

COOPERATION PROTOCOL

between



ISTANBUL AYDIN UNIVERSITY

and



AL-KITAB UNIVERSITY



**ISTANBUL AYDIN
UNIVERSITY**



**SPECIFIC AGREEMENT ON STUDENT EXCHANGE
BETWEEN
ISTANBUL AYDIN UNIVERSITY (IAU)
AND
AL-KITAB UNIVERSITY**

The Istanbul Aydin University (IAU), Besyol Mah. İnönü Cad. No:38 P.C. 34295 Kucukcekmece / Istanbul / TURKEY and Al-kitab University, Altun Kupri, Kirkuk, Iraq, hereby agree to promote student exchange between the two institutions based upon the present specific agreement (hereafter “**Specific Agreement**”), which is attached to the Main Agreement signed by the Parties on Framework Agreement.

IAU and Al-Kitab University are hereinafter collectively referred to as the “**Parties**” and individually as the “**Party**”.

PURPOSE

The purpose of this Specific Agreement is to further mutual understanding between IAU and Al-Kitab University, and to enhance each institution’s teaching, learning, and internationalization objectives. This Specific Agreement provides for exchange opportunities for undergraduate and graduate students, and IAU and Al-Kitab University agree to institute this exchange program under the following terms:

1. Duration of Stay

The duration of stay for exchange students at the host institution shall normally be for up to a period of one semester, one academic year, or one summer session.

2. Numbers of Exchange Students

Each Party may send and accept under this Specific Agreement up to 2 student(s) per program, per year. If necessary, such number can be raised upon agreement by both Parties.

The Parties undertake to balance the numbers of students from each institution during the term of the Specific Agreement.

3. Status of Exchange Students

Each Party shall normally accept incoming exchange students as non-degree students (i.e. students who do not aim at obtaining a degree or other formal qualification from the host university.) All participants will be registered at all times as full-time students of the home university, in accordance with the regulations of the home university.

4. Acceptance Procedures and Deadlines to apply

The students participating in the exchange program under the terms of this Specific Agreement shall be selected initially by the home institution, and the host institution shall make the final admission decision in each case. The following selection criteria will generally apply but may be varied in appropriate cases:

- (1) Students will have completed at least one semester of university work prior to participation in the exchange;
- (2) Good academic standing, as reflected by a minimum average mark of 12/20 (equivalent to 2.8 GPA out of 4.0)



Each Party will appoint an Exchange Coordinator to administer the terms of this Agreement. The International Office will administer the program at IAU. At Al-Kitab University, the exchange will be managed by the Direction of International Relations.

The home institution shall submit to the host institution the selected applications in line with the following deadlines :

- ✓ For a student mobility in the Spring semester, the application deadline is due to November 30th.
- ✓ For a student mobility in the Fall semester, the application deadline is due to May 30th.

Applications are sent info@uoalkitab.edu.iq

Applications are sent to: international@aydin.edu.tr

5. Study Program

Each exchange student shall determine the study program at the host institution in consultation with academic advisors of both the home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed in accordance with the regulations of the host institution. Exchange students will normally be permitted to enter programs unless these programs are subject to limited enrollments.

For each exchange student, a Learning Agreement with all the selected courses shall be prepared by the student and his/her professors in the home and host institution. The Learning Agreement shall be validated by the student's academic advisors from both institutions, before being signed and stamped by the parties (the student, the home institution school, and the host institution school).

6. Academic Record and Accreditation

The host institution shall evaluate the academic performance of each exchange student according to its rules and shall send the home institution the academic record/transcript of each exchange student. The home university should determine the academic credit to be granted to their exchange students for courses completed after the duration of study at the host university.

7. Tuition, Fees, Insurance, Visa, and Expenses

Provided they have paid the appropriate tuition and fees to their home institution, in accordance with the regulations of the home institution, exchange students shall not be required to pay tuition or related fees to the host institution, other than the other costs set forth below.

Other costs, including bus passes, housing, international travel, Visa fees, accommodation, books, supplies, meals, health insurance, and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student.

All students participating to the exchange or student mobility must subscribe a health insurance to cover them while in the host country.

The host institution will assist the incoming student in finding accommodation for exchange students when necessary.

Any incidental fees assessed against participating students under this Specific Agreement shall not be greater than those normally paid by students of the host university.

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The exchange student is responsible for all expenses of accompanying spouse and/or dependents.

8. Student's Obligations

Exchange students are subject to the rules and regulations of the host university and host country in addition to those at their home university. Any breach of those rules and regulations will be dealt with in accordance with the established policies and procedures of the host university in consultation with the home university.

9. Government Requirements

Exchange students will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents. Exchange students shall ensure that they keep their host institution fully informed of their movements and their contact details during the period of their exchange. The host institution will act as the point of contact with the student.

10. Commencement and Duration of the Agreement

This Specific Agreement may be modified through the mutual discussion and consent of the two universities, and shall remain in effect from the date of signature for the same period as the Main Agreement it refers to.

It may be extended in writing, for similar terms or more, upon mutual consent of the Parties.

Modifications to this Specific Agreement may be made only in writing by mutual consent.

In the event that either Party terminates the Specific Agreement, the host institution shall honor the terms of the Specific Agreement for students whose exchange has been approved prior to termination, as if the Specific Agreement remained in force for the period of exchange.

In Witness of the terms of this Specific Agreement, the Parties' representatives' signatures are affixed:

ISTANBUL AYDIN UNIVERSTY

AL-KITAB UNIVERSITY

Name: Prof. Dr. Zafer ASLAN

Title: Vice Rector

Date: 26.2.2024

Name : Prof. Dr. Ayad Ghany Ismaeel

Title : Rector

Date:

26.2.2024



Istanbul Aydın University (hereafter referred to as **IAU**, address: Besyol Mah. Inonu Cad. No: 38 Küçükçekmece / İstanbul/ Türkiye) and **Al-Kitab University** (hereafter referred to as **Al-Kitab University**, address: Iraq, Kirkuk, Altun Kupri) aim to establish and develop a strategic collaborative relationship in order to promote academic and cultural exchange between the two institutions based on the following provisions:

I. Areas of Cooperation

The Cooperation Protocol will serve as a general framework for institutional cooperation through a broad range of activities such as:

- a. Exchange of students for study and research;
- b. Short-term programs;
- c. Exchange of academic staff for teaching and research;
- d. Collaboration on research projects and publications;
- e. Organizing joint seminars, conferences and other scientific events;
- f. Cooperation in online learning and organization of webinars;
- g. Development of joint and dual degree programs or articulation and progression agreements;
- h. Organizing joint cultural activities designed to promote international understanding

II. Principles of Cooperation

1. The Cooperation Protocol as outlined in this document is meant to describe the cooperative intentions of the institutions involved and suggest guidelines for cooperation. Any specific program will be subject to availability of funds and the mutual agreement of the two institutions.
2. The terms of cooperation for each specific activity implemented under this Cooperation Protocol will be mutually discussed and agreed upon in writing by both parties in a separate agreement, prior to the initiation of that activity. Any such implementation agreements will form appendices to this Cooperation Protocol.
3. Financial and/or funding consideration shall become the subject of specific discussion and agreement within the framework of separate implementation agreement. No financial commitment, on the part of either signatory, is intended in or to be implied from this general document.

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III. Management of Cooperation

1. Each institution will designate an administrative office who will be the principal contact point for regular communications and the planning of activities for the implementation of this Cooperation Protocol.
2. Each institution will do its best to identify areas of mutual interest and key academic staff in relevant departments in order to formulate concrete proposals for research and teaching activities.

IV. Duration and Termination

The Cooperation Protocol will remain in force for a period of 5 (five) years from the date of the last signature, with the understanding that it may be terminated by the appropriate authorities of either party in writing, unless an earlier termination date is mutually agreed upon. The Cooperation Protocol may be amended or extended by mutually written consent of the authorities of the two parties.

ISTANBUL AYDIN UNIVERSITY

Prof. Dr. Zafer ASLAN

Vice Rector

Date: 26.2.2024

AL-KITAB UNIVERSITY

Prof. Dr. Ayad Ghany Ismaeel

Rector

Date: 26.2.24