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ISTANBUL MEDIPOL UNIVERSITY INTERNATIONAL OFFICE INSTRUCTION

FIRST SECTION

Aim and Scope

**ARTICLE 1-(1)** The aim and scope of this instruction are to regulate the procedures and principles regarding the establishment, duties, responsibilities, and operation of the Istanbul Medipol University International Office, which operates under the General Secretariat.

# Base

**ARTICLE 2-(1)** This instruction has been prepared based on the

1. Istanbul Medipol University Instruction on the Admission of Students from Abroad to Undergraduate Programmes,
2. And the provisions of the Erasmus+ Programme Student/Staff Mobility Instruction between Program Countries.

# Definitions

**ARTICLE 3- (1)** The definitions in this instruction refer to;

* + - 1. Unit Director: International Office Unit Director,
1. Secretary General: Istanbul Medipol University Secretary General responsible for international relations,
2. Coordinatorships: Erasmus, Farabi and Mevlana coordinators,
3. Rector: The Rector of Istanbul Medipol University.
4. Rectorate: Istanbul Medipol University Rectorate,
5. Senate: Istanbul Medipol University Senate,
6. University: Refers to Istanbul Medipol University.

# SECOND SECTION

Purpose of the Office

**ARTICLE 4-(1)** The Office carries out its activities as a unit directly subordinate to the General Secretariat. It aims to coordinate the international activities of the university, the foreign student admission process and the execution of the exchange programs within the scope of the coordinators.

# Fields of Activity of the Office

**ARTICLE 5-(1)** The International Office carries out the following activities to achieve the purposes set out in article 4 of this instruction;

1. To carry out the whole process from the quota of the university's foreign student admission to the announcement, application and registration stages of the students who will come, to prepare information about the students in this context,
2. In this context, to carry out the work and operations defined in the directive mentioned in paragraph an of Article 2 of the instruction,
3. Coordinating all the works from the announcement and selection stage to the organization, follow-up and conclusion of the mobility in the student and personnel mobility realized within the scope of Erasmus, Farabi and Mevlana coordinatorships and to comply with the 2nd part of the instruction. To carry out the duty of Erasmus Institution Coordinator defined in the instruction mentioned in paragraph b of the article,
4. To ensure the continuity of the university's relations with universities abroad,
5. Assisting the BEK (Bologna Coordination Commission) and the Rectorate to determine and implement the university's international strategies and policies,
6. To follow the Bologna process of the university and to assist the BEK and the Rectorate in its implementation,
7. To contribute to the preparation of all kinds of materials for the promotion of the university at the international level, to provide technical support in correspondence, communication and document preparation by making all kinds of announcements, promotions and information within the university on issues within the field of international relations.

# THIRD SECTION

Governing Bodies and Duties of the Office

**ARTICLE 6-(1)** Bodies of the international office; International Student Office, Erasmus+ Coordinator, Farabi Coordinator, Mevlana Coordinator.

**ARTICLE 7– (1)** Office structuring; consists of the unit manager and administrative staff.

# FOURTH SECTION

Cases without Provisions

**ARTICLE 8-(1)** In cases where there is no provision in this instruction, the provisions of the legislation to which the University is bound are applied.

# Enforcement

**ARTICLE 9-(1)** This instruction enters into force from the date of its adoption in the Senate.

# Execution

**Article 10 -** (1) The provisions of this instruction are executed by the Rector.

\*Adopted by the University Senate's decision dated 13/11/2018 and numbered 2018/34-02.