Academic Cooperation & Student/Staff Exchange Agreement (2020-2025)

1. Purpose

This Academic Cooperation & Student/Staff Exchange Agreement ("Agreement") signed between Fatih Sultan Mehmet Vakif University ("FSMVU") in Istanbul, Turkey and University of Isfahan ("UI") in Isfahan, Iran aims to further academic collaboration with a view to enhancing cooperation between the two parties in the area of higher education and research, and establishes the guidelines in which student/staff mobility activities are performed between the respected institutions, faculties, institutes and centers during the period of the Agreement.

2. Institutional Information

2.1 Institutional details

Name of the institution (and department, where relevant)	Website (eg. of the course catalogue)
University of Isfahan (UI)	http://ui.ac.ir/
Fatih Sultan Mehmet Vakif University (FSMVU)	http://www.fatihsultan.edu.tr/Home | http://ipo.fsm.edu.tr/

2.2 Main contacts – International Relations Office

Name of the institution	Contact details[1] (email, phone)
UI	Director of International Scientific Cooperation Office: Prof. Seyed Komail Tayebi Phone: +98-313-7932039, +98-313-7932040, sk.tayebi@ase.ui.ac.ir, komail38@yahoo.com Ms. Houri Zarei International Exchange Programs Office Coordinator (incoming) International Scientific Cooperation Office, University of Isfahan, University Street, Isfahan 81746-73441, Iran Phone: +98-313-7935158, int-office@ui.ac.ir Ms. Fariba Hadian International Exchange Programs Office Coordinator (outgoing) International Scientific Cooperation Office, University of Isfahan, University Street, Isfahan 81746-73441, Iran Phone: +98-313-7932039, isco3.ui@gmail.com
FSMVU	Director of the International Relations Office: Bedia Tekin Phone: +90 (212) 5218100-1031, btekin@fsm.edu.tr Vusala Aghayeva International Exchange Programs Office Coordinator Sütlüce Mah. Karaağaç Cad. No:12 Beyoğlu Istanbul/Turkey Phone: +90(212) 521 8100-4087 vaghayeva@fsm.edu.tr | http://ipo.fsm.edu.tr/

---

[1] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

3. **General Provisions**

   3.1 **Student Cooperation**

   Student cooperation between two sides will be enhanced through:

   - Encouraging student visits between two institutions;
   - Offering student exchange opportunities for students to study at the respective institutions;
   - Organizing joint workshops;
   - Encouraging students to join the summer school programs organized by respective institutions.

   3.2 **Academic Cooperation**

   Academic cooperation between the two sides will be enhanced through:

   - Establishing Joint Degree Programs;
   - Exchange of researchers between the two institutions;
   - Appointing joint supervision and external examiners for masters and Ph.D. theses;
   - Jointly reviewing scientific research;
   - Benefiting from the distinguished expertise of both sides; and
   - Organizing joint workshops.

   3.3 **Scientific Research**

   Cooperation in scientific research between the two parties will be enhanced through:

   - Organizing scientific conferences and workshops;
   - Enabling researchers to mutually benefit from the facilities and resources of both institutions at both sides;
   - Encouraging joint publications between the researchers of both institutions.

4. **Detailed requirements and additional information**

   4.1 **Mobility numbers per academic year**

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1st, 2nd or 3rd]	Total Numbers of students/ Total number of Months	
					Student Mobility for Studies	Student Mobility for Traineeships
UI	FSMVU	0730	Architecture	1st, 2nd, 3rd	2 students for each department /degree	2 students for each department /degree
		0222	History	1st, 2nd, 3rd		
		0710	Computer Engineering	1st, 2nd, 3rd		
		0732	Civil Engineering	1st, 2nd		
		0232	Faculty of Literature	1st, 2nd, 3rd		
		0213	Fine Arts	1st, 2nd, 3rd		
FSMVU	UI	0730	Architecture	1st, 2nd, 3rd	2 students for each department /degree	2 students for each department /degree
		0222	History	1st, 2nd, 3rd		
		0710	Computer Engineering	1st, 2nd, 3rd		
		0732	Civil Engineering	1st, 2nd		
		0232	Faculty of Literature & Humanities	1st, 2nd, 3rd		

		0213	Fine Arts	1st, 2nd, 3rd		

				Number of staff mobility periods	
FROM	**TO**	**Subject area code** **[ISCED]**	**Subject Area Name**	Staff Mobility for Teaching /per semester *[total number of days of teaching periods or average duration]*	Staff Mobility for Training /per semester
UI	FSMVU	Any	Any subject area	4 x 10 days	4 x 10 days
FSMVU	UI	Any	Any subject area	4x 5 days	4 x 5 days

4.2 Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

			Recommended Language of Instruction Level	
Receiving Institution	**Language of instruction 1**	**Language of instruction 2**	Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
UI	Farsi	English	B1	B2
FSMVU	Turkish	English	B2	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see
http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

For more details on the language of instruction recommendations, please refer to our course catalogue.
http://obs.fatihsultan.edu.tr/oibs/bologna/index.aspx

4.3 Additional requirements

The institutions will check individual cases of mobility of student and staff with disabilities upon request. The university newly founded, infrastructure for welcoming students and staff with disabilities is still under construction. Until it is implemented, the university will try to organize assistance for students and staff with disabilities but can't guarantee it. The institution will send its decision within 3 weeks.

4.4 Calendar

4.4.1 Nomination Deadlines:

Applications/information on nominated students must reach the receiving institution by:

FSMVU:

Autumn term	September 1- End of November
Spring term	February 1 - End of June

UI:

Autumn term	September 1- January 15
Spring term	January 25- June 25

4.4.2 Decision Response

Decision made my institutions will be sent by email normally not later than three weeks after they have received the complete and signed print of the application form.

4.4.3 Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

5. Course Selection and Course Add/Drop

- Courses will be selected by the student before they arrive at the receiving institution.
- The Student Academic Advisor and the Head of Faculty/Department are required to sign off on the courses for the course selection to be valid.
- Course changes (Add/Drop) will be possible within the first 3 (three) weeks of the academic semester. Starting from the 4th (fourth) week, course changes will not be possible.

6. Transfer of Courses, Grades and Credits

At the end of the exchange activity, all courses taken with the approval of the Student Academic Advisor and the Head of Department of the sending institution, which were passed successfully by the student at the receiving institution will receive full recognition from the sending institutions by transferring and registering the courses in the student's transcript with the original name, credits and grade of the course taken at the guest institution. If such a transfer/register is not possible, then the student will be credited instead with a suitable course from their home institution with equal credits.

Grades and Credits earned through collaborative projects (as per The Bologna Process) will also be fully recognized by both institutions provided that a work plan detailing the hours and a certificate and/or transcript is issued by either institution at the end of the project.

If grading scales are equal then all grades and credits earned at the receiving institution will be transferred to the sending institution without any changes.

If grade conversion is necessary and the grade falls within a certain scale at the home institution, then the grade and credits will be transferred in the student's favor based on the higher equivalent (e.g. If grade of BA stands for 85-89 on Percentage scale, then the grade will be transferred as 89)

All necessary procedures will be implemented to recognize and/or validate participation documents and/or diploma type documents from seminars, courses etc. external to the main field of education that the student participates in during the time s/he is at the host university.

7. **Additional information**

7.1 **Grading system**

FSMVU:

UNDERGRADUATE PERCENTAGE	GRADUATE PERCENTAGE	COURSE GRADE	GRADE POINTS
90 - 100	90 - 100	AA	4.0
85 - 89	85 - 89	BA	3.5
75 – 84	75 - 84	BB	3.0
65 - 74	65 - 74	CB	2.5
60 - 64	60 - 64	CC	2.0
50 - 59	N/A	DC	1.5
45 - 49	N/A	DD	1.0
40 - 44	N/A	FD	0.5
00 - 39	00 - 59	FF	0.0

UI:

Grading System at University of Isfahan (Undergraduate):

Grade	Scale 1	Description
18–20	A	Excellent
14–17.99	B	Good
12–13.99	C	Fair
10-11.99	D	Acceptable (weak)
Below 10	F	Fail

Grading System at University of Isfahan (Postgraduate):

Grade	Scale 1	Description
18–20	A	Excellent
14–17.99	B	Good
12–13.99	C	Fair
Below 12	F	Fail

7.2 **Visa/Resident Permit**

Institutions will provide assistance, when required, in securing visas for incoming and outgoing students/staff. Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter. Information and assistance can be provided by the following contact points and information sources:

Contact person	Houri Zarei (Mrs.)
Responsibility	International Exchange Programs Office Coordinator

Contact details	Tel:+98 (31) 37935158 int-office@ui.ac.ir
Website	http://ui.ac.ir, http://isc.ui.ac.ir/

Contact person	Vusala Aghayeva
Responsibility	FSMVU International Exchange Programs Office Coordinator
Contact details	vaghayeva@fsm.edu.tr	erasmus@fsm.edu.tr
Website	http://ipo.fsm.edu.tr/

7.3   Insurance

The Institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff and will inform them of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Houri Zarei (Mrs.)
Responsibility	International Exchange Programs Office Coordinator
Contact details	Tel:+98 (31) 37935158 int-office@ui.ac.ir
Website	http://ui.ac.ir http://isc.ui.ac.ir/

Contact person	Vusala Aghayeva
Responsibility	FSMVU International Exchange Programs Office Coordinator
Contact details	vaghayeva@fsm.edu.tr	erasmus@fsm.edu.tr
Website	http://ipo.fsm.edu.tr/

7.4   Housing

Contact person	Houri Zarei (Mrs.)
Responsibility	International Exchange Programs Office Coordinator
Contact details	Tel:+98 (31) 37935158 int-office@ui.ac.ir
Website	http://ui.ac.ir http://isc.ui.ac.ir/

Contact person	Vusala Aghayeva
Responsibility	International Exchange Programs Office Coordinator
Contact details	vaghayeva@fsm.edu.tr	erasmus@fsm.edu.tr
Website	http://ipo.fsm.edu.tr/

8.   Fees & Expenses for Exchange Activities

- Both institutions will exempt visiting students from charges such as education and registration fees. The principal procedure requires that such charges are paid at the institution to which the student is attached to. All social payments other than education and registration fees will be met by students. On the basis of reciprocity, fees for the following areas (if applicable) will be applied by the institutions:

Fee Type	Fees Required	
	Fatih Sultan Mehmet Vakif University	University of Isfahan

Registration Fee	NOT REQUIRED	
Course Fees	NOT REQUIRED	
Visa Fee	YES (Paid to Turkish Mission)	YES (Paid to Iranian Mission)
Insurance Fee	YES	YES
Part-Time Language Course Fee	NOT REQUIRED	
Full-Time Language Course Fee	YES	YES
Dormitory Fee	YES (Private Dormitory)	YES
Residence Permit Fee	YES	YES
Internet Access on Campus Fee	NOT REQUIRED	
Security Deposit	NOT REQUIRED	
Lunch Fees	YES	YES

- Students will bear all travel expenses and expenses related to the obtainment of all required documents for this travel. The host university will assist the visiting student in the provision of housing under the most suitable conditions and will provide consultancy and guidance services. The housing cost of the visiting student shall not be higher than a domestic student's. The visiting student will have access to the university canteen and the charges s/he pays here shall not be higher than a domestic student's.
- The host university determines the type of insurance deemed necessary in terms of mandatory health and accident insurance of the visiting student within satisfactory limits (the insurance limits, the insurance company and all terms required by the valid legal system in said field of the host university's country must be fulfilled.) and demands the visiting student to fulfill these terms primarily. Death or disabling accidents will be within the scope of the insurance that the student must have beforehand.

9. The Agreement

The present Agreement will come into effect on the day of signing by both institutions. By signing this agreement, the legal representatives of the institutions confirm that they will abide by the rules and regulations set forth by this Global Exchange Agreement.

This Agreement is signed in 2 (two) copies and will be valid for the duration stated in its Title. Any cancellations or changes to this Agreement must be made in writing at least 1 (one) academic semester before it comes into effect.

10. Signatures of the Institutions (legal representatives)

Institution	Name, function	Date	Signature[2] and stamp
UI	Prof. Dr. Hooshang TALEBI President	February 26, 2020	
FSMVU	Prof. Dr. M. Fatih ANDI President/Rector	April 8,2020	

---

[2] Scanned signatures are accepted.