

**PROPOSAL TO NEGOTIATE AN INTERNATIONAL AGREEMENT\***

\*For Explanatory notes for completing this Proposal, see **Appendix A**.

**THE KOÇ UNIVERSITY FACULTY / FACULTIES PROPOSING THE AGREEMENT**

|  |  |
| --- | --- |
| **Faculty, School or Department at KU[[1]](#endnote-1), or university-wide:** |  |

**AGREEMENT SPONSOR[[2]](#endnote-2)**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Name:** | **Surname:** |
| **Position:** | **Tel:** | |
| **Email:** | | |

**OVERSEAS INSTITUTION WITH WHICH THE AGREEMENT IS PROPOSED**

|  |  |
| --- | --- |
| **Proposed Partner Institution:** |  |
| **Faculty, School or Department, or university-wide:** |  |

**DESIGNATED SIGNATORY AT PARTNER INSTITUTION**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Name:** | **Surname:** |
| **Position:** | | |

**CONTACT PERSON FOR NEGOTIATIONS AT PARTNER INSTITUTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Name:** | | **Surname:** |
| **Position:** |  | | |
| **Partner Institution Address:** | | | |
| **Email:** | | **Tel:** | |

**TYPE OF PROPOSED AGREEMENT**

*MOU[[3]](#endnote-3)  Student Exchange Agreement  Erasmus+ KA103 Student & Faculty Mobility*

*Joint Study Abroad and Exchange  Double Degree Agreement  Erasmus+ KA107: Credit Mobility*

*Clinical Exchange Agreement  Summer Exchange Agreement*

*Visiting Scholar Agreement  Sponsored Project & Student Scholarship Agreement  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***NOTE:***  *If you wish to establish a Cotutelle (joint PhD), Dual/Joint Degree Agreement, please contact the Global Engagement Coordinator at mabache@ku.edu.tr for the alternative proposal document entitled ‘Cotutelle Agreement Proforma’.*

**BENEFITS AND BENCHMARKS OF SUCCESS***[[4]](#endnote-4)*

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**RANKING AND STATUS OF PROPOSED PARTNER INSTITUTION[[5]](#endnote-5)**

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**INTERNATIONAL STRATEGIC OBJECTIVES OF THE PARTNERSHIP**

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**RECENT CONTACT WITH THE PARTNER INSTITUTION[[6]](#endnote-6)**

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**AGREEMENT REQUIREMENTS***[[7]](#endnote-7)*

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**TIMING[[8]](#endnote-8)**

Proposed effective date of the Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Is there any urgency for the finalisation of the Agreement? YesNo |
|  |
| Proposed term for which the Agreement will remain in force: 5 Years3 Years |

*Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**APPROVALS AND ENDORSEMENTS – FACULTY**

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| --- | --- | --- | --- |
| ***AGREEMENT SPONSOR (1)*** | | ***AGREEMENT SPONSOR (2)*** | |
| ***NAME:*** |  | ***NAME:*** |  |
| ***SIGNATURE:*** |  | ***SIGNATURE:*** |  |
| ***DATE:*** |  | ***DATE:*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***HEAD OF DEPARTMENT*** | | ***DEAN OF FACULTY*** | |
| ***NAME:*** |  | ***NAME:*** |  |
| ***SIGNATURE:*** |  | ***SIGNATURE:*** |  |
| ***DATE:*** |  | ***DATE:*** |  |

***KU EXCHANGE PROGRAMS & PARTNERSHIPS USE ONLY:****Proposal reviewed/ approved by:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Sedef Ercetin *Date****Team Leader, Exchange Programs & Partnerships*

**Appendix A: Explanatory notes for completing the Proposal to Negotiate.**

1. **Proposing Faculty (page 1)** - Include additional Faculty, School or Department where proposed Agreement will involve more than 1 KU Faculty, School or Department. [↑](#endnote-ref-1)
2. **Agreement Sponsor (page 1)** - Include additional Faculty, School or Department sponsor where proposed Agreement will involve more than 1 KU Faculty, School or Department. [↑](#endnote-ref-2)
3. **Types of Agreement (page 1)** - Memoranda of Understanding (MOUs) that involve substantive research are handled by the Research Portfolio. If in doubt, contact the International Partnerships Coordinator. [↑](#endnote-ref-3)
4. **Benefits and Benchmarks for Success (page 2) -** The Agreement sponsor must nominate benchmarks or other criteria for measuring the success of the proposed Agreement. Examples of benchmarks or other criteria may include targets for increased student mobility or international applications, faculty visits facilitated by Agreement, joint publications or jointly hosted events, increased marketing opportunities. [↑](#endnote-ref-4)
5. **Rankings (page 2)** - If the proposed partner is another institution, please indicate the status or ranking (international, regional and/or national ranking) of the partner in relation to KU. KU uses the following ranking services:

   <https://www.timeshighereducation.com/world-university-rankings/2016/world-ranking#!/page/0/length/25>

   <http://www.topuniversities.com/qs-world-university-rankings>

   Additionally, please also provide relevant background information about the proposed partner, including recent awards, key research strengths, past collaboration with KU, known relationships with other universities, and membership of any international university networks. [↑](#endnote-ref-5)
6. **Recent Contact (page 3)** – To assist negotiation of the proposed Agreement, please provide details of any known recent communication or meetings between KU and the partner. [↑](#endnote-ref-6)
7. **Agreement Requirements (page 3)** - To assist with drafting, please outline any particular requirements or provisions to be addressed in the proposed Agreement. [↑](#endnote-ref-7)
8. **Timing (page 3) -** There are numerous steps involved in approving a proposal and the negotiation and ultimate execution of an Agreement. Agreement takes on average 3 months from proposal stage to execution. If an agreement is urgently required, it will be prioritised accordingly.

   For further information, please contact the Exchange Programs and Partnerships Specialist:

   **Ms Arzu Yilmaz**

   Exchange Programs and Partnerships Specialist

   Office of International Programs

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   T: +90 212 338 1124

   M: +90 549 724 7724

   F: +90 212 338 1267

   [http://ku.edu.tr](http://ku.edu.tr/) | [http://oip.ku.edu.tr](http://oip.ku.edu.tr/)

   Rumeli Feneri Yolu, Sarıyer 34450, Istanbul, Turkey [↑](#endnote-ref-8)