AGREEMENT ON COOPERATION

CONCERNING THE EXCHANGE OF STUDENTS OF THE
VRIJE UNIVERSITEIT BRUSSEL

AIMING FOR A DOUBLE-DEGREE FROM

Istanbul Technical University
Institute of Science and Technology
(Architecture Department)
Ayazaga Campus
80626 Maslak, Istanbul, Turkey

and

Vrije Universiteit Brussel
(Faculty of Engineering)
Pleinlaan 2, B-1050 Brussel, Belgium
Preamble

In addition to their mutual Agreement of Cooperation signed April 28th, 2009, the Vrije Universiteit Brussel, represented by its Rector, Professor Dr. Paul De Knop, and the Istanbul Technical University, represented by its Rector, Professor Dr. Muhammet Şahin, hereby agree to the following:

Article 1 – Aim of the Agreement

The aim of this agreement is to specify the general terms under which exchange students from the Vrije Universiteit Brussel and Istanbul Technical University can be awarded simultaneously, upon successful fulfilment of all requirements for graduation at both institutions, the academic degree and diploma of ‘Master in de ingenieurswetenschappen: architectuur’ or ‘Master in de ingenieurswetenschappen: specialty specification’ from the Vrije Universiteit Brussel (VUB) and of ‘Master of Science in Architecture’, respectively, ‘Master of Science’, with specification of the engineering department and program within the department, from the Istanbul Technical University (ITU).

By this agreement both institutes confirm the existence of sufficient similarity between both education degrees regarding the objectives and the content of the study programmes.

Article 2 – Academic responsibility

The Rectors of both universities appoint the Dean of the Faculty of Engineering of the Vrije Universiteit Brussel, Prof. Dr. Jacques De Ruyck, and the Dean of the Institute of Science and Technology of the Istanbul Technical University, Prof. Dr. Ali Demir, as representatives for the present agreement.

Article 3 – Academic and administrative representatives

The representatives appointed according to article 2, appoint their own academic and administrative representatives, and such representatives will be responsible for ensuring that measures are taken in accordance with this agreement. The representatives will organize advisory and other academic services to the students participating under this agreement. The deans take the final responsibility of taking care of the smooth fulfilment hereof.

Article 4 – Scope of the Agreement

Both institutes agree about the following general forms of cooperation and general requirements for all students participating under this agreement. Detailed conditions for the exchange will be established by a specific study plan (the so-called "learning agreement").
Article 5 – Application, selection and admission of the students

The exchange of students under this agreement will be conducted in accordance with the following principles:

- Students from both universities can apply after successful completion of the first three years of their Bachelor Degree program or after receiving their Bachelor degree.
- The deadline for submitting the application is March 30 of the academic year, preceding the exchange.
- The application must include a curriculum vitae, a transcript of the students’ records, including courses and marks, TOEFL score (or equivalent test score) a letter of motivation or intent from the student, and a letter of recommendation from the sending home institution stating that the candidate has been nominated for this particular exchange programme.
- Students are selected and admitted to the exchange programme on the basis of the subjects they have completed individually at their home institution, their academic results, their motivation and their knowledge of the Dutch, Turkish and/or English languages.
- The home institute will screen its applicants for the exchange programme but the host institute will have the right to make the final decision on the admission of the students nominated.
- The authorities responsible at the host university, basically the deans, will decide by no later but April 30 of each year, whether and how many students are admitted to the exchange and will mail accordingly the letter of acceptance or rejection to the students. Rejection must be fairly motivated.
- Students will be responsible for covering the travel costs to the host country and living costs during the stay, including accommodation, books, equipment, consumables, language tuition prior to the start of the course work (if needed), student union fee (if applicable) and other expenses arising from the exchange programme.
- The host university commits itself to provide assistance to the incoming students in finding appropriate accommodation, to help them in their incoming procedures and to obtain all the same facilities as foreseen for its own students.
- Students participating under the terms of this exchange will be entitled to participate to any introductory programme that may customarily be arranged for foreign students.

Article 6 – Study Plan and Study Course

An individual study plan for the total duration of the exchange programme is established and approved by the academic representatives of both institutions responsible for study programmes, before the start of the actual course work. The individual study plan can be revised in collaboration and in written form with the approval of the two institutes.

Students participating under the terms of this exchange should successfully complete a period of basically two years of study, or, in exceptional cases, for TIME double degree exchanges, and only upon agreement of the two partner institutes, after three semesters at the host institute, in order to receive its degree.
A precise study programme detailing all courses to be followed will be set up prior to each academic year start, in common agreement of an authorized academic representative of each of the partner institutions. This programme is submitted in each of the partner institutes to the commission/board which is responsible for the approval of the double degree programmes, including those associated with the TIME network.

The period of full-time course work at the host institute will not exceed four semesters. According to the European standard, one semester of full-time studies is equivalent to approximately 30 ECTS credits, not less but 27 and no more than 33. The total of ECTS-credit to be achieved must be at least 90, and cannot be imposed to the student to be more than 120. At the end of the period of study at the host institute, the individual student of the VUB as home institution will be issued with an academic transcript with the host institute courses totalling a minimum of the equivalence of at least one third of the credits of the VUB programme. As much as possible, the host university will produce the transcripts of records of the exchange students reporting also the marks according to the ECTS scales.

During their study period at the host university, students involved in the present exchange will continue to enrol as regular full-time students at their home institution.

During their study period at the host university, students participating under this agreement will be subject to the educational regulations and administrative rules of the host university, especially regarding their registration at the host university.

The general pattern for the TIME double degree under the terms of this agreement is as follows:

**For VUB Students:**

i) successful completion of the three years of Bachelor in de ingenieurswetenschappen: Architectuur or Bachelor in de ingenieurswetenschappen (6 semesters - 180 ECTS) at the Vrije Universiteit Brussel;

ii) successful completion of two years of studies (4th year of Bachelor of Science in Architecture or Bachelor of Engineering Sciences and 1st year of Master of Science in Architecture or Engineering Science) at the Istanbul Technical University, or at least, in conformity with TIME regulations, three semesters including the equivalent of the 2nd semester of the 4th Bachelor year at ITU;

iii) successful completion of the final study year, the 2nd year of Master in de ingenieurswetenschappen: Architectuur or Master in de ingenieurswetenschappen at the Vrije Universiteit Brussel, including the Master thesis project.

**For ITU Students:**

i) Students of the ITU who start at the VUB after their 3rd year in Bachelor will take courses required for completion of their Bachelor and Master degrees in the first and second year of their study at the VUB. After returning back to the ITU, if applicable, they will first complete the course/credit requirements for obtaining the Bachelor degree. Then they will be registered in the Master program and complete any remaining course work and thesis.
ii) Students of the ITU who start at the VUB after receiving their "Bachelor of Science" degree will take courses required for completion of Master degrees and/or do research for their thesis at the VUB.

iii) Students of the ITU who start at the VUB after the first year of their Master program will take courses and complete their thesis at the VUB.

**Article 7 – Master thesis**

The Master thesis project results in a written report in English with a summary of maximum 3 A4 pages in the institutional language of the home university (Turkish for ITU students, Dutch for VUB students).

**For VUB Students:**
The Master thesis is undertaken during the final master year while the student is at the Vrije Universitei of Brussels. It is carried out, according to the rules and regulations of the Faculty of Engineering of the VUB, under the supervision of a promotor of the Vrije Universiteit Brussel and a co-supervisor from ITU.

The Master thesis work will be defended in front of a board composed according to the rules and regulations of the Faculty of Engineering of the Vrije Universiteit Brussel and will include the co-supervisor from the Istanbul Technical University. Upon successful completion of the Master thesis, the student will be awarded 24 ECTS credits.

**For ITU Students:**
The Master Thesis work can be undertaken at ITU or VUB depending on the specific learning agreement and the duration spent in the host university. The Master thesis projects will be defended in front of a board composed according to the rules and regulations of the Institute of Science and Technology of the Istanbul Technical University, and will include the co-supervisor from the Vrije Universiteit Brussel. Upon successful completion of the Master thesis projects, the student will be awarded 60 ECTS credits.

**Article 8 – Control of results and delivery of the academic degrees**

The parties agree that exams/courses should be graded and awarded credits according to the rules of the institution where the exam/course is taken.

Decisions will be made according to the internal evaluation criteria of the university where the exams/courses were taken. If the student has successfully completed all requirements for graduation at both partner institutions, the student is awarded the academic degree and diploma of 'Master in de ingenieurswetenschappen: architectuur' or 'Master in de ingenieurswetenschappen: specialty specification' from the Vrije Universiteit Brussel (VUB) and of 'Master of Science in Architecture', respectively, 'Master of Science', with specification of the engineering department and program within the department, from the Istanbul Technical University (ITU).

Both universities will communicate to each other the results of each student participating under this agreement, in terms of grades (and credits wherever possible) and the result of the deliberation, if any, before the end of each academic year.
Article 9 – Registration and tuition fees, financing by the government

No double registration fees will be paid by the students involved in this exchange. Students only pay the registration fee to their home university. Both parties agree to take action to obtain financial support for student exchanges under European programmes or from other financial resources. The students and the diplomas delivered under the present agreement can generate government financing for only the home university.

Article 10 – Conditions during study period

The students participating to this agreement will be subject to the rules, duties and regulations of the host institution during their stay there. They will also have all the rights and privileges enjoyed by other students enrolled at the host institution.

Students involved in this exchange will be requested to show the proof of being covered by a pre-existing Health Insurance coverage valid in the host country or have to agree to subscribe to a private Health Insurance in the host country.

Article 11 – Terms of agreement

This agreement will come into force immediately after the signature by all parties and is valid for five years. This agreement can be renewed after assessment of the activities developed during its duration and provided that the two parties agree on renewal. Any party may withdraw from this agreement at any time before March 1 and the agreement will terminate at the beginning of the academic year following this date. In such event, all actions previously undertaken will nevertheless be completed, even if the actions planned pass beyond the date of end of the agreement.

If the academic performances in the host institution of a student involved in the present agreement appear to be insufficient, the academic representatives of both universities, nominated according to article 3, may terminate by mutual agreement the student’s exchange. In case of disagreement between these academic representatives, the decision is left to the Dean of the Faculty of Engineering of the Vrije Universiteit Brussel and/or the Dean of the Institute of Science and Technology of the Istanbul Technical University, preferably by mutual agreement, and should be accompanied in any case by a written justification.

Article 12 – Applicable law

This agreement will be governed and construed in accordance with the Belgian and Turkish laws, or in case of differences, by the laws of the country of the hosting institution and not of the home institution.

Article 13 - Jurisdiction

All disputes arising from or related to this agreement, will be subject to the exclusive jurisdiction of Belgian Courts in the event that the Vrije Universiteit Brussel is the
defendant and of Turkish Courts in the event that the Istanbul Technical University is
the defendant.

Article 14 – Amendments or changes

This agreement can be amended at any time provided the mutual consent of the
parties is given hereto.

The amendments or changes to this agreement will be written and signed by the duly
authorised representatives of both partner institutions, in an amendment added as
an annex to the present agreement and which is integral part of the latter.

Article 15 – Language and copies of the agreement

This agreement has been written in English with translations in Dutch with the same
content, for the purpose of regulations in Flemish governance.

This agreement has been signed in two originals, of which one original has been
retained by each of the signatories.

Vrije Universiteit Brussel

Prof. Dr. Paul De Krop
Rector

Prof. Dr. Jacques De Ruyck
Dean of the Faculty of Engineering

Istanbul Technical University

Prof. Dr. Muhammed Şahin
Rector

Prof. Dr. Ali Demir
Dean of the Institute of Science
and Technology

Brussels, April 28th, 2009

Istanbul, date