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# UCF Guidelines: International Agreements



**UCF Global**

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# INTERNATIONAL AGREEMENTS

International agreements formalize the relationship between a university, organization, government or agency outside the United States and UCF. These documents provide the underlying basis for activities including collaborative academic programs (e.g., dual degrees, study abroad and student exchanges); formal exchanges of academic and administrative personnel; collaborative research plans; and exchanges of materials and information. When pursued strategically and intentionally, international agreements can enhance institutional performance more efficiently than pursuing the same activities alone.

International agreements can be used as a vehicle to further all of UCF's strategic goals. Most obviously, UCF can use international agreements to further UCF Goal 3: Provide international focus to curriculum and research programs, and Goal 5: Be America's leading partnership university. International agreements can also be used to enhance undergraduate education (Goal 1) through activities, such as student exchanges and collaborative study abroad. Research partnerships can help UCF achieve international prominence and dual degree programs can help UCF increase the breadth of graduate coursework (Goal 2). Finally, agreements facilitating student, scholar, faculty and staff mobility can help UCF become more inclusive and diverse (Goal 4). When used effectively, international agreements can be a very powerful tool for institutional enhancement.

The agreement development and approval process for these international agreements is intended to ensure coordination among the appropriate units and authorities at UCF, as well as to address various legal, compliance and other potential liability issues. If a UCF employee is uncertain as to whether an agreement is needed for a relationship with an entity abroad or activities arising in conjunction therewith, we ask that such employee contact us at [intagreements@ucf.edu](mailto:intagreements@ucf.edu), or call us at 407-823-3647. If the activity is associated with sponsored research, or the development of intellectual property, please contact the Office of Research and Commercialization, at 407-823-3778. If the contemplated activities involve technology and/or other regulated materials, such activities might be subject to export control – please see <http://www.research.ucf.edu/ExportControl/contact.html>).

## Agreement Development Process and Approval

### Step 1: Determine if an agreement is needed

UCF faculty or staff members are usually the ones who make the initial contact with colleagues from an institution overseas. This contact may include an informal discussion about interests and potential activities, as well as sharing of general information about the institutions. An agreement will be required if the collaboration goes beyond an individual's independent efforts (i.e. individual independent efforts exist where there was no appreciable university support and where the activities would have no adverse implications for the university) or if any of the following apply:

- A commitment to spend university funds or resources or receive funds from an entity abroad;
- Delivery or coordination of courses or academic programs, including transfer of credit;
- Student, faculty or staff mobility programs, such as study abroad programs, hosting visiting scholars, or faculty exchanges;

- Research that involves the sharing of technologies or which is associated with contracts or grants; and
- Development of intellectual property which implicates UCF's ownership interest therein.

The above list is not comprehensive. If you are uncertain as to whether an agreement is required, please contact UCF GLOBAL at [intagreements@ucf.edu](mailto:intagreements@ucf.edu) or Office of Research and Commercialization, Post-Award Administration at [dbackman@ucf.edu](mailto:dbackman@ucf.edu), whichever is most appropriate.

You can review the list of active UCF agreements at [www.international.ucf.edu/agreements](http://www.international.ucf.edu/agreements).

## **Step 2: Consult your supervisor**

In the process of establishing a formal international agreement, you should first consult with your department chair, school or unit director, college dean or other campus officials, as appropriate. Share your interests and insights about the institution abroad, as well as what you believe may be the potential benefits and expected commitments for UCF. Contacting the officials mentioned above would be the appropriate first step in the process of establishing this international agreement. If you have questions about the agreement development process, contact UCF GLOBAL at [intagreements@ucf.edu](mailto:intagreements@ucf.edu) or call us at 407-823-3647.

## **Step 3: Determine the appropriate type of agreement**

At this time you should schedule to meet with UCF GLOBAL (if you have not done so) to discuss your specific interests for collaboration with the approved institution.

International agreement types may be classified according to level of resource commitment and complexity, as well as authorization required to formalize various agreements. The following classification levels and associated agreement types listed below will be utilized, beginning with least complex and progressing to most specific:

- Level 1 – General Collaboration
- Level 2 – Student Mobility: UCF Abroad & Exchange Programs
- Level 3 – Faculty Mobility, Shared Credit & Technical Cooperation

Note: Agreements at Levels 2 and 3 are focused on specific deliverables and typically have significant SACS accreditation implications.

### Level 1 – General Collaboration

Level 1- General Collaboration	General Agreement for Collaboration	This document establishes a framework for exploring collaboration. It is a general statement establishing intent to cooperate between parties with the expectation that specific collaborations are to follow. This agreement does not authorize specific actions or deliverables. It is intended to have a maximum duration of 3 years (with potential for renewal).	Duration: 3 years maximum
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#### Level 2 - Student Mobility: UCF Abroad & Exchange Programs

Agreements related to student mobility are categorized as Level 2 and may address programs ranging in length from several weeks to several semesters.

Level 2- Student Mobility: UCF Abroad & Exchange Programs	UCF Abroad (Short- term/ Traditional)	This type of agreement provides the underlying basis for activities associated with a UCF Study Abroad program at a particular site. It delineates the parties' roles, program requirements and the terms and conditions pertaining to implementation of the program. A budget/funding model should be established in addition to a Financial Aid review to determine potential sources of funding. Pursuant to UCF Policy 2.902, UCF GLOBAL is responsible for the administration and overall management of UCF study abroad programs and must approve all UCF study abroad programs prior to travel abroad.	Duration: 3 years maximum
	Reciprocal Student Exchange (RSE) Agreement	This agreement establishes the parties' roles and responsibilities, program requirements and terms and conditions pertaining to the implementation of reciprocal student exchanges between UCF and an institution abroad. RSE activities have financial, accreditation and immigration implications and require a more thorough review.	Duration: 3 years maximum

	Additional Student Mobility	<p>Additional student mobility agreements may address the following:</p> <ul style="list-style-type: none"> <li>• Service Learning Abroad</li> <li>• Research Abroad*</li> <li>• Study Tours</li> <li>• International Internships</li> </ul> <p>(* Note: International research may require ORC review to ensure compliance)</p>	Duration: 3 years maximum
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### Level 3 – Faculty Mobility, Shared Credit & Technical Cooperation

Level 3 – Faculty Mobility, Shared Credit & Technical Cooperation	Faculty Exchange Agreement	<p>This agreement establishes the parties' roles and responsibilities as well as terms and conditions pertaining to the exchange of faculty (for specified length of time) between UCF and the partner institution. Faculty exchanges are typically established based on collaborative research, teaching exchange visits, and/or short-term visits. Activities may include departments providing training and curriculum support to partner institutions and vice versa. Faculty mobility activities have financial, immigration, compliance and intellectual property implications that should be considered.</p>	Duration: 5 years maximum
	Research/Academic Collaboration Agreement	<p>Research at UCF may involve faculty or university partners outside the United States. Activities may range from undergraduate and graduate students (or Postdoctoral Scholars) conducting research at an international partner institution to multi-department joint research projects. Such activities may require</p>	Duration: 5 years maximum

Level 3 – Faculty Mobility, Shared Credit & Technical Cooperation (CONT.)		specific compliance with UCF Policy 4-209 “Export Control Policy.”	
	Shared Credit Agreements	<p>Shared Credit Agreements can take various forms and reflect a greater level of institutional commitment. The establishment of international collaborative degree programs may involve developing new courses and/or the approval of a new degree and may involve one or more academic departments.</p> <ul style="list-style-type: none"> <li>• Articulation Agreement – this type of agreement outlines the acceptance of a specific number of credits between two institutions that then apply these credits to their own respective degrees.</li> <li>• Dual Degrees – UCF and partner institution award separate program completion credentials bearing separate names, seals and signatures. Dual degrees typically involve recognition and transfer of credits between the partner institutions and may take various forms depending upon number of credits completed at each institution (e.g., 2+2, 3+1, etc.).</li> <li>• Joint Degrees – UCF and partner institution are listed on one diploma and jointly award one degree. These arrangements require extensive evaluation and approval as academic and accreditation implications are paramount.</li> </ul>	Duration: 5 years maximum

<p>Level 3 – Faculty Mobility, Shared Credit &amp; Technical Cooperation (CONT.)</p>		<p>These arrangements require in-depth evaluation by the appropriate SACS administrators to address accreditation compliance requirements. Typical questions to review these concerns include the following:</p> <ol style="list-style-type: none"> <li>1. Has this international partner actively participated in an Articulation Agreement with other American universities?</li> <li>2. How will your College/Department evaluate and award transfer credit for international students participating in this Articulation Program or for UCF students taking classes with the institutional partner?</li> <li>3. Who will be the person authorized for evaluating and awarding credit? What is this person's contact information?</li> <li>4. What support services (advising, orientation, etc.) will you have for these students who come to UCF through this Articulation Agreement?</li> <li>5. Describe your plan to evaluate the quality of the program?</li> </ol>	



	Technical and Scientific Cooperation Agreement	<p>This type of agreement provides a general framework for collaboration on academic research, addresses intellectual property ownership and provides for compliance and applicable laws. These agreements <u>are not</u> appropriate for relationships that involve sponsored research projects, activities associated with export controlled or proprietary technologies, or activities that are expected to lead to the development of commercial intellectual property, such as licenses or patents. Such arrangements fall under the purview of UCF's Office of Research and Commercialization (ORC).</p> <p>This type of activity requires review and assessment via a two-pronged process from ORC: ECC and C&amp;G. ECC facilitates the Visual Compliance check for denied parties. C&amp;G conducts a contract review to determine if any separate contract is necessary for the activity.</p>	Duration: 5 years maximum
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### Other

The templates noted above do not cover all possible collaborations. However, they provide a good starting point. At your meeting with UCF GLOBAL, we will review samples of the current templates. If any of the templates fit the expected collaborations, UCF GLOBAL will develop a draft document, using the information to be collected in Step 5. If the templates are not applicable, UCF GLOBAL can start working with you and the UCF General Counsel's Office to develop a draft document that applies to the specific collaboration you are seeking.

### **Step 4: Engage in pre-agreement planning**

The next item in the process would be to evaluate institutional fit between UCF and the proposed institution abroad as well as review the intended goals of collaboration.

International agreements should be developed strategically and intentionally to create high impact, international experiences and opportunities for collaboration. As such, pre-agreement planning includes an assessment of “Institutional Fit” through the use of the following questions:

1. Describe how this institution compares to UCF in similarity of mission, strategic goals, and other areas of research or academic growth. How would this partnership help both institutions advance?
2. Describe how the geographic location might enhance a strategic interest for UCF, such as area studies, languages, internships, and access to field sites or artistic venues.
3. Is the institution located in an area with travel restrictions for US citizens or are the institution or its principals listed on the Denied Persons List or on any list of entities with restrictions for doing business in/with the US (or do similar restrictions apply)? Please describe with all detail available.
4. Can partnering with this institution jeopardize existing agreements? Describe possible conflicts.

Pre-agreement planning is based on a tiered system of requirements dependent upon the level and type of agreement to be created.

In addition, Department Chairs (or Directors where applicable) will be involved at this stage by indicating approval to move forward with a proposed agreement. This approval is conducted through an online workflow, thus establishing initial support for the faculty/staff member to continue with the agreement process.

#### Level 1 – General Collaboration

Agreements of this type involve establishing a framework for collaboration. As such, the four Institutional Fit questions highlighted above are sufficient and will be utilized for pre-agreement planning. UCF personnel will submit answers to these questions as part of the pre-agreement proposal planning process before initiating the formal agreement process.

#### Level 2 – Student Mobility & Level 3 – Faculty Mobility, Shared Credit & Technical Cooperation

Agreements categorized as Level 2 & 3 are more complex in nature and hence involve a larger commitment of resources, personnel, compliance review, etc. With this in mind, the four Institutional Fit questions highlighted previously are necessary but not sufficient to assess the strategic value of entering into such a commitment. Additional questions related to sustainability efforts and outcome measures are needed to further encourage strategic relevance of proposed agreements and enhance assessment of these agreements (as listed below):

1. Outcome: What is to be achieved?

Agreements should be developed with an outcome focus; there should be intent to develop outcome focused collaborations that bring value to both institutions. The following questions can be utilized to assist in assessment of outcome focus:

- a. What are the expected outcomes of this collaboration?
- b. What are the milestones for this collaboration and how will they be measured?
- c. What is the benefit or value added to UCF and the partner institution through this collaboration?
- d. How does the proposed collaboration or program enhance and advance the strategic mission of internationalization for UCF?

## 2. Metrics for Success: How is achievement measured?

Specific metrics should be developed to measure and assess outcome performance. For example, an agreement focused on Reciprocal Student Exchange will seek to assess the number of students exchanged with the partner institution, costs involved, quality of experience, etc. The following focus areas are relevant for agreement assessment:

- a. What is the timeframe for assessment? At the end of the agreement period? Every semester?
- b. Do the specific metrics indicate successful achievement of outcomes/objectives? Successful vs. Not Successful?
- c. What improvements are indicated/needed in the program (or agreement itself)?
- d. Who will be responsible for evaluating the collaboration? Department Chair or Dean? Department Director?

## 3. Sustainability: How can this collaboration effort continue?

Agreements should be developed with a focus on sustainability. The following questions can be utilized to assist in assessment of sustainability:

- a. What resources are required for collaboration/ to sustain this collaboration?
- b. How will the collaboration be funded?
- c. Is there an academic or market need for the proposed collaboration (or offering)?
- d. How many students/faculty are expected to participate?
  - i. Fall?
  - ii. Spring?
  - iii. Summer?
- e. Who will be responsible for maintaining the collaboration? Faculty member? Department Chair or Dean? Department Director?

These questions, combined with an “Institutional Report” (see Appendix) which describes the partner institution in greater detail are used to assess suitability and strategic relevance of

potential collaboration. (Note: if necessary, additional information will be requested from various compliance units to ensure the international agreement meets all local, state and federal compliance requirements).

### **Step 5: Develop a draft agreement document**

To simplify and standardize the agreement process, UCF GLOBAL has developed a series of "templates" with text approved by UCF's General Counsel's Office. To start a record for an agreement tied to an approved institution log in at <http://international.ucf.edu/agreement/> and follow the instructions on the screen. If you are a new user, please review the **User Guide**.

You will need to review the following information:

- 1) The contact information for the agreement, if it is different from the information on record for the institution.
- 2) The mailing information for the institution abroad, if different from what is on record.
- 3) The type of agreement.

If you need additional assistance, contact UCF GLOBAL at [intagreements@ucf.edu](mailto:intagreements@ucf.edu).

### **Step 6: Formal approval at UCF and abroad**

All contracts and agreements at UCF must comply with UCF policy 2-107.3 Signature Authority Policy and UCF Policy 2-102.2 Contract Review. All agreements for UCF, including the international agreements discussed in these Guidelines, must be signed by the president or an authorized designee.

The online approval system incorporates the review of the subject contract and associated issues by the appropriate academic units, including departments and schools, colleges, pertinent administrative and compliance units, such as the Office of Compliance and Ethics, Finance and Accounting, and the UCF Office of Research and Commercialization (ECC and C&G), Environmental Health and Safety and UCF Global. The approval as to Form and Legality by the UCF General Counsel's Office and the signature of the contract by the UCF President (or authorized designee) will be obtained, after the online approvals have been documented. The online approval system enables the viewing of the approvals, once those have been submitted to the system.

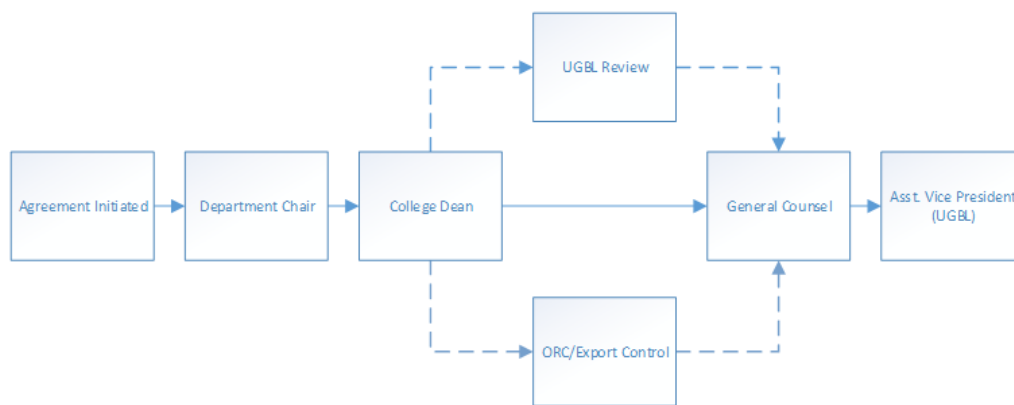
The signatory process for international agreements will vary based on agreement type and level. For instance, terminal signatures on agreements are completed by the Assistant Vice President of UCF GLOBAL for agreement types classified as Level 1 and the Vice Provost of UCF GLOBAL for agreement types classified as Level 2. Presidential signature will be reserved for agreement types classified as Level 3 as well as for those agreements deemed to be of fundamental, strategic importance to the University as a whole (and/or for representational/diplomatic signing purposes as requested).

Agreements which have been initiated through UCF's online agreements workflow will progress through an approval process which will involve appropriate personnel as related to agreement type/level. Chairs, Deans, Accreditation officer and General Counsel may be required to render approval as a specific agreement progresses through the corresponding signatory pathway.

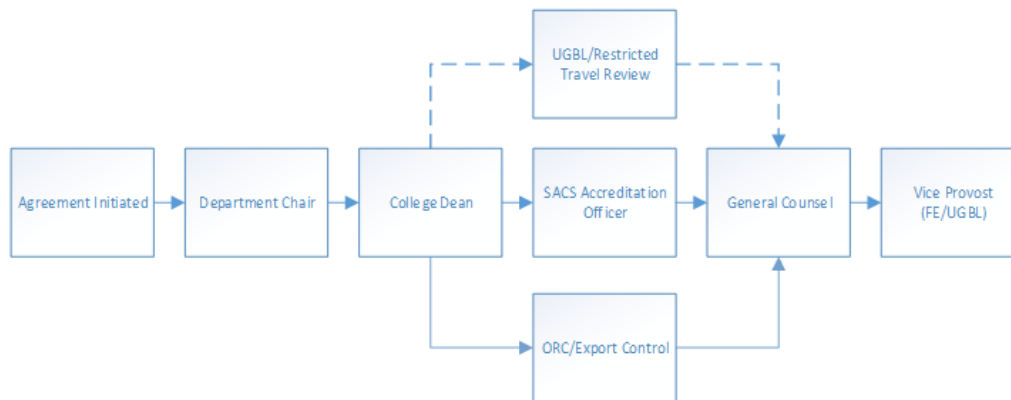
Once an agreement has been approved and signed, UCF GLOBAL will communicate this information to all involved parties. This may include, for example, the Deans of Undergraduate Admissions and Graduate Studies in those cases where a Study Abroad or Reciprocal Exchange has been established at the undergraduate or graduate level.

## Approval Flow

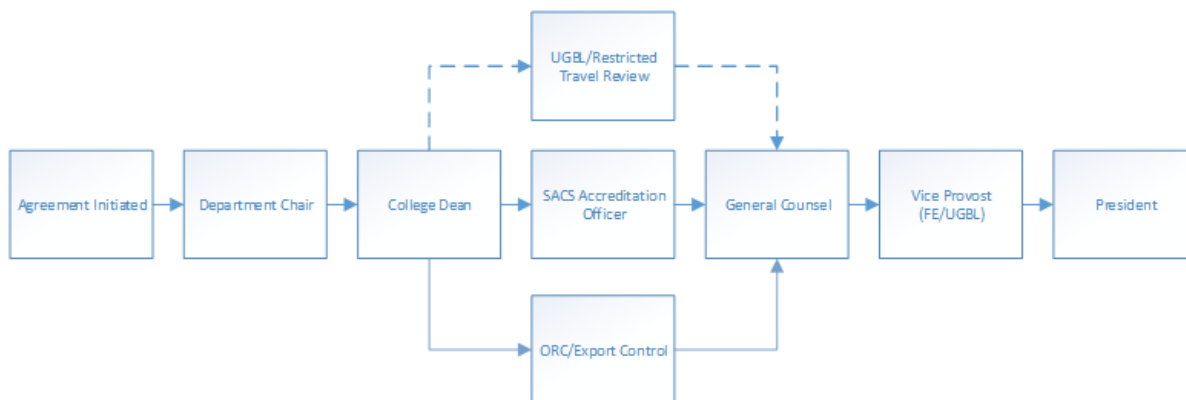
### Level 1 – General Collaboration



### Level 2 – Student Mobility: UCF Abroad & Exchange Programs



### Level 3 – Faculty Mobility, Shared Credit (Dual/Joint Degrees) & Technical Cooperation



After the agreement has been signed, it is then sent to the institution abroad for counter signature. The effective date of the agreement will be the date of the last signature, unless a different date is specified in the contract.

### **Agreement Implementation, Assessment and Renewal**

The implementation of activities associated with an appropriately executed agreement is the responsibility of the initiator and/or the units who are responsible for those particular activities at UCF. For example, implementation of a Reciprocal Student Exchange program will involve the

pertinent academic departments and colleges, as well as UCF Global, while the Office of Research and Commercialization must be involved with respect to matters pertaining to research, intellectual property, publication, confidentiality and export control (among other issues). The agreement management system will have a section where an initiator or a system administrator can update collaborative activities between the institution abroad and UCF. This will provide a better understanding of the actual impact that a particular agreement has on the institution and will be the basis of agreement renewals.

Six months before the expiration date of an agreement, the system will advise the initiator and the administrator of the impending expiration. Agreement renewal is not automatic. Renewal will be contingent on the activities associated with the agreement that were performed and documented.

## **Criteria for Establishing MOUs with Universities Abroad**

### **College Level**

- 1) Appropriate faculty members or units must be willing to take responsibility for the successful implementation of the agreement.
- 2) The administrative capacity and resources needed for the space and resources for proposed program need to be clarified/secured.
- 3) The degree to which the proposed MOU creates and/or provides access to resources must be established.
- 4) It must be determined which opportunities are provided that are not otherwise available for students, faculty and programs.
- 5) The degree of the college/university financial responsibility must be ascertained.

### **University Level**

- 1) Adherence to SACS requirements is required.
- 2) Compliance with federal and state laws and regulations is required.
- 3) The degree of the UCF's financial responsibility must be established.
- 4) UCF faculty, staff and students may not be subjected to undue risk or danger.

**Rev. 06/08/2017**



## Appendix

# SAMPLE INSTITUTIONAL REPORT

Meliksah University

Turkey



**Website:** [www.meliksah.edu.tr](http://www.meliksah.edu.tr)

**Address:** Melişah Cad. 38280 Talas / Kayseri Turkey

**Phone:** 03522077300

**President:** Prof. Dr. Mahmut D. Mat

## INSTITUTIONAL DESCRIPTION

Meliksah University (MU) is a nonprofit institution. MU was established in 2008 and started enrolling its first students in 2009. It has a nice campus built with the latest technology in the heart of Anatolia, in city of Kayseri, Turkey. Meliksah University has 5 schools, two institutes and 18 academic departments with undergraduate, masters and Ph.D. degree programs. The university houses a student population of nearly 4,300 and of which over ten percent are from 61 different countries around the world. In a very short period of time, today, Meliksah University is ranked 10<sup>th</sup> among 76 nonprofit foundation universities and 34<sup>th</sup> among all 193 universities in Turkey by the government ranking criteria.

**Source Citation:** Various places on the university's web site: [www.meliksah.edu.tr](http://www.meliksah.edu.tr)

## FACTS AND FIGURES

Established: 2008

Undergraduate: 4,000

Graduate: 300

Campus: Suburban

Source Citation: [www.meliksah.edu.tr](http://www.meliksah.edu.tr)

### Accreditation

Meliksah University is accredited by the Turkish government institution, YÖK – Yükseköğretim Kurulu, which oversees all universities (public and nonprofit) in Turkey. The organization reviews the university's standing every year regularly.

Source Citation: <http://www.4icu.org/reviews/13695.htm>

## AUTHORITY AND GOVERNANCE

Meliksah University operates under the laws of the Turkish government. Its operations and programs are checked and approved by the Turkish government.

Since the university is a nonprofit foundation institution it has a board of trustees. The board of trustees appoints the president and the Turkish government reviews the appointment and approves. Student body and faculty members have a saying in decision making process.

Source Citation: <http://www.meliksah.edu.tr/?hakkimizda,193>

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## ACADEMIC PROGRAMS

There are 5 schools and 18 academic departments under these schools at Meliksah University. Out of these 18 academic departments 6 departments teach classes in English totally. Other departments teach in Turkish. Meliksah University constantly reviews its academic standing, opens up new academic programs as demanded by students. Programs are crafted to address the needs and interests of international students as well. More details about the departments and programs can be found on the link below.

Source Citation: <http://mmf.meliksah.edu.tr/?&language=EN>

### **Academic Freedom**

Meliksah University takes academic freedom very seriously. All faculty members, instructors, researchers and students are provided with an academic environment that is free of any restrictive component. Meliksah University encourages its instructors, researchers, students and non-academic employees to be creative and open-minded. The university administration knows that creativity and open-mindedness can take place in an environment that is free of restrictions. That is why all opinions and ideas can freely be discussed on the campus.

Source Citation: <http://www.meliksah.edu.tr/?hakkimizda,407>

### **Academic Calendar 2015-2016**

The fall semester starts in early September and goes through early February. Spring term starts in mid-February and runs until early June.

Source citation: <http://www.meliksah.edu.tr/?akademik,155>

### **Student Life**

Meliksah University has around 50 student clubs and organizations that are open for all MU students. The activities at the university are mostly organized by those students clubs. There are many activities such as lectures, concerts, sports events, social responsibility activities, and plays during the year. Also, depending on each academic department's program, there are field trips and visitations to different city in Turkey.

Outside of classes, Meliksah offers many sports opportunities for students from basketball and soccer to ping pong. There is a large gym for students to keep physically fit. There are also many social clubs, cafes, cultural events and festivals.

Source Citation: <http://www.meliksah.edu.tr/?kampus,493>

### **Library**

With its pleasant and quiet atmosphere, Meliksah University library has subscribed for many internationally used, well-known data bases. The library has a collection of 15,230 foreign language books and 16,543 English language books. The library also has more than 3 million e-books and more than 28,000 periodicals. There are 174 published magazine and journals that student can read. There are 12 newspaper subscriptions at the library. The building is over 1900 square meters. With an account, you can have access to the library catalog from anywhere. The library also offers printing and they take requests for texts they should acquire.

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Source citation: [http://kutuphane.meliksah.edu.tr/?say\\_kutuphane](http://kutuphane.meliksah.edu.tr/?say_kutuphane)

### Grade Conversion Chart

Meliksah University measures courses in terms of credit hours. Majority of the courses are worth 3 credit hours and meet at least 3 hours per week or 42 hours in the semester.

The student grade point average (GPA) is calculated based on the values listed on the table below. A student must maintain a minimum GPA of 2.0 to remain in good standing academically and be able to graduate from Meliksah University.

AA	4.00	90-100
BA	3,5	85-89
BB	3.00	80-84
CB	2,5	75-79
CC	2.00	70-74
DC	1,5	65-69
DD	1.00	60-64
FD	0,5	50-59
FF	0.00	0-49

Source citation:

[http://oidb.meliksah.edu.tr/kullanici\\_images/file/Melik%C5%9Fah%20%C3%9Cniversitesi%20Not%20d%C3%B6n%C3%BC%C5%9F%C3%BCm%20Tablosu.pdf](http://oidb.meliksah.edu.tr/kullanici_images/file/Melik%C5%9Fah%20%C3%9Cniversitesi%20Not%20d%C3%B6n%C3%BC%C5%9F%C3%BCm%20Tablosu.pdf)

### Student Housing

Meliksah University has on-campus and off-campus housing opportunities. On campus dormitories are separate for both female and male students. The dormitories are very luxurious and affordable. Both breakfast and dinners are served for those students who live in dormitories. Students can rent their own apartments and live in furnished apartment complexes which are off-campus. Rents are very affordable in the city of Kayseri.

Source Citation: <http://www.meliksah.edu.tr/?kampus,401>

### Cost of Living

The cost of living in city of Kayseri is not very high.

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The following examples will give you an idea of how much certain things cost:

Rent: 220 \$ per month (3+1)

Transportation: 75 cents

Cinema / Theater: 5 \$

Newspapers: 25 cents

Milk (1 lt.): 1 \$

Loaf of Bread: 75 cents

Cup of Tea: 50 cents

Coffee: 50 cents

Soft Drinks: 1.25 cents

Hamburger: 3 -5 \$

Campus Lunch: 2.30 \$ (four-five-course meal)

#### BENEFIT OF ASSOCIATION FOR UCF

Having an exchange program with Meliksah University will benefit UCF in many aspects. Students of UCF will have the opportunity to have a semester or two-semester spent in a country like Turkey that has been at the crossroads of civilizations for thousands of years. Remains from different civilizations, rich cultural background and a modern education system will contribute perception of the students' outside world greatly. Taking courses with professors who have different cultural and educational background will broaden UCF's students' understanding of different subjects. Also, Meliksah University's Campus provides an international stage for students with its diverse student body from 61 different countries. UCF Students will have the chance to take summer programs if they plan to study with groups at Meliksah University. Besides, living expenses, compared to the US, are very affordable.

Faculty members at UCF will have a nice research environment in case that they like to spend some time in Turkey to do field study. They will also have the chance of doing research collaboration with faculty members and researchers at Meliksah University.

Meliksah University will do its best to accommodate UCF's students and staff and will always try to improve the relationship to benefit the both sides at the maximum level.

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## COUNTRY & CITY DESCRIPTION

### REPUBLIC OF TURKEY

With population over 75 million people, Turkey is considered to be the gateway between Europe and Asia. It is a Eurasian country located on the Mediterranean stretching across the Anatolian peninsula in southwest Asia and the Balkan region of southeastern Europe. It is bordered by the Black Sea, the Marmara Sea, the Aegean Sea and Mediterranean Sea. Its neighboring countries are Armenia, Azerbaijan, Bulgaria, Greece, Georgia, Iraq, Iran and Syria. 98 percent of the population is Muslim, with the remaining 2 percent consists of Christians and Jews. Freedom of religion and belief is practiced in Turkey and the Republic has a secular state structure. Because of its geographical location, Turkey is a melting pot of cultures and a unique blend of eastern and western tradition pervades throughout the country. Anatolia is considered birth place of civilizations. History and modernity comfortably co-exist throughout all facets of life in this unique country.

### Why study in Turkey?

Choosing to study abroad in any country is both a challenging and rewarding experience for students. Further, exchange relationships go a long way towards fostering and strengthening diplomatic ties between two countries as well. International students will experience a dynamic lifestyle in Turkey that results from a blend of culture, religion, and wide geographic and climactic variations. The population of Turkey is relatively young and Turkish people are traditionally very hospitable. Turkish universities offer some of the highest standards of higher education in the region, and the elite few offer an education and experience to rival the best worldwide.

For the US students to have education for a semester or two in Turkey will definitely contribute substantially the students' intellectual life. It is always better in education process to experience different perspectives and viewpoints. No doubt that having education in a country like Turkey that is historically and culturally different than a Western country will benefit American students in several aspects. Exchange students will broaden their perspective and vision of outside world. By interacting with different classmates and professors, students will definitely gain a valuable experience. A culture and civilization that is different than Western Judo-Christian culture and civilization will positively affect students understanding of other nations and subsequently will contribute developing a relationship that is based on dialogue and mutual understanding in the future. This will lead hopefully to a more peaceful and friendly world that is unavoidably globalizing. Last, but not the least, benefit will be experiencing Turkish well-known hospitality and world-famous cuisine.

### City of Kayseri

With more than 1.300.000 inhabitants, Kayseri is located in Central Anatolia and surrounded by Mount Erciyes, Mount Hasan, and Mount Ali. It is a major transport nexus for the region, with more than 10 daily flights from/to Istanbul, Antalya, a train station, and a busy bus station. Using daily flights, you can go for swimming in the morning to Antalya and fly back to Kayseri in the evening. You can see most of Kayseri's sights in the morning or afternoon by taking a trip of 45 minutes from your base to famous tourist spots such as Cappadocia, Ürgüp, or Göreme by minibus or your own car. Flying with hot air balloons in Cappadocia, parachuting from Mount Ali, and skiing in Mount Erciyes will make your time unforgettable in Kayseri.

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The ancient city of Kayseri, on the eastern edge of Cappadocia, has outstanding Seljuk Turkish architecture and interesting bazaars. Set in the shadow of Mount Erciyes, Kayseri's historic buildings contrast with the sparkling ski slopes on Erciyes. Kayseri's Citadel and great mosques and madrasas are still impressive Seljuk Turkish works of art. Kayseri's residents are renowned in Turkey for their commercial acumen—in other words, they're known as sharp traders. But, you'll find friendliness if you visit the city's all historic market buildings in the city center.

### **Climate**

Temperatures in Kayseri vary considerably across the year. During the summer time the climate is mostly very hot and sometimes warm, while during winter time temperature can go below zero even during daytime. Kayseri is one of the warmest and sunniest cities in Turkey in the summer. However, you should definitely bring a waterproof jacket for the short rain showers which are frequent during spring and early summer months.

### **Public Transportation**

Trams and buses are used for transportation in Kayseri. For international students, it costs 60 cents. Public transportation network is well structured and cheap. You can easily reach every corner of the city by public transportation in a very reasonable time.

Source Citation: <http://www.kayserikulturturizm.gov.tr/TR,55098/turizm.html>

### **Department of State Travel Warning:**

Turkey Travel Warning

Last Updated: March 29, 2016

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The U.S. Department of State warns U.S. citizens of increased threats from terrorist groups throughout Turkey and to avoid travel to southeastern Turkey. Effective March 29, 2016, the Department of State ordered the departure of family members of U.S. government personnel posted to U.S. Consulate in Adana and family members of U.S. government civilians in Izmir and Mugla provinces, and restricted official travel to Turkey to “mission-critical” travel only. U.S. Consulate in Adana remains open and will provide all routine consular services. This Travel Warning replaces the Travel Warning dated March 17, 2016.

Foreign and U.S. tourists have been explicitly targeted by international and indigenous terrorist organizations. U.S. citizens are reminded to review personal security plans and remain vigilant at all times. U.S. government personnel in Turkey remain subject to travel restrictions in southeastern provinces of Hatay, Kilis, Gaziantep, Sanliurfa, Sirnak, Diyarbakir, Van, Siirt, Mus, Mardin, Batman, Bingol, Tunceli, Hakkari, Bitlis, and Elazig. U.S. citizens should avoid areas in close proximity to the Syrian border.

For your safety:

- Avoid travel to southeastern Turkey, particularly near the Syrian border.
  - Stay away from large crowds, including at popular tourist destinations.
  - Exercise heightened vigilance and caution when visiting public access areas, especially those heavily frequented by tourists.
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- Stay away from political gatherings and rallies.
- Follow the instructions of local authorities in an emergency.
- Monitor local media.
- Stay at hotels with identifiable security measures in place.

For further detailed information regarding Turkey and travel:

- See the State Department's travel website for the Worldwide Caution, Travel Warnings, Travel Alerts, and Turkey's Country Specific Information.
- Enroll in the Smart Traveler Enrollment Program (STEP) to receive security messages and help us locate you in an emergency.
- Contact the U.S. Embassy in Ankara, located at 110 Ataturk Boulevard, Kavaklıdere, 06100 Ankara, at +90-312-455-5555, 8:30 a.m. to 5:30 p.m., Monday through Friday. The after-hours emergency number for U.S. citizens is +90-312-455-5555 or +90-212-335-9000 (U.S. Consulate General Istanbul).
- Contact the U.S. Consulate General in Istanbul, located at 2 Uçsehitler Sokagi, 34460, Istinye, Sariyer, at +90-212-335-9000.
- Contact the U.S. Consulate in Adana, located at 212 Girne Bulvari, Guzelevler Mahallesi, Yuregir, Adana at +90-322-455-4100.
- Contact the Consular Agency in Izmir at Izmir@state.gov.
- Call 1-888-407-4747 toll-free in the United States and Canada or 1-202-501-4444 from other countries from 8:00 a.m. to 8:00 p.m. Eastern Standard Time, Monday through Friday (except U.S. federal holidays).

Source Citation: <https://travel.state.gov/content/passports/en/alertswarnings/turkey-travel-warning.html>

## Travel Health Notice

### **\*\* Watch Level 1, Practice Usual Precautions**

Measles in Turkey (<http://wwwnc.cdc.gov/travel/notices/watch/measles-in-turkey>) As of November 11, 2013, the World Health Organization (WHO) has reported 7,132 confirmed measles cases in Turkey during 2013, up from approximately 700 reported cases in all of 2012. The Turkish Ministry of Health is working to address the outbreak.

### **All travelers**

You should be up to date on routine vaccinations while traveling to any destination. Some vaccines may also be required for travel.

<a href="#">Routine vaccines</a>	Make sure you are up-to-date on routine vaccines before every trip. These vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot.
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## Most travelers

Get travel vaccines and medicines because there is a risk of these diseases in the country you are visiting.

<a href="#">Hepatitis A</a>	CDC recommends this vaccine because you can get hepatitis A through contaminated food or water in Turkey, regardless of where you are eating or staying.
<a href="#">Typhoid</a>	You can get typhoid through contaminated food or water in Turkey. CDC recommends this vaccine for most travelers, especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater.

## Some travelers

Ask your doctor what vaccines and medicines you need based on where you are going, how long you are staying, what you will be doing, and if you are traveling from a country other than the US.

<a href="#">Hepatitis B</a>	You can get hepatitis B through sexual contact, contaminated needles, and blood products, so CDC recommends this vaccine if you might have sex with a new partner, get a tattoo or piercing, or have any medical procedures.
<a href="#">Rabies</a>	<p>Rabies can be found in dogs, bats, and other mammals in Turkey, so CDC recommends this vaccine for the following groups:</p> <ul style="list-style-type: none"><li>• Travelers involved in outdoor and other activities (such as camping, hiking, biking, adventure travel, and caving) that put them at risk for animal bites.</li><li>• People who will be working with or around animals (such as veterinarians, wildlife professionals, and researchers).</li><li>• People who are taking long trips or moving to Turkey</li><li>• Children, because they tend to play with animals, might not report bites, and are more likely to have animal bites on their head and neck.</li></ul>
<a href="#">Malaria</a>	Although the risk of malaria is low in Turkey, you should avoid mosquito bites to prevent malaria. Some travelers to certain areas who are at higher risk for complications from malaria (such as pregnant women) may need to take extra precautions, like antimalarial medicine. Talk to your doctor about how you can prevent malaria while traveling.