of duty, the Coordinator may be appointed again.

(2) If necessary, one or two vice-coordinators may be appointed by the Rector among the academicians offered by the General Coordinator and the Coordinator of the Office of Internationalisation. The vice-coordinator assists the Coordinator and fulfils the given tasks. In case of a termination of duty of the Coordinator, the vice-coordinators are also off duty.

Formation of the Office of Internationalisation

Article 21- (1) The Office of Internationalisation consisted of two sub-units:

- a) Training, Exchange, and Bilateral Protocols Unit,
- b) Internationalisation and Ranking Unit.

The Liabilities of the Training, Exchange, and Bilateral Protocols Unit

Article 22- (1) The liabilities of the Training, Exchange, and Bilateral Protocols Unit are:

- a) Preparing the protocols to be signed with the higher education institutions (except for Erasmus+ and Mevlana), therefore following and enhancing the implementation process of the available protocols.
- b) Exchanging correspondence with the other institutions regarding the protocols/agreements and providing coordination and organisation of all the steps of the process to follow, conduct, and conclude the activities.
- c) Providing coordination to fulfil the objectives like student/staff exchange, joint programmes, internship, research, scientific events and, etc. with international universities and higher education institutions regarding the University's needs, capacity, and prominent fields.
- d) Carrying out works to evolve joint programs and provide mutual recognition of the diplomas and training activities.
- e) Supporting the scientific, cultural, artistic, technological, social and, etc. activities to improve and maintain the continuity of the international recognition of the University.
- f) Providing background for the academic departments that they need to cooperate for international education, training, and research.

The Liabilities of the Internationalisation and Ranking Unit

Article 23- (1) The liabilities of the Internationalisation and Ranking Unit are:

- a) Supporting the implementation of the internationalisation strategy of the University along with the other departments of the University.
- b) Following various ranking institutions which provide analysis for member universities, informing the University, evaluating the information requests, and provide data flow to the related institutions.
- c) Representing the University on international platforms by organising joint events and contributing to its recognition, and associating the University with the international universities with membership.
- d) Conducting works/studies to enhance the academic internationalisation and the recognition of the University.

Section Three

Miscellaneous Provisions

Legal Clauses

Article 24-(1) For the legal clauses in this Directive; the decisions of the Karadeniz Technical University Senate, and the other legal provisions specified in Law. No. 2547 are implemented.

Enforcement

Article 25– (1) This Directive comes into force with the approval of the University Senate.

(2) The Directive of the Office of International Relation of Karadeniz Technical University is abolished by the decision of University Senate No.303/5 on 09.01.2020.

Executive

Article 26– (1) The provisions of this Directive shall be executed by the University Rector.