

**Memorandum of Understanding
Between
T.C. Beykent University, Turkey
and
Kolegji BIZNESI Prishtine**

T.C. Beykent University, Turkey (further referred to as Beykent University) and Kolegji Biznesi Prishtine recognize the benefits to be gained by both institutions through a mutual agreement aimed at the promotion of international education exchange programmes for faculty and students (further referred to as IEFS) and hereby commit themselves to cooperation with the following agreement;

Purpose

Beykent University and Kolegji Biznesi Prishtine agree to cooperate in the exchange of Professors and student fields.

Students will take part in courses, research seminars, and practicum. Research fellows/faculty members will give courses, hold seminars, supervise and conduct/collaborate in research. This protocol will also allow both universities to collaborate in the common projects.

Admission Requirements

Beykent University and Kolegji Biznesi Prishtine shall each be responsible for the selection of their students to participate in the exchange. Participating students seeking admission to the host university under terms of the prospective agreement shall meet the admission requirements of the host university.

Recognition of Qualification of Courses

Both institutions agree to grant full recognition to the study undertaken at the partner institution.

Accommodation and Other Services

Beykent University and Kolegji Biznesi Prishtine will help students in finding rented accommodation or provide lodging for exchange students on-campus if available. The full cost of accommodation and other services are the sole responsibility of the exchange student and payable directly to those providing the service. The same applies to research fellows/faculty members.

All the services that are normally available to foreign students enrolled at the host university shall be provided to exchange students under this memorandum of understanding. These include adequate orientation, academic counseling, assistance with housing and access to recreational and academic facilities. The specific assignments and functions available for proposed research fellows/faculty exchanges will be negotiated on a case by case basis. In general research fellows/faculty members shall have access to the same facilities and services as their colleagues at the host institution. The host university's academic code of conduct applies to participants. Beykent University will provide reciprocal services within the IEFS programmes in regards to student and

faculty exchange which includes providing access to materials and publications from Beykent University and Kolegji Biznesi Prishtine libraries.

Regulations

Participants in the programme shall be subject to the regulations of the host institution in force at the time. Home institution may impose additional requirements on its students that are not in conflict with the host institution's regulations.

Liaison and Administration

Beykent Univeristy and Kolegji Biznesi Prishtine shall each appoint a coordinator for this exchange program protocol and keep the other part informed as to the name and address of that person.

Advertising

Each institution is responsible for advertising the exchange program known to students on its campus.

Travel and Immigration

Travel arrangements and expenses will be the exclusive responsibility of each exchange students or research fellows/faculty.

Each exchange student is responsible for obtaining a Student Visa / Residence Permit required for study in the country of the host institution. The host institution shall provide students selected to study there with any university documents needed to obtain a student visa / residence permit for the full period of the exchange. Similarly, research fellows / faculty members have to obtain the necessary permits required by the immigration authorities in the country of the host institution.

Financial Arrangement

Students will pay tuition at their home institution for the period they are attending the host institution. Students participating in the program will be responsible for insurance costs, charges for the use of miscellaneous material (photocopies etc.)

The salary for research fellows/faculty members for the exchange period is paid by their home institution.

Both parties agree to seek financial support from national and international organizations for the cooperative activities to be undertaken as stated under the terms of the exchange protokol.

All incoming students and research fellows/faculty are required to carry adequate health insurance (if not, they are obliged to get health insurance in the host country) and to provide proof to the host institution that this insurance will cover the cost of health care for the full period of the exchange.

Reciprocity of Student Exchange

Deviations concerning the number of students and exchange period can be negotiated. The institutions agree to accept students on the nomination of the home institution without selection procedure.

The specific assignments and procedures required for proposed research fellows/faculty exchanges will be negotiated on a case by case basis.

Duration of the Exchange Program Protocol

This exchange protocol shall be effective for five (5) years from the date assigned and after having approved by the Turkish Higher Education Council and is to be automatically renewed on an annual basis thereafter, unless terminated or replaced with a new protocol.

The exchange protocol may be terminated by either party by written notice at least six (6) months in advance. Such notice of termination will not interfere cooperation programmes currently underway. Such programmes will be allowed to continue until their conclusion.

This protocol can be modified or extended at any time by mutual written consent and by the approval of Turkish Higher Education Council.

Signatures

The exchange protocol will produced in English (two copies). All four copies will be authentic. The following signatures are affixed as acknowledgement and notification of the terms of this exchange program protocol :

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Date 28.02.2017	Date 21.02.2017
Signature 	Signature 

