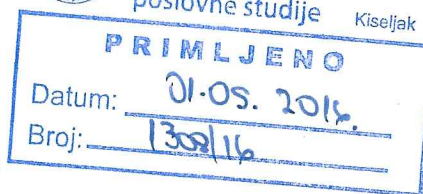




Visoka škola
CEPS- Centar za
poslovne studije Kiseljak



**ACADEMIC PROTOCOL
BETWEEN
ISTANBUL BILGI UNIVERSITY
AND
UNIVERSITY COLLEGE "CEPS – CENTER FOR BUSINESS STUDIES" KISELJAK**

A. PURPOSE

The purpose of this Academic Protocol is to set forth the points of understanding between the Istanbul Bilgi University ("BILGI") a university with its principal campus located in the city of Istanbul, Turkey and University College "CEPS – Center for business studies" Kiseljak ("CEPS"), a university college with its principal campus located in the Kiseljak. BILGI and CEPS, collectively referred to as the "Parties", wish to enter into this Academic Protocol, which sets forth the basis to express their intention, in principle, to enter discussions in good faith to facilitate and develop a meaningful and mutually beneficial relationship, and to explore and encourage the development of new opportunities for collaboration between the parties.

B. BACKGROUND

Discussions regarding potential collaborative opportunities are expected to cover:

- Collaboration in such national and international academic activities as research, conference, consortium etc.
- Provision for the joint development and delivery of staff and student mobility activities including Summer Schools.

C.ADMISSION REQUIREMENTS :

- i. Both parties agreed that students shall meet the programme requirements of both BILGI and CEPS to be admitted to the exchange programmes.
- ii. The language of instruction in the programmes will be English.
- iii. The students must possess the level of language proficiency that is requested by the host institution

D. FORMALITIES

- i. "This non-binding, good-faith protocol will take effect upon signature by both parties. In accordance with the requirements of (i) the Higher Education Council of Turkey and (ii) good legal practice, the details of any further collaborative opportunity will, if agreed, be recorded in a formal written agreement between the parties, specifying the legal, administrative and financial arrangements of the proposed collaborative provision. Neither party will have any obligations in relation to the provision of such collaborative opportunity until such an agreement is agreed and signed by duly authorized representatives of each party.

- ii. Any matter that is not covered by this Academic Protocol shall be subject to discussion and mutual agreement by both Parties.
- iii. Number of Participants: The number of participants is limited with 2 students per semester. However, any additional number will be subject to the agreed upon terms and conditions set forth by both parties. Each institution reserves the right to add, change, and/or modify conditions, provided that there is mutual agreement between the parties. Written notice in the form of an addendum, to this supplement, is required within a six month period and shall become effective upon signing of the addendum.
- iv. Each university will appoint a coordinator for overseeing the programs and for acting as the principal contact for the other university. At CEPS, the contact person will be Mirza Kulenović; at BILGI, the contact person will be Beyhan Demir Langlois.
- v. Students will be required to bear all expenses (including the cost of acquiring a passport and visa) incurred by them for travel to and from CEPS/BILGI and for living expenses, including rent, food, local transport, books etc.
- vi. It is understood that students participating in mobility programmes (upon its development as per Article B) shall apply for and receive the appropriate student visa prior to their enrolment in exchange programme at the host institution.
- vii. Each host university will provide the home university with an academic record of the work completed by a visiting student at the end of that student's period of the program. Any written communication should be conducted in English Language. Transcripts (in English Language) stamped and sealed will be sent directly to the home institution.
- viii. The host institution will waive academic tuition and fees for the exchange programs. Students will be required to bear all expenses (including the cost of acquiring a passport and visa) incurred by them for travel to and from CEPS/BILGI and for living expenses, including rent, food, local transport, books etc.
- ix. For the purposes of paragraph above, a Force Majeure event is an event that is beyond the reasonable control of the student and/or CEPS/BILGI, such as acts of God (earthquake, flaud, ...etc) explosion, illness, imprisonment, military duty, financial problems, weather, war, insurrection, civil strike, and the student and/or CEPS/BILGI have taken all reasonable steps to avoid or mitigate the consequence(s) of the event.

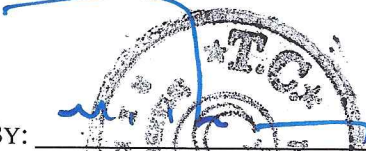
E. TERM AND TERMINATION

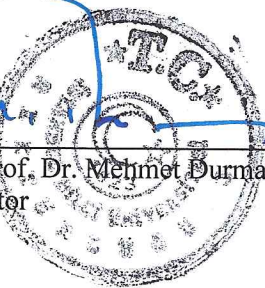
- i. This protocol is established for a period of 3 (three) years. At the end of each 3 year period, this protocol will be automatically renewed by mutual consensus.
- ii. Either Party may terminate this Academic Protocol by giving 6 months' written notice of intention to terminate. If either Party wishes to move to termination they must, prior to giving written notice of their intention to terminate, convene a face-to-face meeting with the other Party to discuss their fundamental concerns.

- iii. The Party invoking termination must communicate the grounds for termination in writing to the other Party, prior to the aforesaid face-to-face meeting.
- iv. In the event of the termination clauses in this Academic Protocol being invoked by either Party, each Party shall be responsible for meeting its own costs incurred as the result of termination. Any rights accrued by either party shall be honored.

AGREED and UNDERSTOOD, on this June 2016 day of 17th:

ISTANBUL BILGI UNIVERSITY

BY: 
Name: Prof. Dr. Mehmet Durman
Title: Rector



**UNIVERSITY COLLEGE "CEPS – CENTER FOR
BUSINESS STUDIES" KISELJAK**

BY: 
Name: Selimic Mirzo, MA
Title: Director



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