



YASAR
UNIVĒRSITY



Exchange Agreement

between

University of the Punjab, Lahore

and

Yasar University, Izmir

In recognition of the mutual benefits derived from scholarly interaction, Iqra University, Karachi and Yasar University, Izmir, Turkey agree to establish exchange arrangements.

1. DEFINITIONS

For the purpose of this agreement

'Exchange' shall mean the reciprocal exchange of students or faculty from each institution

'Home institution' shall mean the institution at which the student intends to graduate

'Host institution' shall mean the institution which has agreed to accept the exchange student from the home institution

'Semester or academic year' shall normally refer to the period relevant to the host institution.

2. PURPOSE OF THE AGREEMENT

The general purpose of this Agreement is to establish specific educational relations and co-operations between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.

The purpose of exchange between faculty members is to promote collaborative research, other educational developments and to further mutual understanding.

The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degrees at their home institution.

3. STUDENT EXCHANGES

(3.1) NUMBER

Each institution is prepared to send students and receive the equivalent number in exchange annually. Normally the exchange will involve a maximum of two full-year students or four one-semester places from each institution. The maximum duration of study under the Exchange Agreement per student is two semesters per degree programme.

(3.2) PARITY

While parity in the number of exchanges is the goal, the institutions recognize that it may not be possible in any given semester of the exchange. Every effort will be made to achieve parity over a period of five academic years.

(3.3) STATUS

- (a) Exchange students will have the same privileges provided to regular full-time students of the host institution while on the exchange program. They will also be subject to the rules, policies, procedures and by-laws as specified in the host institution's handbook or course calendar for the academic year in which they enrol.
- (b) All students will remain registered as regular degree candidates at their home institution while on exchange, and will not be enrolled as candidates for degrees from the host institution during the period of the exchange programme.
- (c) Any student wishing to enroll at the host institution as a degree candidate, may only do so with the approval of both institutions, after successfully completing the exchange programme.

(3.4) QUALIFICATIONS

Each exchange student should demonstrate his/her academic proficiency by a certified transcript. Exchange students will be required to meet the English language proficiency entry requirements for the relevant academic level and courses they are applying to study at the host institution.

(3.5) COSTS

(a) Tuition

Students will pay their regular tuition and fees to the home institution. No further tuition or application costs will be charged by the host institution. The exchange student will be responsible for paying other additional personal costs as required by the host institution, such as the cost of personal books, course materials, excursion fees, club memberships, specialized sports facility fees and student union fees.

(b) Board and Room Charges

Students will receive every assistance from the host institution in locating suitable accommodation. The cost of accommodation, including food, is the responsibility of the exchange student.

(c) Transportation

Students are responsible for their own travel arrangements and international transportation costs (unless special arrangements are made by the home institution). Each institution will make every effort to welcome arriving students, with pre arrival information including details of travel options from the nearest airport to the institution campus / accommodation.

(d) Medical Insurance

Each exchange student is responsible for making arrangements for a suitable insurance plan, which must include sufficient medical coverage. The cost of the insurance will be paid by the exchange student – see Section 4.12

(e) Visas

Exchange students are responsible for conforming to the immigration requirements of the country in which the host institution is located and obtaining the necessary visas and resident's permit for their time while on the exchange.

(f) Outstanding expenses

The host institution will provide ongoing advice and support for exchange students through the contact person, as required. Notwithstanding the host institution's involvement by way of assistance, the host institution shall not be liable, legally or financially, to the exchange students or host families, for any loss, action, cost for expenses arising from accommodation arrangements.

4. GENERAL PROVISIONS

(4.1) STUDENT SELECTION

Selection of exchange students will conform to the requirements of the home institution. Students may be undergraduates or postgraduates, and preference will be given to successful students who have completed their first year of study at the home institution. Students should demonstrate an appropriate level of English language fluency to fulfill the entry criteria for any visa requirements, and the motivation needed to be successful in the exchange programme. It is understood that both institutions will strive to select only individuals of the highest quality for participation in the program.

(4.2) ACADEMIC CONTENT

Exchange students will participate in the normal academic courses offered by the host institution.

In selecting courses, students may choose from the range of courses offered at each institution. The responsible officers will inform each other about any courses which may have limited enrolment and will make every effort to assist students in the enrolment process.

(4.3) EXCHANGE OF STUDENTS' RECORDS

Prior to the final selection of students for participation in the exchange, each institution will provide the other with information about the student's performance and academic background and record, together with letters of recommendation. Each institution reserves the right of prior approval of the individuals nominated by the other.

(4.4) ACADEMIC RESOURCES AND SUPPORT

Each student will be provided with the same academic resources and supporting services as are normally provided to others at the host institution of the same academic level. An academic adviser will be designated to assist students enrolled in the exchange program. A general orientation will also be given for incoming students on their arrival at the host institution.

(4.5) THESES OR PROJECT PREPARATION

With the approval of both institutions, and with joint tutoring by responsible faculty members at the host and the home institutions, participants may prepare final theses and / or projects at the host institution.

(4.6) ACADEMIC PERFORMANCE

To remain a participant in the programme, students must maintain a grade point average (GPA) satisfactory to both institutions and repeat any course for which an unsatisfactory grade is received. Failure to maintain a satisfactory GPA for more than one semester may result in academic dismissal from the program by either institution. If a different means of grading is conducted at the host institution, the home institution shall have the right to make the determination of how an equivalent grade point average is determined for courses offered at the host site.

(4.7) ACADEMIC CREDIT

Details pertaining to academic credit will be negotiated separately and will not be part of this Agreement. Negotiations on academic credit transfer will be undertaken by exchange of letters between appropriate officers at each institution. On completion of the exchange programme, credits towards the student's degree will be awarded by the home institution, and the host institution shall provide the home institution with a final transcript describing the student's academic performance at the host institution.

(4.8) EXCHANGE STUDENTS' FAMILIES

It is not anticipated that spouses or dependents will accompany any of the students. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses incurred by accompanying spouses or dependents are the responsibility of the individual exchange student.

(4.9) COMPLIANCE WITH RULES AND REGULATIONS

Participants will adhere and be subject to all the rules, regulations, and standards applicable to the host institution's students, including rules of ethical and professional conduct as set forth in the written procedures, policies, and standards of the host institution.

(4.10) WITHDRAWAL FROM THE PROGRAMME

If the exchange student voluntarily withdraws or is dismissed from the host institution for academic or disciplinary reasons before the end of the course, it will be considered as a completed exchange from the institution concerned. In addition, the host institution reserves the right to request the withdrawal of a student whose academic standing or conduct warrants such action. The host institution will consult with the home institution before finalizing such action. The parties agree that there will be no replacement for students who do not complete an exchange.

(4.11) IMMIGRATION REQUIREMENTS

Participants will be responsible for obtaining necessary documents for international study, including without limitation compliance with applicable passport and visa requirements.

(4.12) HEALTH INSURANCE

Each participant at the host institution must comply with current immunization requirements and must maintain health and medical insurance. This should become effective immediately upon arrival in the country of the host institution.

5. FACULTY AND STAFF EXCHANGES

Each home institution will welcome visiting faculty members from the other institution. Neither institution is obliged to provide financial support for such visitors but agree to provide assistance with immigration formalities in support of academic activities and information regarding suitable accommodation. The two institutions agree in principle to staff exchange and the possibility of sabbatical visits. The details of such arrangements will be negotiated at the appropriate time.

6. ADMINISTRATION

(6.1) ANNUAL PROGRAMME CALENDAR

Exchanges may take place for an academic year or for either semester. A student who leaves the programme early for any reason is not entitled to a refund of tuition paid at the home campus or any accommodation charges assessed at the host institution.

(6.2) PROGRAMME REVIEW AND ASSESSMENT

Both institutions will be responsible for a regular review of the programme on a yearly basis. This review may make appropriate and mutually agreed modifications as required and identify new opportunities for co-operation in scholarship and research.

(6.3) PROGRAMME APPROVAL

Proposals for succeeding years' exchanges will be prepared and reviewed prior to the commencement of the academic year for each institution. Each institution will exchange information about their opportunities and specific needs for the period designated, with an identification of the resources that will be available to support the exchanges at each institution.

(6.4) DATA PROTECTION

The parties acknowledge that student educational records are protected by the Rights and Privacy laws in each country and that generally student permission must be obtained before releasing specific student data to anyone other than the institution at which the student is attending.

7. TERM and AMENDMENTS

This Agreement shall remain in effect for a period of five (5) years from the date of signing and may be renewed for a further five (5) years by the mutual agreement of both parties. This Agreement may be amended or modified at any time by the mutual consent of the cooperating institutions.

8. TERMINATION

(8.1) TERMINATION

This Agreement may be terminated at any time by either party upon provision of six months written notice. The termination of this Agreement shall allow for any participating students who have commenced at either institution at the date of the termination to complete their approved course of study at the host institution as originally intended.

(8.2) NOTICE

Any notice to either party hereunder must be in the English language, in writing, signed by the party giving it, and shall be given by personal service, by Federal Express or DHL Courier, in addition to immediate telecopy (fax) and prepaid First Class Air Mail Copy, addressed to the individuals and addresses set forth below or to such other addressee as may hereafter be designated by written notice. All such notices shall be effective only when received by the addressee.

9. AUTHORITY

This Agreement has been accepted by the Honorable Vice Chancellor of the University of the Punjab and the Rector of Yasar University in duplicate copies in the English language, each of which shall be deemed an original.

SIGNED FOR AND ON BEHALF OF:

Yasar University by

Prof. Dr. Cemali Dincer
Rector

Date: _____

University of the Punjab by

Dr. Mujahid Kamran
Honorable Vice Chancellor

Date: _____

SCHEDULE

Contact Details

YASAR UNIVERSITY

Contact for Student Exchange arrangements:

Ms Beti Barki
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Universite Caddesi No 35-37
Bornova, Izmir
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Contact details

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