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**KARADENİZ TECHNICAL UNIVERSITY
DIRECTIVE OF INTERNATIONAL JOINT EDUCATION PROGRAMS**

SECTION ONE

Objective, Scope, Basis, and Definitions

Objective

Article 1– (1) The objective of this Directive is to regulate the implementation basics of the international joint education programs offered by Karadeniz Technical University and higher education institutions abroad or the available programs they carry out cooperatively.

Scope

Article 2– (1) This Directive covers the procedures and principles for the international joint education programs offered by Karadeniz Technical University and higher education institutions abroad or the available programs they carry out cooperatively.

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, issued on 04.11.1981 and published in Official Journal No.29849 on 06.10.2016.

Definitions

Article 4– (1) In this Directive,

- a) **Joint Diploma** refers to a diploma that is issued for students by the university, higher education institutions, and other educational establishments cooperatively as a joint single diploma (joint), joint multiple diplomas (dual), or dividual multiple diplomas.
- b) **Joint Program** refers to an available or newly started educational program that is offered by the university, higher education institutions, and other educational establishments cooperatively.
- c) **Student** refers to a person who registers for a program that is carried out by the university and the higher education institutions abroad cooperatively.

- d) **Protocol** refers to an official document that regulates the basics to carry out the joint programs of the university, higher education institutions, and other educational establishments cooperatively.
- e) **Senate** refers to the University Senate.
- f) **Parties** refers to the university and the higher education institutions abroad.
- g) **University** refers to Karadeniz Technical University.
- h) **Foreign Student** refers to a student (non-Turkish citizen) who studies in any field/department at the university.
- i) **Directive** refers to the Karadeniz Technical University Directive of International Joint Education Programs.

SECTION TWO

Joint Education Programs and the Protocol

Joint Programs

Article 5 – (1) The aim of the joint programs is to cooperate with the higher education institutions accepted by the Higher Education Council and to provide the best opportunities for the students regarding their academic standards.

Protocol

Article 6 – (1) The implementation basics of the international joint education programs and the rights and obligations for the Parties are regulated with Protocol. Protocols are regulated separately for each one of the programs. In this Protocol, which is subjected to the approval of the Higher Education Council, the following issues are covered:

- a) The vacancies for the joint programs, minimum terms of application, foreign language requirement, and students' selection and acceptance,
- b) The curriculum of the joint education program and its share among the parties,
- c) The maximum duration of the joint education program, permissions, and the minimum duration to stay for both Parties,
- d) The students' responsibilities for the visa, tuitions of the joint program and how to pay it, scholarship opportunities, accommodation, health insurance, and other expenses,
- e) The grading system, academic success/failure, make-up exams in terms of failure, grade point average (GPA), terms of graduation, and transcript,
- f) The duration of the protocol and extensions,
- g) The regulations for non-Turkish students,
- h) The process of graduation, diploma, and the expressions to be added for diploma,

(2) The joint program starts following the approval of the Protocol by the Senate and the Higher Education Council. The approval of the Higher Education Council is also required for matriculation.

SECTION THREE

Basics for the Implementation of the International Joint Education Programs

Students' Acceptance

Article 7– (1) The students' acceptance for the joint education programs depends upon their responsibility to fulfil the minimum terms of acceptance identified by the Parties in the Protocol.

(2) To be accepted for the joint education programs, the students of undergraduate and associate degree programs are required to complete at least half of the duration of their program at the University except for the prep class, while postgraduate students are supposed to fulfil the requirements of both of the University and the other higher education institution abroad, and complete at least one term at the University.

Tuitions

Article 8– (1) The students registered for undergraduate, postgraduate, and associate degree programs, and those accepted for joint programs are required to consider Law No. 2547, Item. 46 in terms of their tuitions during their stay at the University. In terms of the tuitions during their stay abroad, the students are only required to pay the tuitions determined by the higher education abroad during their study.

Scholarships

Article 9– (1) The information on the available scholarships that could be awarded for the registered students at the University, and the other terms before the acceptance are included in the Protocol and announced for the students.

Medium of Instruction

Article 10– (1)

To start their education, the registered students are required to fulfil not only the terms stated in the Protocol but also the foreign language requirement of the higher education institutions abroad. In case of fulfilling the requirements stated in the Protocol, the students will be unable to get the joint education program unless they prove the required proficiency in a foreign language.

Registration and Re-registration

Article 11– (1) The registration dates of the joint programs, required documents, and other issues are determined and announced to the students by the Parties.

(2) The students are supposed to register by paying the tuition and selecting courses on the dates specified in the academic calendar at the beginning of each term. The students assume full responsibility for following the registration and re-registration process.

(3) The students depend on the legal provisions of the Parties in terms of registration issues.

(4) In case of not fulfilling the requirements of registration/re-registration or not paying the tuition for the higher education abroad; the students will be exmatriculated from the joint education program, and they will be able to continue their education considering the

maximum duration of their education program registered at the University.

Academic Success/Failure

Article 12– (1) The terms of academic success/failure are defined by the Parties according to their policies.

(2) In case of academic failure in higher education institutions abroad, the students registered for the available programs at the University and fulfil the requirements of the higher education institutions abroad, and thus get an education, will be exmatriculated from the joint education program, and they will be able to continue their education considering the maximum duration of their education program registered at the University.

Curriculum

Article 13– (1) The curriculum of the joint education program, the activities and credits that constitute the curriculum such as courses, labs, applications, internship, thesis etc., and the share of the curriculum by the Parties are specified in the Protocol signed by the Parties.

(2) The process of defining the Party under whose responsibility the postgraduate and PhD courses/thesis will be conducted via the co-supervisors is also specified by the Protocol.

Transcript, Grading Systems, and GPA

Article 14– (1) The grading system and terms of academic success are specified separately in the Protocol by the Parties carry out the joint education program.

(2) The students registered for the joint education program are supposed to deliver their transcript at the end of each term to inform the Parties.

(3) In case the students meet the requirements of graduation the Parties specified, a single GPA is calculated considering the course credits of the joint education program of both Parties.

Duration of Study

Article 15– (1) The students depend on the duration specified in Law No. 2547, Item. 44 for undergraduate/associate degree programs; and in the Regulation for Postgraduate Education for the postgraduate studies.

Repeating Courses

Article 16– (1) For the failed courses, the students can take maximum of two courses from the other institution with the approval of both Parties.

(2) To take courses from the institution abroad that is failed at the University; those courses are included in the curriculum of the institution abroad by the offer of the program coordinators and the approval of the related competent body, and the courses evaluated regarding the terms of academic success of the institution abroad.

Permissions

Article 17– (1) In case of documenting compelling reasons, the students could be permitted for a term or an academic year by the approval of both Parties. The duration of the permission is not considered as a part of the maximum education period. The total duration of permission cannot be longer than half of the education period of the program.

Disciplinary Actions

Article 18– (1) The students depend upon the disciplinary actions of the related institutions regarding their study period at the University and the higher education institute.

Internship

Article 19– (1) For the programs with obligatory internship, the terms included in the Protocol should be considered.

Visa

Article 20– (1) The students depend upon the visa procedures of the country they will get the joint education program.

Health Insurance

Article 21– (1) The insurance obligations and coverage of the students accepted for the joint education program are specified in the Protocol.

SECTION FOUR

Graduation, Diplomas, and Supervising

Graduation

Article 22– (1) To graduate, the students are supposed to meet the needs of both institutions in terms of minimum academic success and other requirements.

Diploma

Article 23– (1) In case of fulfilling all the graduation requirements specified by both Parties, the students registered for the joint education program will be given one or two separate diplomas signed by both Parties indicating that the program is carried out cooperatively.

(2) In case of two given diplomas, the full names of the Parties and the joint education program are specified.

(3) The statements to be included in the diplomas are identified in the Protocol signed by the Parties.

(4) The students will not be considered as qualified for either of the diplomas unless they fulfil all the graduation requirements of the Parties.

The Coordinators of the Joint Education Program

Article 24– (1) In order to support students in terms of following the education program

and other issues, a University Coordinator of the Office of International Relations and a Program Coordinator of the related departments are appointed by the Rector.

SECTION FIVE

Implementation of the Joint Education Program

Article 25– (1) The joint program is carried out following the approval of the Protocol by the Senate and the Higher Education Council.

(2) The University Coordinator defines an application calendar with the program coordinators regarding the related programs and informs the Office of International Relations respectively. The process of application and requirements are announced on the web pages of the University and the Office of Internationalisation.

(3) The eligibility of the applicants is evaluated by the program coordinators, and those found qualified by the approval of the academic council are announced on the webpage of the Office of Internationalisation along with the results of applications. The name list of the successful students is delivered to the university abroad by the University Coordinator. The process of application and registration for the university abroad is followed by the students.

(4) The information of the students whose applications are accepted by the university abroad are delivered to the Office of Student Affairs for the procedures, and to the Office of International Relations and program coordinators to inform.

(5) The orientation training for the students is organized by the Office of International Relations.

(6) The students are supposed to deliver the transcripts they get from the university abroad to the student affairs officers in their faculty/department/institution at the end of each term. The students contact the program coordinators in terms of the courses to be taken and other issues during their stay abroad.

(7) The students are supposed to consult with the program coordinators with their diploma or any official document proving them to be qualified in meeting the graduation requirements of the university abroad. The process of graduation begins with the delivery of the assize on the student's qualification to graduate to the University Coordinator to inform, and its submission by the Office of Student Affairs.

SECTION SIX

Liabilities

The Students' Liabilities

Article 26– (1) The students accepted for the joint education program are responsible for fulfilling the requirements of visa procedure of the country they will have education, and the insurance obligations specified in the Protocol. The students are also responsible for providing the tuition for the university abroad, accommodation, transportation and living expenses during the joint education program.

(2) The students register/re-register individually, and deliver the transcript they get for each term from the university abroad to the student affairs officers in their faculty/department/institution.

(3) The students are supposed to depend upon the disciplinary actions and intellectual property rights of both Parties; otherwise, the students are responsible for the consequences related to any contradiction to the regulations.

The Program Coordinator's Liabilities

Article 27– (1) The Program Coordinators offer submission about the convenience of the curriculum for the joint education programs included in the Protocol and deliver all kinds of program changes to the University Coordinator to inform the university abroad.

(2) They mentor the students who applied for the joint education program and inform students in written.

(3) They deliver the information of the students found qualified by the assize to the University Coordinator to inform the university abroad.

(4) They ensure the delivery of a letter of approval stating the students as prospective graduates to the Office of Student Affairs of the University.

The University Coordinator's Liabilities

Article 28– (1) The University Coordinators carry out negotiations with the university abroad as the contact person and ensure the coordination related to the international joint education programs.

(2) They deliver the information of the students whose applications are approved by the assize of the academic board of the related institution to the university abroad.

(3) They deliver the information of the students whose applications are approved and the registration procedures are completed by the university abroad to the Office of Student Affairs for the procedures, and to the Office of International Relations to inform.

(4) They follow the process of conducting the joint program and ensure the efficiency of the program by coordinating with the program coordinators and the Office of International Relations.

(5) They provide responds to the possible questions and information request of the university abroad during the implementation of the Protocol.

The Office of Student Affairs' Liabilities

Article 29– (1) Regarding the diplomas and the expressions to be added for diplomas specified in the Protocol of the joint programs, the regulations for the graduation and diploma procedures of the students are carried out by the Office of Student Affairs.

(2) The Office of Student Affairs is also responsible for the issues of documenting, protecting and deleting the information of the students of the joint education program.

The Office of International Relations' Liabilities

Article 30– (1) The Office of International Relations and the University Coordinator carry out the procedures for implementation, amendment, and termination of the Protocols related to the joint education programs.

(2) The news about the applications for the joint education programs approved and implemented by the Higher Education Council is announced on the web pages of the University and the Office of International Relations.

SECTION SEVEN

Miscellaneous Provisions

Legal Clauses

Article 31– (1) For the legal clauses in this Directive; Karadeniz Technical University Regulation for Undergraduate/Associate Degree Programs issued on 07.10.2017 and published in Official Journal No. 30203, Karadeniz Technical University Regulation for Postgraduate Education issued on 24.07.2017 and published in Official Journal No. 30133, the terms of Regulation for Joint Education Programs of Higher Education Institutions and Higher Education Institutions Abroad issued on 06.10.2016 and published in Official Journal No. 29849, and the decisions of Senate are implemented.

Enforcement

Article 32– (1) This Directive comes into force with the approval of the University Senate.

Executive

Article 33– (1) The provisions of this Directive shall be executed by the University Rector.