

**REPUBLIC OF TURKEY
ALTINBAŞ UNIVERSITY
DIRECTIVES FOR INTERNATIONAL ACADEMIC COOPERATION OFFICE**

Purpose

Article 1

The purpose of this Directive is to set forth the roles, responsibilities and the operational structure of the International Academic Cooperation Office which established under the President's Office in order to take the necessary actions to start, conduct and develop the University's national and bilateral relationships with external parties through bilateral agreements, programmes and projects.

Scope

Article 2

This Directive outlines the key principles for ensuring the University's long-term and large-scale relations with the external parties, and it observes the ways to develop and maintain the educational, cultural, social and artistic aspects of the University's international relations by entering into bilateral and multilateral agreements.

Mission and Vision

Article 3

Basically, the Office plays a leading role in ensuring the University establishes relations with national and international universities and educational centres. It also carries out the necessary steps to help students, faculty and staff gain international experience. The vision of the Office is to be in constant contact and interaction with international partners and contribute to the University's internationalization policy.

Structure of the Office and the Committee

Article 4

The Office team consists of a coordinator, assigned by the President, and specialist staff who assist the Coordinator with various tasks. The Office is also supported by a committee called 'International Academic Cooperation Committee' whose members are appointed by the President's Office. At least one representative from each undergraduate school and vocational school shall serve on the board of the committee.

Main Roles and Responsibilities of the Office and the Committee

Article 5

(1) General Roles and Responsibilities

a_ Establish, maintain and develop bilateral and multilateral cooperation with national and international universities for student and staff exchange in accordance with the University's needs and capacity.

b_ Launch joint academic programmes in collaboration with national and international, universities, research centres and affiliated units; monitor the status of the existing collaborations,

c_ Develop and implement the University's internationalization strategy in coordination with the University administration,

d_ Organise various joint events and activities including projects, seminars, summer schools, and workshops with national and international universities,

e_ Ensure that agreements made with other universities or educational institutions are communicated to Altınbaş University members on online platforms,

f_ Draw up the drafts of international agreements and carry out correspondence with international universities on behalf of Altınbaş University; arrange travels to universities abroad,

g_ Attend national/international academic cooperation-related meetings, education and research and promotional exhibitions,

h_ The Office shall work in full coordination with the Altınbaş University International Office, Altınbaş University Strategy and Quality Assurance Office, Altınbaş University faculty and staff, Altınbaş University students and other public agencies when carrying out cooperation with national and international institutions.

(2) Roles and Responsibilities of the Coordinator

a_ Choose suitable countries and universities Altınbaş University should cooperate with; create and use communication channels to contact prospective partner institutions,

b_ Draw up the terms and conditions of possible cooperation with other universities; monitor closely the agreement signing process,

c_ Encourage faculty members to engage in cooperation with their international colleagues; ensure that the mutual cooperation becomes a lasting relationship between the partners,

d_ Take necessary actions to make sure the University maintains an effective communication with national and international academic/scientific community; offer consulting services to the relevant stakeholders,

e_ Perform regular staff performance reviews; ensure that team members are working in full accordance with the relevant procedures,

f_ Set employee goals in accordance with the strategies of ALTINBAŞ UNIVERSITY; monitor employee performance, provide feedback to Human Resources, and take the necessary action to help the team members achieve their goals,

g_ Keep up-to-date with the latest academic cooperation-related trends and practices in Turkey and in the World; offer suggestions to improve ALTINBAŞ UNIVERSITY's

academic cooperation practices and ensure that the University adheres to global standards of academic cooperation,

h_ Organise events and activities to give employees a sense of belonging at work and improve their personal development and motivation,

i_ Determine the team's needs; participate in interviews to hire new team members; provide feedback about the promotion, reassignment or resignation of a team member,

j_ Attend the meetings of committees that s/he is affiliated with, and carry out the tasks and responsibilities given by the committee chair,

k_ Provide the necessary files and documents to government agencies and institutions whenever required by the auditors during national audits or audits conducted by Turkish Council of Higher Education,

l_ Participate in ALTINBAŞ UNIVERSITY annual budget meetings; make a detailed list of items required by the International Academic Cooperation Office, initiate the necessary purchasing procedures in accordance with the budget limit, and closely monitor the budget.

(3) Roles and Responsibilities of the Office Staff

a_ Carry out the tasks and responsibilities given by the Coordinator in the most efficient way possible,

b_ Monitor the processes involving the agreements signed by and between Altınbaş University and other universities/institutions; arrange the necessary documentation,

c_ Provide support to the Coordinator regarding any current or prospective international cooperation, monitor the administrative procedures,

d_ Inform the Coordinator about the areas where Altınbaş University can start bilateral cooperation with universities abroad; carry out a preliminary investigation to have a broader insight into possible cooperation areas,

e_ Attend International Academic Cooperation Office-related meeting and draw up reports when deemed necessary,

f_ Make some preliminary preparation for meetings held by the International Academic Cooperation Office; ensure that meetings run effectively, making sure that everyone respects the time allotted,

g_ Carry out the necessary tasks to ensure the proper daily operation of the Office.

(4) Roles and Responsibilities of the Committee

a_ Set the vision and strategy of International Academic Cooperation Office, play a leading role in identifying new cooperation areas,

b_ Convene on prespecified dates to discuss the operations carried out by the International Academic Cooperation Office, provide the Office with support and revise their strategies if necessary,

Budget

Article 6

The International Academic Cooperation Office shall set up a budget by taking into consideration the activities performed by the Office in previous years. The annual operating budget shall be subject to the approval of the President's Office.

Effective Date

Article 7

This Directive shall become effective immediately on adoption by the members of Altınbaş University Senate.

Execution

Article 8

The provisions of this Directive shall be executed by the President of Altınbaş University.

Legal Bases of this Directive			
Relevant Board/Committee	Date of Decision	Decision No.	Decision Article
University Senate	21/07/2017	2017/10	Karar 7
Board of Trustees	09/08/2017	2017/07	Karar 12