

REGULATIONS OF THE ORHUN EXCHANGE PROGRAM OF THE TURKIC COUNCIL TURKIC UNIVERSITIES UNION

PART ONE

Goals, scope, basis, definitions and abbreviations

Goals and scope

Article 1. The goals of these regulations are to determine the basis for the exchange of teachers and students between higher educational institutions that are members of the Turkic Council Turkic Universities Union. This Regulation covers the basics of the exchange of teachers and students between higher education institutions that are members of the Turkic Council Turkic Universities Union.

Legal Basis

Article 2. These Regulations are prepared on the basis of Article 7 of the Regulations on the formation of the Turkic Council Turkic Universities and its objectives.

Definitions and abbreviations

Article 3

- a) ECTS: (European Credits Transfer System) - ESPK: European Credit Transfer System,
- b) Certificate of Participation: A signed document stamped by the university that conducted the educational activity, indicating the date of commencement and termination of the student's studies.
- c) The Orkhun exchange program: A student and teacher exchange program conducted within the framework of protocols signed between members of the Turkic Council Turkic Universities Union.
- d) Coordination Office of the Orhun Exchange Program: a department that implements the procedures of the Orhun Exchange program at universities that are members of the Union of Turkic Universities of the Turkic Council;
- e) Coordinator of the "Orhun" exchange program: a person responsible for the activities of the Coordinating Office of the "Orhun" exchange program in a particular university and directly subordinate to the top management of this educational institution;
- f) A student of the Orkhun exchange program: a student taking part in the Orhun exchange program;
- g) Teacher on the Orhun exchange program: a teacher who participates in educational activities of the Orhun exchange program;
- h) Student declaration on the Orhun exchange program: a written document indicating the rights and obligations of the student during the period of participation in the Orhun exchange program;
- i) Agreement on the obligations of the "Orkhun" exchange program: an agreement between a university that carries out an exchange and a student, covering the issues of his travel, accommodation and food during the period of participation in the Orhun process, as well as responsibility for failure to fulfill his obligations, etc .;
- j) Student's Final Report: A document drawn up at the end of the course and including a summary of the participation in the exchange program and the student's personal assessment;
- k) TCTUU: Turkic Council Turkic Universities Union
- l) Universities - members of the Turkic Council Turkic Universities Union:., institutes, academies and other higher educational institutions of the member states of the Turkic Council, created through two or multilateral agreements and / or providing education in accordance with the laws on higher education in the countries where they are located.

PART TWO

Common Protocol and Documents

Article - 4 (1) The “Orkhun” exchange program can be conducted through the the “Orkhun” exchange program Protocol signed between member institutions of Turkic Council Turkic Universities Union. Members of Turkic Council Turkic Universities Union sign “Orkhun” exchange program Protocols with Higher education institutions whose diploma equivalency is recognized by the Higher Education Councils and Ministry of Education of member states.

(2) The “Orkhun” exchange program Protocol provides the opportunity to cooperate in performing common activities and Programs between parties within the scope of the “Orkhun” exchange program.

(3) One copy of the original The “Orkhun” exchange program regulation and copy of the protocols and agreements are kept at the Turkic council Secretariat.

Financial Resources

Article 5- (1) Sources of expenses on events which will be held within the Exchange Program are as shown below.

a) Financial resources provided by national or international organizations and institutions.

b) Financial resources of member universities.

c. Sources provided by the Turkic Council and the presiding university.

(2) The Universities - members of the Union determine in their budgets the funds necessary to allocate for the Orhun process within the framework of the planned exchange volume for each academic year. The Turkic Council Secretariat provides support and coordination of expenses and distribution of funds.

Documents and Language

Article 6- (1) Legislation, information, file and documents regarding the “Orhun” Exchange Program are drafted in native languages of member countries, in Turkish and English. If any contradiction occurs between the texts the English version is deemed valid.

(2) One copy of the original “Orhun” Exchange Program documents is kept by higher education institutions.

(3) Copies of documents are prepared by the Turkic council Secretariat and should be published in the web sites of higher education institutions participating in the exchange.

PART THREE

Principles of Student Exchange

Article 7

Within the framework of the Orhun process, students registered in formal education at higher education institutions can participate in student Exchange Program. Exchange Program involves the student registered at higher education institution to continue part of his/her education in another higher education institution which is a party of Orhun Exchange Program Protocol. The Student Exchange period consists of at least one, at most two terms. The calculation of terms can be revised by considering the education system. However, the total exchange period cannot exceed one academic year. Students studying at preparatory terms, first year students and last year students cannot benefit from this Program.

Student Exchange Announcements

Article 8

Higher education institutions announce Orhun Exchange Program Protocols they have concluded on their web sites and announce application within the quota indicated with these protocols. In the announcements, Orhun Exchange Program application conditions and process of the Program are included.

Conditions to be Accepted as an Orhun Exchange Program Student

Article 9- (1) Minimum requirements to become Orhun Exchange Program student are as follows:

- a) The student must be registered at a member university of the Orhun,
- b) The Cumulative Grade Point Average (GPA) of students cannot be below 2.50 over 4.00,
- c) c) In universities, where grades are calculated over 100, the equivalent grade over 4.00 is to be calculated by the host university.
- d) (2) For the effective and efficient enactment of the Student Exchange Program
- e) Charing University has the authority to take necessary precautions and to designate additional conditions to those mentioned above in the first paragraph.

Evaluation of the Applications and Student Admission

Article 10 - (1) Charing University determines the number and distribution of students to be sent and received within the concluded bilateral protocols. Higher education institutions cannot select students to participate in the Orhun Exchange Program, before signing the Orhun Exchange Program Protocol.

(2) During the evaluation Cumulative Grade Point Average (GPA) of students meeting the requirements of application is to be taken into account.

(3) Evaluation of the results is announced on the web site of signatory higher education institutions.

(4) Within this Program, matters like extent, duration and conditions of the student selection and applications can be rearranged by the Charing University to execute student exchange in an effective and efficient way, if deemed necessary.

(5) Students studying in a foreign country as international students cannot apply at a university located in their home country.

Study Protocol

Article 11 - (1) The Study Protocol is the protocol signed by higher education institutions performing the exchange which includes the curriculum and the credits of these courses defined before the exchange period is initiated. In this Protocol, courses and their credits which the concerned student will take in the host higher education institution and substitution and credits of these courses are clearly specified. By signing this Study Protocol, the student states that the courses are approved and are to be attended. The host higher education institution confirms that the courses taken by this protocol are admitted. Accreditation of the courses is approved by the administrative board of the concerned academic unit. The Study Program admitted with this protocol should serve as the purpose of the Program the student currently studies.

(2) The Study Protocol is to be prepared and registered by the student and authorities of the signatory higher education institution before the exchange. The Study Protocol is drafted in three copies and one copy is kept by each of the parties including the student. The Study

Protocol is also to be signed by the related head of department and by the top authorities of

the higher education institutions or authorized persons who have prepared the Orhun Exchange Program Implementation Protocol. Changes on the Study Protocol will be made within 30 days following the beginning of the academic term of the host higher education institution and this document is to be ratified by the student and authorities at the signatory higher education institution. This period cannot be later than the dates of compulsory exams of the host education institution of Orhun Exchange Program.

(3) Orhun Exchange Program scholarships of students who cannot accomplish the exchange due to a reason mentioned in the Study Protocol is suspended.

Equalization of Courses

Article 12- (1) Course loads of Orhun Exchange Program students determined according to a common credit system cannot be less than the course load they have to take in their home university for the same semester. During the exchange, not the numbers of courses, but course credits are to be taken into account. If universities declare signed bilateral protocols, they can realize agreements on a common credit system, and ECTS can also be applied. However in the study protocols, national credits corresponding to the courses the students are taking should be explicitly stated.

(2) Signatory higher education institutions are to take necessary precautions in order to prevent repetition of courses which can occur because students may have taken or will take in their home institutions, equalization of courses during the exchange period between the home and host higher education institutions and to avoid loss of credit, course, term or year of the students. For that purpose, to avoid repetition of courses in the completion of credits, courses from the upper and lower classes may be chosen.

(3) Course credits and their correspondence are explicitly outlined in the Study Protocol prior to the beginning of the education term.

(4) In the equalization of the grades of the courses the students of Orhun Exchange Program pass the host higher education institution's required grade to pass is accepted. Students, who desire to go to institutions with different grades to pass the course, are informed on the subject before the exchange period starts. Students who have signed the Study Protocol are deemed as they are informed on the subject.

(5) Equalizations are approved by the administrative board of the related academic unit. Courses and their credits which the students have received with the Orhun Exchange Program are indicated in written form on the course and grade charts of the home higher education institution.

Repetition of Courses. Conditional Pass, Make-Up Examination

Article 13- (1) Irrespective of any reason, if students fail the courses they are obliged to take in the host higher education institution as a Orhun Exchange Program student, they repeat the course in the home higher education institution. The repetition of the course is carried out by taking the course which was admitted as equivalent in the Study Protocol of the student. It is not possible to retake the course in the host higher education institution. After the arrival of the student to his/her home higher education institution, he/she cannot take any course which is not accepted as an equal course.

(2) Conditional pass is not valid for Orhun Exchange Program students. Students who have failed a course may take a make-up examination -if available - only in the host higher education institution.

(3) Students cannot take make-up examinations in courses failed in their home higher education institution at the host higher education institution.

- (4) Students take single-course exams in their home higher education institutions.
- (5) Students of higher education institutions who are subject to thesis or similar exercises submit their works to their home higher education institution. In terms of internship, laboratory and similar exercises, they are subject to rules of their home higher education institution.

Academic Recognition

Article 14- Higher education institutions provide full recognition to academic activities. Defined courses of the Program are to be confirmed by signing the Study Protocol by all parties before the start of the student mobility. At the end of the Exchange Program, higher education institutions are obliged to recognize and deem successful the credits and equations of all passed courses. These courses are mentioned in the diploma annex.

Documents of Student Exchange

Article 15- (1) Before initiating the Exchange, the required documents are as follows:

- a) Student Application Document,
- b) Transcript,
- c) Agreement signed between the student and higher education institution (Orhun Exchange Program Student Obligation Agreement).
- d) Other requirements are to be determined by signatory universities.

(2) At the end of the exchange process, the student submits the transcript, student certificate of attendance and student final report regarding the study period (start/end dates) at the related host higher education institution within 30 days. The student submits one copy of the final report submitted to the host higher education institution to the Orhun Exchange Program Coordination Office of signatory home higher education institution by hand, mail or e-mail. Additional time can be granted by the higher education institution to students to complete deficient or defective documents on the condition that it does not exceed 15 days. If the documents are not submitted completely within the time specified, transactions of the student are deemed invalid and refund of the payments made to the student will be requested.

Student Admission Document

Article 16- After the Study Protocol is signed, the higher education institution admitting the student drafts a ratified and signed Student Admission Document indicating that the related student is accepted as an Orhun Exchange Program student submitting one copy to the student and one copy to the home higher education institution. Students who have been accepted as CAUA Exchange Program students are submitted with Orhun Exchange Program Student Statement.

Student Obligation

Article 17- (1) Students who have granted Student Admission Document from higher education institutions are deemed to have undertaken the obligations of Orhun Exchange Program student. Scholarships of the students granted within the Orhun Exchange Program are suspended if it has been detected that they do not initiate the study without excuse although they have granted Student Admission Documents. If available refund of the payments made are requested from students accordingly. If the elected applicant decides to cancel his/her right to attend to the Exchange Program, he/she has to declare it with a petition at the home higher education institution; in such matters provision of this article applies.

(2) Orhun Exchange Program students who have been granted Student Admission Documents are obliged to update their registrations at the higher education institutions within the time period and the following period of registration at the host higher education institution. Registrations of arriving students are made by the Orhun Exchange Program

Institutional Coordination Office and registrations of outgoing students are made in accordance with the principles and procedures outlined by the related host higher education institution.

0) Students, who cannot benefit from the Exchange Program for the reasons of illness, accident or similar occasions, and if their excuse is accepted by higher education institution can benefit from the Program, when their excuse is terminated. Excuse situation of these students will be documented in their file.

Disciplinary Matters

Article 18- CAUA Exchange Program students are obliged to obey the discipline rules of the host higher education institution during the exchange period. During the exchange period, investigation about acts and proceedings of the students that cause disciplinary prosecution is executed by the host higher education institution. The student's home higher education institution is informed regarding the consequences of the investigation. In case of imposing punishment as a result of investigation, and if it is not possible to enforce this punishment within the time spent in the host higher education, punishment is enforced by the student's home higher education institution.

Study Expenses

Article 19- (1) During their period as Orhun Exchange Program students continue to pay compulsory contribution share or tuition fee to their home institutions by registering at their home higher education institutions. Students participating in the Exchange Program cannot suspend their study. Students will not pay extra tuition fee to the host higher education institution during their exchange period.

(2) Orhun Exchange Program students can be subject to other fiscal obligations that higher education institutions apply to their own students. This matter is mentioned in the Orhun Exchange Program Student Obligation Agreement. Other than the fiscal payments they demand from their own students, higher education institutions will not demand additional fiscal requests from Orhun Exchange Program students.

Other Scholarships and Loans

Article 20- (1) Other scholarships and loans of the students participating in the Orhun Exchange Program will not be suspended within the period of study.

PART FOUR

Teaching Staff Mobility

Scope and Time of Teaching Staff Mobility

Article 21- (I) All teaching staff employed in higher education institutions that have signed Orhun Exchange Program Protocol can join teaching staff mobility. This mobility includes academic activities which a teaching staff authorized in one higher education institution will perform in another higher education institution.

(2) Teaching staff mobility periods can be minimum two weeks and maximum three months for one academic year.

(3) In the scope of mobility, academic activities of teaching staff cannot be less than total six hours weekly. In hourly calculation of the activities performed by teaching staff, courses are considered. If course hours do not complete six hours, academic activities like seminars, panels or conferences are evaluated accordingly. Teaching staff mobility plans which do not contain lectures will not be considered within Orhun Exchange Program and accepted for the Exchange.

(4) To execute teaching staff mobility in an effective and efficient way, scope, period and conditions of the mobility can be rearranged by the Chairing University if necessary.

Designation of the Teaching Staff

Article 22- (1) All signed Exchange Program protocols and quotas are announced by the related universities and on the website of Orhun, and an announcement for application is made for the academic staff who want to participate in this activity. In the announcements, information about the application process and payments to be made are given. Announcements are published in the web sites for no fewer than 15 days. All applications within the scope of teaching staff mobility are admitted until the application deadline specified in the announcement. All applications are recorded by higher education institutions party to Orhun Exchange Program Protocol and one copy is maintained at the Exchange Program Institutional Coordination Office of the home higher education institution that is party to the Exchange.

(2) The main document regarding the teaching staff mobility is the Orhun Teaching Staff Mobility Plan drafted by teaching staff participating in the Program. In the aforesaid Plan, activities which teaching staff will perform are mentioned in a detailed way. This Plan is approved by related academic unit's administrative boards of the institution of the teaching staff and the host institution. Teaching Staff Mobility Plan is submitted to the signatory home

Exchange Program Institutional Coordination Office at least 15 days before the start of its

implementation. In this Plan, priority will be given to special occasions such as education language of the chosen higher education institution, in which language teaching staff will lecture and his/her competency in this language. In the Exchange, priority is given to applications from teaching staffs who have not earlier participated in teaching staff exchange activities,

(3) As a result of the evaluation, signatory higher education institutions announce the teaching staff entitled to participate in the exchange of the institution's web site.

(4) If the teaching staff entitled to participate in the Orhun Exchange Program will not participate without excuse he/she cannot apply to this Program for a period of three years.

Documents of Teaching Staff Mobility

Article 23- (1) Teaching staff attending the activity submit a signed and stamped Activity Participation Document, which is prepared by the Orhun Center and drafted after the activity by the host higher education institution indicating the period of the academic program and including the Teaching Staff Mobility Final Report drafted by the home higher education institution to Exchange Program Institutional Coordination Office of the home higher education institutions by hand, mail or e-mail in 15 days at latest after the activity is completed.

Financial Obligations

Article 24 - Personal rights of the teaching staff participating in the Orhun Exchange Program are reserved in the home university. Daily wages and travel expenses of the teaching staff for 2 weeks should be paid by the home institution. Host institution should ensure subsistence and accommodation for the teaching staff who will participate on the exchange.

PART FIVE

Organization of the Orhun Exchange Program

Organization of Exchange

Article 25- (1)

The works and proceedings regarding the Orhun Exchange Program activities are executed by signatory higher education institutions. The Orhun Exchange Program Institutional Coordination Office takes necessary actions to execute transactions of the Program in a proper way.

(2) Higher education institutions establish Orhun Exchange Program Institutional Coordination Office that is directly attached to top or vice executives and a coordinator is to be assigned.

Application for Exchange

Article 26- Higher educational institutions convey their requests with regard to exchange to the Chairing University. Higher educational institutions make these requests by considering the Exchange periods and number of outgoing and arriving student who can attend at the Program according to Orhun Exchange Program Protocols. These applications are examined by the Orhun Chairing University.

PART SIX

Miscellaneous and Final Provisions Application and Evaluation Schedule

Article 27- Application and selection calendar for Orhun Exchange Program should be announced by the Turkic Council Turkic Universities Union by taking into account the views of member universities.

Elimination of Uncertainty

Article 28- Turkic Universities Union has the authority to eliminate uncertainties that may arise during the implementation of this Regulation. Turkish and English texts have the same legal power.

Enforcement

Article 29- This Regulation will enter into force on the date approved by the Turkic Universities Union.

Execution

Article 30 -The provisions of this Regulation will be executed by the Turkic Universities Union Center and Chairing University.

Pilot Implementation

Temporary Article 1: In the 2019-2020 academic year, Orhun Exchange Pilot Program was decided to exchange students and faculty members within the scope of the departments to be determined by the member universities.

Article 2 - Within the scope of the Orhun Exchange Program will be launched in the 2019-2020 Academic Year:

- a) The home higher education institution will provide transportation costs of students and teaching staff.
- b) The host higher education institution will ensure subsistence and accommodation for the students and teaching staff.

Temporary Article 3 - Necessary actions related to the Orhun Exchange Program, which will be launched as a pilot program, should be taken by the Turkic Council Secretariat and the Chairing University.