
T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE *for* INTERNATIONAL RELATIONS OFFICE

FIRST PART

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1 – (1) The purpose of this directive is to ensure, carry out, develop and maintain the relations of Nevşehir Hacı Bektaş Veli University with institutions and organizations such as universities in Turkey and abroad. It regulates the procedures and principles regarding the establishment, duties and responsibilities of the International Relations Office, which operates to ensure the coordination of the "European Union Projects" and the "Instrument for Pre-Accession Assistance" (IPA) within the university.

Scope

ARTICLE 2 – (1) This directive is about the development of all national and international exchange programs, European Union Projects, Pre-Accession Assistance Projects and other international education, culture, social and artistic dimensions of Nevşehir Hacı Bektaş Veli University through bilateral and multilateral agreements and agreements. covers the provisions.

Basis

ARTICLE 3 – (1) This directive is in line with subparagraph (c) of article 12, subparagraph (e) of Article 4 of the Higher Education Law No. 2547 dated 6/11/1981, Mevlana Exchange Program dated 23/08/2011 and numbered 28034. It has been prepared on the basis of the Regulation on the Regulation on the Exchange of Students and Faculty Members between Higher Education Institutions, dated 18/02/2009 and numbered 27145, and the Framework Agreement signed between the Republic of Turkey and the European Union on 26/02/2002.

Definitions

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(2) The definitions mentioned in this directive are as follows:

a) European Union Projects: Project studies carried out within public administrations and financed by grants from the European Union, international organizations or international consortia,

b) Exchange Program: The student should study at a contracted higher education institution within the scope of international bilateral agreements or all national and international

exchange programs, do an internship in an institution / organization, lectures by faculty members within the scope of these programs, and training of instructors and administrative staff,

c) Foreign Relations: Cooperations of the University with institutions and organizations abroad that are outside the scope of Erasmus, Mevlana Exchange Programs and projects,

ç) Erasmus Exchange Program: Erasmus Exchange Program, which covers mobility activities such as the student's education in a higher education institution abroad through inter-institutional agreements, internship in an institution / organization, teaching academic staff in an institution abroad, training of teaching staff and administrative staff. the education and youth program, which includes the program and is carried out by the European Commission,

d) Farabi Exchange Program: The program carried out by the Council of Higher Education (YÖK), which includes the student's education in another higher education institution in the country through bilateral agreements,

e) IPA Projects: Works within the scope of the Instrument for Pre-Accession Assistance, which supports the reforms carried out before the accession of the Republic of Turkey to the European Union,

f) Institutional Coordinator: Each of the EU Projects, Erasmus, Farabi, IPA, Mevlana, Joint Programs, Foreign Relations, International Scholarships and International Student Institution Coordinators,

g) Mevlana Exchange Program: The program carried out by the Council of Higher Education (YÖK), which includes the student's education in a higher education institution abroad through bilateral agreements and the teaching mobility of the faculty members,

ğ) Office: The unit of Nevşehir Hacı Bektaş Veli University that carries out international relations activities, directly reporting to the Rectorate,

h) Office Coordinator: International Relations Office coordinator,

ı) Joint Programs: Programs established by the university with higher education institutions abroad at associate, undergraduate, graduate and doctorate levels,

i) ÖSYM: Assessment, Selection and Placement Center,

j) Rector: Rector of Nevşehir Hacı Bektaş Veli University,

k) Senate: Senate of Nevşehir Hacı Bektaş Veli University,

l) National Agency: T.C. Ministry of Foreign Affairs, Presidency for EU Affairs, Turkish National Agency,

m) International Scholarships: Scholarship programs financed by the Republic of Turkey or by institutions and organizations abroad,

n) University: Nevşehir Hacı Bektaş Veli University.

SECOND PART

Purpose and Fields of Activity of the International Relations Office

Purpose of the office of international relations

ARTICLE 5 – (1) The Office is responsible for ensuring that university students and academic staff gain international experience in educational research activities, helping students and scientists from foreign universities integrate with the university, making maximum use of academic exchange programs and encouraging the implementation of international projects. aims to contribute to the development of the region.

Fields of activity and duties

ARTICLE 6 – (1) The office's fields of activity are as follows:

a) To prepare the university's international strategy and policy drafts, to review them when necessary and to assist in their implementation,

b) To ensure that the necessary promotions and announcements are made for the execution of European Union Projects and IPA Projects within the University,

c) Universities in Turkey and abroad, units affiliated to universities, research centers, etc. to establish, maintain and contribute to the development of bilateral and multilateral cooperation with institutions/organizations for academic purposes; To support the necessary studies for the realization of activities such as training, conferences, congresses, seminars, workshops, exhibitions, symposiums and panels within the scope of exchange programs,

ç) To make the organizations specified in the relevant legislation so that the students, academic and administrative staff who come to the University within the scope of national and international exchange programs and bilateral agreements can carry out their activities; Selecting the students, academic and administrative staff who will leave the University within the scope of national and international exchange programs and bilateral agreements, coordinating and conducting all kinds of activities from the beginning to the conclusion of the mobility,

d) Announcing the opportunities for scholarships abroad (Fullbright, Jean Monnet, Framework Program, COSME etc.) and organizing information meetings,

e) To carry out studies for the promotion of the university at the international level and to contribute to the preparation of all kinds of materials for this purpose,

f) To support all kinds of correspondence and communication that the university will make with institutions abroad,

g) Participating in meetings, training, research and promotion fairs held abroad or in the country regarding Office activities and informing the relevant units,

ğ) Evaluate the calls for proposals made by the National Agency or the European Commission on the Erasmus Exchange Program, and the YÖK on Farabi and Mevlana

Exchange Program, to make applications, to sign the contracts and to send the interim and final reports regularly; ,

h) To provide the necessary support in the process of opening joint education programs with higher education institutions abroad,

i) To ensure that the University carries out bilateral cooperation with institutions and organizations abroad and to prepare protocols within this framework.

THIRD PART

Governing Bodies and Duties of the International Relations Office

ARTICLE 7 – (1) The administrative bodies and duties of the Office are as follows:

a) Office; Office Coordinator, program coordinators (EU Projects Institutional Coordinator, Erasmus Institutional Coordinator, Farabi Institutional Coordinator, IPA Institutional Coordinator, Mevlana Institutional Coordinator, Joint Programs Institutional Coordinator, Foreign Relations Institutional Coordinator, International Scholarships Institutional Coordinator and International Student Institution) under the management of the relevant Vice-Chancellor. Coordinator) and academic/administrative staff.

b) The Rector is the legal representative of the University. The legal representative approves the mobility application of the relevant year to be made before the National Agency, signs the contracts and other related documents, approves the interim report regarding the ongoing activity period and the University final report for the completed activity period.

office coordinator

ARTICLE 8 – (1) The Office Coordinator is appointed by the Rector for a period of 3 (three) years from among the teaching staff with international education and/or experience. The expiring Coordinator may be reassigned. The duties of the Office Coordinator are:

a) To manage and represent the Office,

b) To prepare the agenda of the meetings with the Institution Coordinators and office staff and to chair the meetings,

c) To provide coordination between university units in matters concerning the international relations of the university,

ç) To ensure coordination among office workers,

d) To determine and supervise the duties and responsibilities of the personnel working in the office,

e) To ensure that the records of all kinds of correspondence, data and documents related to the work of the unit are kept.

Institution coordinators

ARTICLE 9 – (1) Under the coordinatorships affiliated to the office, there are also sub-unit coordinators and department coordinators consisting of representatives of the relevant academic units (Dean's Office, School of Education, etc.).

(2) The Erasmus Institutional Coordinator is appointed by the Rector for a period of 3 (three) years with the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(3) The duties of the Erasmus Institutional Coordinator are as follows:

a) To carry out all academic exchange programs carried out by the National Agency or the European Commission within the scope of Erasmus Higher Education Mobility on behalf of the university,

b) To coordinate the necessary preparations for the students/instructors who come to the University for a certain period of time within the scope of the Erasmus Exchange Program to take/give the relevant courses,

c) To make the necessary plans to meet the needs of students and lecturers who will come from higher education institutions abroad to the University within the scope of relevant exchange programs and bilateral and/or multilateral agreements,

ç) To participate in other educational, research and organizational activities within the field of interest,

d) Announcing the announcements about the program, providing information and supporting the effective work of the relevant units within the University. (4) Mevlana Institutional Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(5) The duties of the Mevlana Institutional Coordinator are as follows:

a) To carry out all activities carried out within the scope of Mevlana Exchange Program on behalf of the University,

b) Announcing the announcements about the program, providing information and supporting the effective work of the relevant units within the University,

c) Making agreements with universities abroad, ensuring efficient exchange of academics and students, providing information on the subject and providing support to this process,

ç) To provide support for the adaptation and orientation of guest students and academicians.

(6) Farabi Institutional Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(7) The duties of Farabi Institutional Coordinator are as follows:

a) To ensure the active participation of the University in the Farabi Exchange Program, the implementation principles of which are determined by the Council of Higher Education, and to carry out all related activities on behalf of the University,

b) To provide support on issues such as adaptation and orientation of guest students and academicians.

(8) The European Union Projects Institutional Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(9) The duties of the European Union Projects Institutional Coordinator are as follows:

a) Developing the project culture at the university, encouraging the preparation of projects for research and development by improving the research capacity in line with the strategic priorities and plans of the university,

b) To follow the national and international project calls and announce them to the academic staff and units.

(10) The IPA Projects Institutional Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(11) The duties of the IPA Projects Institutional Coordinator are as follows:

a) Developing the project culture at the university, encouraging the preparation of projects to develop research capacity in line with the strategic priorities and plans of the university,

b) To follow the project calls within the scope of IPA and announce them to the academic staff and units.

(12) The Joint Programs Institution Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Rector. The coordinator whose term of office has expired can be reassigned.

(13) The duties of the Joint Programs Institutional Coordinator are as follows:

a) To provide the necessary support to the units in opening joint programs at associate, undergraduate, graduate and doctorate levels to be carried out by the university with higher education institutions abroad,

b) To provide support in matters such as the adaptation and orientation of the students coming to the University within the framework of the joint programs opened.

(14) The Foreign Relations Institution Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Chancellor. The coordinator whose term of office has expired can be reassigned.

(15) The duties of the Foreign Relations Institution Coordinator are as follows:

a) Establishing and executing the University's communication with institutions and organizations abroad,

b) To provide support for the University to sign bilateral cooperation protocols with institutions and organizations abroad.

(16) The International Scholarships Institution Coordinator is appointed by the Rector for a period of 3 (three) years upon the proposal of the relevant Vice-Chancellor. The coordinator whose term of office has expired can be reassigned.

(17) The duties of the International Scholarships Institution Coordinator are as follows:

a) To follow international scholarship announcements,

b) To promote the University staff and students about international scholarships.

Board of Directors

ARTICLE 10- Board of Directors; It consists of the Vice-Chancellor responsible for international relations, Office Coordinator and Institutional Coordinators within the Office. The Board of Directors is chaired by the Vice-Chancellor. The Board of Directors convenes upon the call of the responsible Vice-Chancellor. The Board of Directors takes its decisions by majority vote of the members attending the meeting. In case of equality in voting, the decision is taken in the direction of the vote of the chairman of the meeting. The duties of the Board of Directors are:

- a) To make short, medium and long-term plans regarding the activities of the office,
- b) To determine the policies necessary for the office to work in line with its objectives, programs and strategies,
- c) To support the implementation of the University's international strategies and policies in coordination with the other units of the University,
- d) To determine the University personnel who will participate in domestic and international activities related to the work areas of the Office and the programs carried out within the Office.

Academic personnel

ARTICLE 11 – (1) With the proposal of the relevant Vice-Chancellor, the number of academic personnel to carry out the service is assigned from the University or other institutions on a part-time/full-time basis. The assigned academic staff must have obtained at least 80 (eighty) points from the international foreign language exams conducted by ÖSYM or accepted as equivalent by ÖSYM.

(2) Duties of academic staff working in the office are as follows:

- a) To carry out the necessary preliminary research on matters related to the duties of the office,
- b) To assist in the establishment and development of domestic and international connections, the development and implementation of the office's activity plans,
- c) Working with the members of the office in the preparation of the relevant reports in line with the recommendations of the coordinator,
- ç) To follow the developments related to the internationalization strategies of the university and to fulfill the duties assigned by the coordinator regarding international relations,
- d) Archiving the relevant laws, regulations, directives and legislation, ensuring that the documents are kept up-to-date,
- e) To prepare annual reports and activity reports and to submit these reports to the Strategy Department,
- f) To inform the realization officer about the expenditures to be made.

Administrative staff

ARTICLE 12 – (1) Administrative personnel working in the office are appointed by the Rector upon the proposal of the relevant Vice-Chancellor.

(2) Duties of the administrative staff working in the office are as follows:

- a) To carry out the daily work of the office, to make the necessary correspondence,
- b) To fulfill the duties assigned by the coordinator to which it is attached.

Squads

ARTICLE 13 – (1) The academic and administrative staff in the university staff may be assigned to the Office by the Rector in accordance with Article 13/b-4 of the Law No. 2547 dated 04/11/1981. For the personnel needs of the office, staff can be appointed upon the recommendation of the International Relations Office Coordinator to the relevant Vice Rector and the approval of the Rector.

CHAPTER FOUR

Financial Matters and Miscellaneous Provisions

Expenditure officer and fulfillment officer

ARTICLE 14 – (1) The authority of spending (expenditure officer) belongs to the Rector. The Rector may delegate this authority to the International Relations Office Coordinator and/or related coordinators when necessary. The fulfillment officer can be a staff member recommended by the International Relations Office Coordinator or the relevant Institution Coordinator.

Force

ARTICLE 15 – (1) This directive enters into force on the date approved by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 16 – (1) The provisions of this directive are executed by the Rector.

Cases where there is no provision

ARTICLE 17 – (1) In cases where there is no provision in this directive, the principles and procedural provisions to which the university is bound and general provisions shall apply.

Senate Decision Accepting the Directive

Date: 10.12.2020 Number: 2020.35.167.

Date: 20.05.2021 Number: 2021.15.95.