



HACETTEPE UNIVERSITY

OFFICE OF PROTOCOLS AND PARTNERSHIPS HANDBOOK



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Office of Protocols and Partnerships, was founded within the Hacettepe University General Coordinatorship of Foreign Affairs on August 8th 2012 with the aims of increasing, improving and strengthening international relations and cooperations, increasing visibility and prestige in international platforms; to develop and enrich the international scientific and cultural experiences of academic and administrative staff and students.

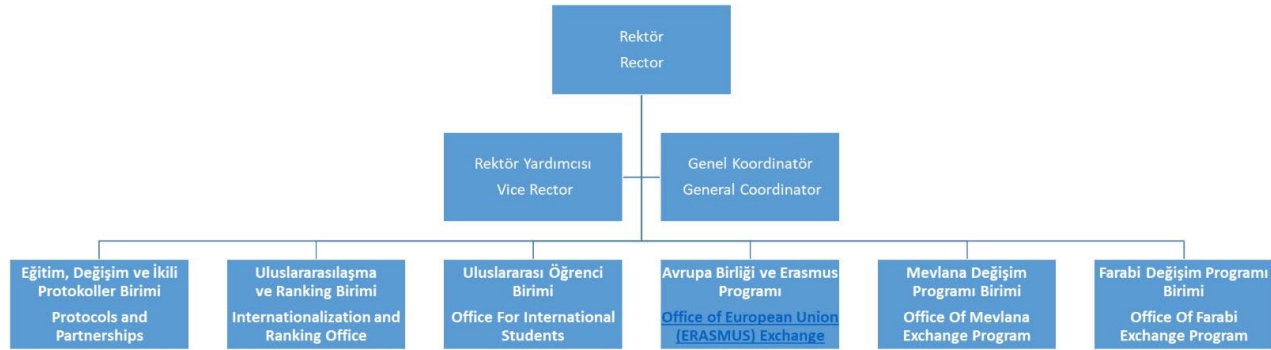


Figure 1: Organizational Structure

THE AIMS OF THE OFFICE OF PROTOCOLS AND PARTNERSHIPS

- Executing the Academic Cooperation Protocols and managing the relevant correspondence
- Executing the Cooperation Protocols Relating to the Appointment of Academic Personnel according to the 40th Article of Law number 2547
- Academic Personnel and student mobility
- Making use of the cooperation opportunities arising after the signing of academic cooperation agreement,
- Hosting speakers from the universities with which the academic cooperation agreement was made and inviting our academicians to international meetings as speakers,
- Remote education events,
- Arranging joint symposiums and conventions,
- Setting up summer schools or sending students to the summer schools of the partner universities
- Making announcements for the exchange and scholarship programmes of the partner universities
- Notifying Council of Higher Education (YOK) of the signed Academic cooperation agreements and publishing them on the university website <https://www.hacettepe.edu.tr/uluslararasi/isbirlikleri>
- Entering all signed protocols to the **OPP Protocol Execution System**.
<http://edip.hacettepe.edu.tr/>

PROTOCOLS

In our coordinatorship, two kinds of signing procedures exist.

1. Academic Cooperation Protocols <https://www.hacettepe.edu.tr/uluslararasi/isbirlikleri>
2. Protocols Regarding the Appointment of Academic Personnel according to the 40th article of Law number 2547.

Protocol texts of Academic cooperation and Appointment of Academic Personnel were prepared by the legal counsel. Academic cooperation protocol is drawn up in English and Turkish. As of 2022 the scope of the Academic cooperation protocol text has been expanded and has started to be used with the approval of the Legal Counsel.

The signing procedures of the protocols are done through the Electronic Document and Records Management System (EBYS).

MAIN PROTOCOL PROCEDURES

1) REQUEST NOTIFICATION

The Partner University's Rectorateship or our University's departments should send the request for protocol initiation to us through the EBYS.

2) COUNCIL OF HIGHER EDUCATION

2A. YOK Recognition

Recognition documents is requested from YOK through the Rectorateship about the related university.

ATTENTION: Until the recognition approval from YOK is acquired, following steps can not be executed.

2B. Protocol Approval Letter

If the country of the related university is in the “**Countries that Need to Get An Approval**” list of the Ministry of Foreign Affairs, both the protocol text approval and the recognition approval are acquired at the same time.

Cooperation matters are clarified and protocol contents are reviewed.

If the protocol text draft prepared by our Legal Counsel is not going to be used and the English protocol text prepared by the other university is going to be used, firstly the received text's Turkish translation is tasked to the related academicians or to the department. If the translation is done by the department, it will be sent afterwards to academicians for revision.

If the protocol text drafts prepared by Legal Counsel are going to be used, English-Turkish translations of the Protocol are not requested from related academicians. The existing protocol texts are used.

2) LEGAL COUNSEL PROCEDURES

If the protocol text sent by the other university is going to be used;
Protocol text, (after the Turkish translation is completed and the recognition approval is received from YOK) is sent to the Legal Counsel by the related Faculty. If the protocol request is sent directly from the other university to our Rectorateship and if it's not relevant to our academicians, the request is sent by OPP to the Legal Counsel.

If our university's protocol texts are going to be used;
A second opinion is not requested from the Legal Counsel. Protocol is prepared for the related university and is sent to the Rectorateship to be signed (with the protocol request letter).

3) INFORMING RELEVANT PERSONS OF THE LEGAL COUNSEL OPINION

3A. If the Legal Counsel finds the received protocol sufficient and accepts it as such:

The protocol is sent to the Rectorateship to be signed with the Legal Counsel approval letter and the protocol request letter through the EDMS.

3B. If the Legal Counsel has proposals for change in the received protocol texts;

The protocol text is renewed and sent to the other university's related personnel by the related academicians or the OPP taking into account the proposals for change put forward by the Legal Counsel.

4) ADAPTING THE CHANGES

If the changes proposed are accepted by both sides , the signing process can begin., If they are not accepted, another procedure involving the Legal Counsel may begin.



5) SIGNING PROCEDURES

This is the signing process by both parties. If the protocols are signed at the Rectorateship and/or simultaneously at the Rectorate and dean/directorate/major level then delegation of authority is not needed. However, if the Faculty representatives (without the Rector's signature) are going to sign by themselves then an delegation of authority to be able to sign the protocol needs to be acquired from the Rectorateship.



6) INTERNATIONAL MAILING PROCEDURES

This is the mailing process requiring the other university to sign the protocol and send it to us, or us to send the protocol to be signed.



7) ARCHIVING PROCEDURES

Documentation is distributed to the Directorate of Communications and General Secretariat (for the protocol to be published on the website), Rectorateship (to inform YOK) and the Legal Counsel.

Note: Protocols adhering to the Guidelines for the Implementation of Joint Graduate Education Programmes Conducted by Higher Education Institutions with Other National/International Higher Education Institutions managed differently and this topic can be directed by the relevant Faculties/Divisions.

ADDITIONAL PROTOCOL PROCEDURES

Additional protocols include processes such as internships, administrative/academic/student exchanges, remote education, research, projects and courses..



As with the main protocol, Legal Counsel, YOK and/or Ministry of Foreign Affairs protocol procedures will also be followed.



Additional protocol should specify that topics of allowance, health assurance and personal spendings are subject to the institution the person is affiliated with. In the protocol, the contents

of the application documents, special circumstances, the aims of the protocol etc. should be specified. If needed, articles such as payments and allowance should also be in the protocols. Faculty/ Institute Board of Directors decision or if required, Senate decisions for the Incoming-Outgoing Students/Academicians must be made.

PROTOCOL PROCESSES REGARDING THE APPOINTMENT OF FACULTY MEMBERS IN ACCORDANCE WITH THE LAW NO 2547

1) PROTOCOL REQUESTS

Requests to initiate a protocol from the other universities or from our university departments are forwarded to us.

2) PROTOCOL PREPARATION

Foundation
Universities

Other International Universities
(Before proceeding to the protocol stage, it is necessary to get the YÖK recognition of the relevant university.)

3) SIGNING PROCEDURES

This process is accompanied by the protocol process of Academic Cooperation. The protocol becomes valid after being signed by the Parties. (Signed at the Rectorate level).

4) INTERNATIONAL MAILING PROCEDURES

This is the mailing process requiring the other university to sign the protocol and send it to us, or us to send the protocol to be signed.

5) DIRECTORATE OF PERSONNEL DEPARTMENT PROCEDURES

The protocol signed by the Parties to initiate the assignation is forwarded to the Personnel Department. The assignment processes are followed up by the relevant department after the protocol is sent to the Personnel Department.

6) DISTRIBUTION PROCEDURES

Signed protocols are sent to the Strategy Development Department, Legal Counsel, Directorate of Communications and General Secretariat for the archive and the execution of the processes.

NUMERICAL DATA OF THE SIGNED ACADEMIC COOPERATION PROTOCOLS

The number of protocols signed with the Office of Protocols and Partnerships since 2012 is given in the table below.

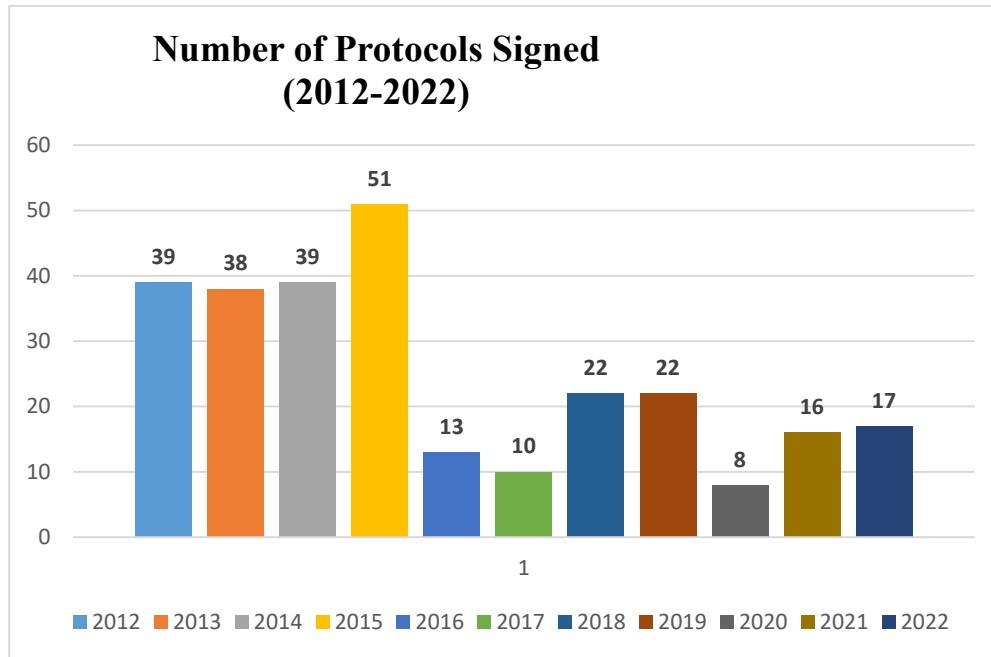


Figure 2: Number of protocols signed by years

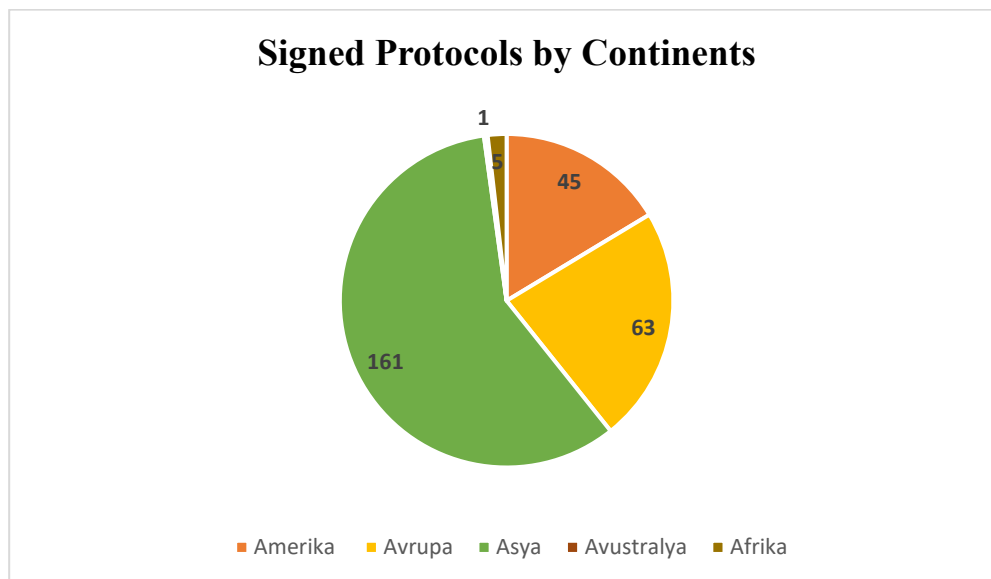


Figure 3: Proportional distribution of protocols signed until 2022 by continents

ARCHIVING OF THE PROTOCOLS

In 2016, OPP Protocol Tracking System software was developed in cooperation with the IT Department. Data entries of all protocols that have been signed since 2012 and the continuing signing processes has been entered to the system.

All Academic Cooperation Protocols have been submitted to YOK with an official letter since 2012.

As of 2022, upon the request of YOK, data entry of international cooperations related to these protocols is entered to the Higher Education Information System (YOKSİS).

STUDENT/ ACADEMICIAN EXCHANGE PROGRAM UNDER THE BILATERAL PROTOCOLS

The student and academician exchange within the scope of Office of Protocols and Partnerships is a program carried out in accordance with the provisions of university bilateral exchange agreements between Hacettepe University and partner institutions. The students participating in this program are exempt from tuition fees at the host institution, but the program itself does not provide any scholarships.

The Exchange Students are responsible for:

- Transportation fees to get to the Host University.
- Books and school supplies.
- All living and personal expenses while at the host institution.
- Health coverage
- Accommodation fees

How to apply?

The students enrolled in formal education programs in higher education institutions can benefit from the program, provided that a bilateral Exchange Agreement is signed between the institution and Hacettepe University.

Parties nominate their students within the mutually determined period.

Application Dates:

30th of May for the Fall Semester and the Academic Year, and 30th of November for the Spring Semester. Before the application, applicants must be formally nominated by their university. An official mail should be sent to protocols@hacettepe.edu.tr by the university where the applicant is nominated.

Application Documents:

Required documents from students applying for the Exchange Program:

- Student Application Form
- English Language Certificate
- Transcript
- Passport/ID/Copy of the birth certificate

Nomination Criteria

Minimum academic year for undergraduate students: Candidates at the undergraduate level must have completed at least 1 year in their institution before visiting Hacettepe University.

Graduate Students / PhD Students: Hacettepe University will only accept PhD students in the following cases:

A) They accept to take courses at Hacettepe University. Or,

B) They find a Research Assistant at Hacettepe University who agrees to work with the student. In this case, the student must submit an acceptance letter from the agreed advisor within the application period. It is not possible for the Bilateral Protocols Unit to appoint an academic advisor for students who want to do research at Hacettepe University.

ATTENTION

Departments with fully English language at Hacettepe University require a valid Foreign Language Certificate (TOEFL, IELTS, YDS or a document from the university's School of Foreign Languages) to ensure that students can follow the courses.

STUDENT/ACADEMICIAN EXCHANGE PROGRAM PROCEDURES

1. A main protocol is signed between Hacettepe University and the other university.
2. In addition to the main protocol, an Additional Protocol is signed in which the academician/student exchange conditions (number of students, course credits, accommodation, insurance, etc.) are determined on the basis of university or department.
3. The other Party sends the transcripts and passports of the nominated students to the General Coordinate of External Affairs Office of Protocols and Partnerships (OPP) Unit by e-mail protocols@hacettepe.edu.tr
4. The documents of exchange student candidates are sent to the relevant Faculty with a cover letter by the OPP.
5. The relevant faculty issues the evaluation result of the candidate student as a Faculty Decision. And sends the decision with a cover letter to the OPP and the Student Affairs Department. If Faculty approves, it should be stated in the cover letter that "Exchange students will not pay the Contribution Margin".
6. The final Faculty Decision is notified to the relevant university by the OPP. Acceptance letters signed by the General Coordinator of External Affairs are prepared and sent to the other party for each accepted student.

NOTE: If Hacettepe University is going to send its students to another university, the process is reversed.