INTERNATIONAL RELATIONS OFFICE · INTERNATIONAL COOPERATION UNIT

Memorandum of Understanding Workflow

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1 Request Submission

REQUESTING INSTITUTION

The **international relations office** of the requesting higher education institution submits the following to **cooperation@mu.edu.tr**:

MoU Request Form

Details of the institution and its international relations office, proposed areas of cooperation and academic fields of interest

Draft MoU

Prepared either on the MSKU MoU template (English), available at cooperation.mu.edu.tr/en/dokuman, or on the requesting institution's own template

Institutional Submission

Requests submitted by individuals cannot be considered; academics are advised to contact their own international relations office

2 Evaluation by MSKU

MSKU INTERNATIONAL COOPERATION UNIT

- The request is reviewed for completeness, and the recognition status of the institution is verified.
- The proposed areas of cooperation and academic fields are assessed.
- The relevant MSKU academic units are consulted.
- The draft MoU is reviewed for compliance with MSKU requirements and the applicable legislation.

3 Outcome of the Evaluation

MSKU INTERNATIONAL COOPERATION UNIT

APPROVED

MSKU contacts the international relations office of the requesting institution and shares its **comments on the draft MoU**, together with the **Turkish version** of the text.

NOT APPROVED

The international relations office of the requesting institution is notified accordingly.

4 Finalisation of the Text

BOTH PARTIES

The Parties review the draft and finalise the text in **English and Turkish**. Where the partner institution also wishes to sign in its own language, a version in that language is added, and the **English text prevails** in case of divergence.

5 Approval by MSKU

MSKU

The finalised text is submitted for approval to the competent bodies of MSKU, namely the **Office of Legal Counsel** and the **University Senate**. The MoU may be signed only after this approval has been granted.

6 Signature and Entry into Force

BOTH PARTIES

Signature

By the authorised representatives of both Parties

Original Copies

Exchanged between the Parties by post

Entry into Force

On the date of the last signature, for a period of five (5) years