



## PROTOCOL FOR COOPERATION

between

**INTERNATIONAL BALKAN UNIVERSITY**  
**Skopje, Macedonia**

and

**KARABÜK UNIVERSITY,**  
**Karabük, Turkey**

In order to establish and further promote the bilateral collaboration, the International Balkan University (IBU) and Karabük University (KBU), Karabük join in the following Protocol for Cooperation on educational cooperation.

The two higher education institutions will endeavor to cooperate in education and research in areas of mutual interest. To the extent feasible, both higher education institutions will encourage direct contact and cooperation between faculty members, departments, research institutions and students.

### I. AREAS OF COOPERATION

Specific areas of cooperation between the two higher education institutions may include, but are not limited to, the following:

1. Exchange of academic staff;
2. Exchange of students;
3. Joint research activities, lectures and lectures via e-learning;
4. Participation in seminars and academic meetings;
5. Co-organization of short-term training programs;
6. Exchange of published academic materials and other information;
7. Special short-term academic programs;
8. Participation in sports and cultural activities;

## II. EXCHANGE OF ACADEMIC STAFF

1. Although travel expenses and living costs of exchange academic staff, researchers are not compensated by the host institution, in case additional financial support is needed, it will be evaluated on an individual basis.
2. The host institution shall provide office space and give access to libraries and other facilities to exchange academic staff and research scholars.
3. Unless otherwise agreed upon, all exchanges are on the basis of reciprocity within the same academic year.
4. Academic staff exchanges will normally be for duration of one or two semesters, shorter stays are possible subject to mutual agreement.
5. Academic staff exchanges remain subject to the approval of the host institution.
6. Each academic staff member remains on salary with the home institution during the exchange, and remuneration for special projects is subject to special negotiation.
7. Visiting professor/scholars must carry medical health insurance in accordance with the rules and regulations of the host institutions and/or the host government.
8. Teaching course loads and working hours and conditions shall normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
9. The Protocol for Cooperation between IBU and KBU may be in any appropriate academic field at either institution, subject to the prior approval of the administration of the host institution.

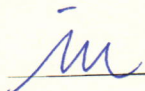
## III. EXCHANGE OF STUDENTS

1. Such applications are honored by the IBU and KBU on the principle of reciprocity during the same academic year.
2. Exchange students shall be admitted as non-degree students for a period of one or two semesters (fall or spring, or both) semesters, and for maximum of one academic year.
3. Exchange students may take courses for credit, and the host institution shall issue a transcript and grades for exchange students under same rules and regulations as for its degree-seeking students.
4. So long as the principle reciprocity is maintained, tuition and fees shall be waived for exchange students by the host institution.
5. Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
6. Travel and living expenses for exchange students are borne by the students themselves, by a sponsor, or by the sending institution.
7. An affidavit of Financial Support (AFS) for living expenses must be submitted in advance to the host institution by the exchange student(s).

## IV. COLLABORATION ON RESEARCH AND ON OTHER SCIENTIFIC AND EDUCATIONAL ACTIVITIES

1. The higher education institutions will make every effort towards the development, materialization and application of research projects in fields which are of mutual interest.
2. In the fields of mutual interest, the higher education institutions attempts to organize conferences, seminars and courses and exchange literature, publications and information.

## V. SUPPORT OF STUDENTS ACTIVITIES IN SPORTS AND CULTURAL AFFAIRS



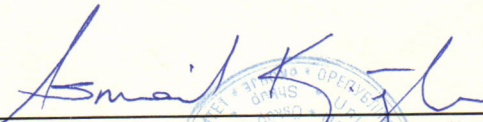
On the occasion of extra-curricular activities in sports and cultural affairs taking place in the higher education institutions, efforts will be made for the exchange of student teams, especially in sports.


## VI. RENEWAL, TERMINATION AND AMENDMENTS

1. These regulations are to be authorized by the official representative of both higher education institutions in two copies, and each party will retain one.
2. Except where specified and agreed upon, this Protocol for Cooperation will impose no financial obligations on the host institution.
3. The two institutions will evaluate each application in accordance with items pertaining to the implementation of the exchange programs based on this Protocol for Cooperation.
4. The period of validity of this Protocol for Cooperation is five (5) years. Thereafter, it may be renewed, unless either side provides a six-month notice of intent to terminate. This Protocol for Cooperation will become effective at the time it is signed authorized representatives of both institutions.
5. Items not covered by the Protocol for Cooperation may be determined and negotiated separately by both institutions without abrogating this Protocol for Cooperation; the Protocol for Cooperation may be amended with the consent of both parties.

This Protocol for Cooperation is signed in two originals in English on the 9<sup>th</sup> September 2015.

Each party holds one original copy of the signed Protocol for Cooperation.

  
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**PROF. DR. İSMAİL KOCAYUSUFOĞLU**  
Rector  
International Balkan University

  
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**PROF. DR. REFİK POLAT**  
Rector  
Karabük University