

# Farabi Exchange Program

## Frequently Asked Questions (FAQ)

English translation of the document “Frequently Asked Questions” concerning the Farabi Exchange Program. The translation follows the organization and substantive content of the supplied Turkish document.

Source document: YÖK Farabi Coordination Office – Frequently Asked Questions. The supplied document contains 130 questions and answers covering student exchange, faculty mobility, protocols, quotas, applications, payments, and related administrative matters.

### **1) Can lecturers benefit from the Farabi Exchange Program?**

Answer: No. However, if lecturers are also Master's or Doctoral students, they may benefit from the program as students.

### **2) Can research assistants benefit from the Farabi Exchange Program?**

Answer: No. However, research assistants may benefit from the program as students if they are also enrolled as students. During this period, they must be considered officially on duty without travel or subsistence allowance by their institutions in accordance with the relevant legislation, and the necessary procedures must be completed.

### **3) Can institutes of higher technology benefit from the program?**

Answer: Yes.

### **4) Can police academies and military academies benefit from the program?**

Answer: No.

### **5) Can the program be used for post-doctoral studies?**

Answer: No.

### **6) Can Master's and Doctoral students benefit from the program?**

Answer: Yes.

### **7) Can Master's students benefit from the program during their first semester?**

Answer: No.

### **8) Can Master's students who are at the thesis stage also benefit from the program?**

Answer: Yes.

### **9) Can open education students benefit from the Farabi Exchange Program?**

Answer: No. Open education students cannot benefit from this program.

### **10) Can students of vocational schools benefit from the program?**

Answer: Yes.

### **11) Does the Farabi Exchange Program cover foundation universities?**

Answer: Foundation universities are subject to all provisions of the program except its financial provisions.

**12) Can foundation universities receive an allocation from the Council of Higher Education (YÖK) for the program?**

Answer: No.

**13) Can students of foundation universities go to state universities?**

Answer: Yes.

**14) Can students and faculty members of state universities go to foundation universities?**

Answer: Yes. However, students may participate without a scholarship, and faculty members may participate without an allocation.

**15) Can students of foundation universities receive a scholarship through the Farabi Program?**

Answer: No.

**16) Can students participate in the program by taking equivalent courses from different departments?**

Answer: Yes. Such arrangements are subject to the approval of the relevant departments.

**17) Is a proficiency certificate required to apply to English-medium programs? Can the host university administer an examination?**

Answer: A document demonstrating English proficiency is required. The host university may administer an examination provided that this is specified in the Learning Agreements and announced to students in advance. There is no such requirement for Turkish-medium programs.

**18) Are universities in Cyprus and the Turkic Republics included in the program?**

Answer: No.

**19) Do faculty members apply to the universities they personally wish to visit, or do universities specify areas according to their needs?**

Answer: All procedures related to the program will be carried out by the institutional coordinators of the relevant faculty members' universities. Faculty members only need to complete the documents required to participate in the program.

**20) For faculty member selection, should the institution requesting a faculty member specify the names of the courses and the course hours that the visiting faculty member will teach?**

Answer: All of these details must be included in the faculty mobility program.

**21) How many times can faculty members benefit from the Farabi Exchange Program?**

Answer: Faculty members may benefit from the Farabi Exchange Program as many times as they wish, provided that they participate only once in each academic year. However, priority is given to faculty members who have not previously benefited from the Farabi Exchange Program.

**22) How do universities become involved in the program?**

Answer: Universities wishing to participate in the program must first sign protocols with other universities.

**23) Is it sufficient for departments to sign protocols among themselves?**

Answer: Departments and faculties are not authorized to sign protocols. Protocols may only be concluded on behalf of institutions.

**24) Is a separate quota required for each university with which a mobility protocol is signed?**

Answer: Yes.

**25) What must the sending university do in order to accept student applications?**

Answer: In order to accept student applications, universities must first establish a Farabi Institutional Coordination Office and appoint a coordinator. They may accept applications after signing protocols with other universities.

**26) Will there be one Farabi Institutional Coordination Office per university, or separate offices in faculties, institutes, etc.?**

Answer: Only one Farabi Institutional Coordination Office is established within each higher education institution. Institutions may establish as many unit-level offices as they need.

**27) Must students and faculty members choose among the universities with which their own university has signed protocols in order to participate in mobility?**

Answer: Yes.

**28) Is it mandatory to comply with the format published on the YÖK website when signing a bilateral agreement protocol?**

Answer: Institutions must comply with the prescribed format.

**29) Do copies of the protocols have to be sent to YÖK?**

Answer: No.

**30) Can protocols be signed through official correspondence?**

Answer: Yes.

**31) Can additional provisions be added to protocols when deemed necessary?**

Answer: No.

**32) Will the list of persons who will benefit from the program be sent to YÖK?**

Answer: Yes.

**33) Is there a limit on the number of persons who can be sent?**

Answer: No. As many people as possible may benefit from the program through multiple protocols.

**34) Is there a minimum or maximum duration for protocols to be signed between universities? For example, if one university wants a protocol lasting until 2013 while our university wants it to last until 2011, can the protocol be prepared again and sent to the other university?**

Answer: The duration may be determined or revised by mutual agreement.

**35) Can unit coordinators at different universities correspond directly, reach an agreement, and then inform their institutional coordinators so that the agreement can be finalized?**

Answer: Yes. There is no obstacle to this.

**36) At what level are protocols signed?**

Answer: Protocols are signed at the level of university rectorates.

**37) Can a protocol be signed with more than one university?**

Answer: Yes, but a separate protocol must be signed with each higher education institution.

**38) If some of the departments identified by a university sending a protocol do not exist at our university, should this information be added to the signed protocol by an official cover letter, or should the protocol be revised and sent back to the other university?**

Answer: The matter should be included in the annex to the protocol.

**39) Where should students and faculty members make their initial applications and submit their forms: to the Farabi Institutional Office for forwarding to the relevant unit, or to the relevant unit first?**

Answer: Institutional coordination offices may determine the procedure according to their workload.

**40) If the number of students/faculty members who meet the requirements and apply for mobility exceeds the specified quota, what criteria should be used for selection?**

Answer: For students, matters such as course status and grade point average are taken into account in ranking applicants. For faculty members, priority may be given to those who have not previously benefited from the program.

**41) How will YÖK transfer the allocation to the special account?**

Answer: After the protocols are signed, universities will notify YÖK of the candidates for mobility, and the allocation will be transferred to the special account for the approved candidates.

**42) If the university administers the foreign language examination, which university should administer it—the host university or the student's home university? Which unit should administer the examination and what should its scope be?**

Answer: Unless otherwise requested at the protocol stage, the student's home university may administer the examination. However, the host university may also administer the examination provided that this is defined in the Learning Agreements and announced to students in advance.

**43) Can any unit at a university choose not to participate in mobility, or must all units be included in the protocol?**

Answer: Participation in the program is voluntary.

**44) Where are incoming/outgoing document records and originals registered and kept: at the Farabi Institutional Office or at the International Academic Relations Office?**

Answer: They are registered and kept at the Farabi Institutional Offices.

**45) If a student commits an offense at the host university that would require dismissal, how will the student be disciplined?**

Answer: When a student commits an offense requiring dismissal, the student's file is sent to the home university, and the necessary procedures are carried out by that university.

**46) Will the Program cover faculty members' transportation expenses to the city of the university they visit under the Farabi Exchange Program?**

Answer: As specified in the Financial Principles and Procedures, faculty members' travel allowances are paid in accordance with the provisions of Travel Expenses Law No. 6245, and this payment is covered by the program.

**47) Will accommodation be provided for a faculty member going to another institution?**

Answer: It is not mandatory.

**48) Will travel allowances for outbound and return journeys be calculated according to air travel?**

Answer: They will be determined in accordance with the Travel Expenses Law.

**49) According to which provision will assignments be made? Will the development allowance be paid according to the host university?**

Answer: Assignments are made in accordance with the customary assignment rules concerning teaching. The development allowance is paid according to the host institution.

**50) How will access to revolving-fund payments work for units that have a revolving fund?**

Answer: If the institution where the faculty member is assigned has a revolving fund, the relevant faculty member may benefit from it.

**51) How will course hours and the number of courses be arranged? Is there a limitation?**

Answer: By Board decision, faculty members may teach a maximum of 6 hours per week in addition to their compulsory teaching hours.

**52) When additional teaching is paid, is the workload above the compulsory load taken as the basis? Will thesis supervision and specialist field courses at the home institution be taken into account in completing the teaching load?**

Answer: A maximum of 6 hours of teaching may be undertaken in addition to the compulsory teaching load.

**53) Can a faculty member travel to and from their home university outside class hours while teaching at the host university?**

Answer: No.

**54) After an agreement has been made, if more faculty members than the announced quota apply for a position at a unit, how will selection be made?**

Answer: Priority is given to those who have not previously benefited from the program.

**55) What is meant by other activities in the faculty member activity program?**

Answer: Activities such as conferences, seminars, and workshops.

**56) Will an office/workspace be provided?**

Answer: The host institution is expected to provide visiting faculty members with the facilities it provides to its own faculty members.

**57) In the event of insufficient funding, what does 'at the request of the faculty member, provided that the other provisions remain the same' mean? What are these provisions?**

Answer: All conditions other than payments.

**58) After units cooperate and determine quotas, can one of the units reject a request within the quota, or will the cooperation apply only for that period?**

Answer: The institutions' own practices and mutual agreements are essential.

**59) If the host unit has a second-shift education system, what multiple of the additional teaching fee for the second shift will be paid?**

Answer: Only a single rate will be taken into consideration for payments.

**60) When completing documents published on the Farabi Exchange Program website, is it mandatory to use the same format?**

Answer: Yes. Only your institutional logos may be added.

**61) Do protocols signed between universities have to be sent to YÖK for approval?**

Answer: No. YÖK approval is not required for protocols.

**62) Do protocols have to cover the entire university?**

Answer: No. Protocols may be signed for specific faculties and departments.

**63) Can a student personally apply to a university with which their university has not signed a protocol?**

Answer: No.

**64) Can we take courses that we are retaking at the university we visit as students?**

Answer: Yes. If you need to retake courses at your home institution, you may also take them at the host institution.

**65) Can students who apply to student mobility announcements issued by March 15 go during the second semester of the following academic year?**

Answer: Yes.

**66) At our university, the passing grade is 60 and 2.0/4.0 corresponds to 60-64, whereas at YÖK 2.0/4.0 corresponds to 53.33. Will this cause a problem?**

Answer: YÖK decisions shall be taken as the basis.

**67) If a student is excused for one month after the semester begins, from which stage and at which institution can the student continue the program after the excuse ends?**

Answer: If examinations have not yet begun, the student may continue in the Farabi program.

**68) Can students with courses to be retaken apply? Will there be a limit?**

Answer: Students may apply. However, institutions may consider having courses to be retaken as a criterion when ranking applicants.

**69) If a student who has received an acceptance letter does not start studying at the host institution without an excuse, can the student return to study at the home institution before exhausting the right to be absent?**

Answer: No.

**70) What does registration at both the home and host institutions involve for students who have received an acceptance letter?**

Answer: The student completes student registration at the home institution and course registration at the host institution.

**71) Will any accommodation arrangements be made? Can a student staying in a dormitory operated by the Credit and Dormitories Institution (KYK) stay in a KYK dormitory in the city of the host institution? Will the student continue to pay the dormitory fee at the permanent KYK dormitory?**

Answer: Work on this matter is ongoing. At present, no accommodation facility is available under the program.

**72) Can Farabi students go for two semesters within the same academic year?**

Answer: Yes, they can.

**73) At what stage can a Farabi exchange student withdraw from the program with or without an excuse? Will any sanction be imposed on a student who withdraws at the last minute?**

Answer: A Farabi student who withdraws without an excuse cannot benefit from the program.

**74) Can faculty members working part-time also participate in the program?**

Answer: Yes. There is no obstacle.

**75) Can the faculty member's mobility period be less than one semester? Can they go for one week or one month?**

Answer: No.

**76) Can faculty members go only to teach? Can they participate in activities such as project development, curriculum development, conferences, or seminars?**

Answer: No.

**77) What is meant by faculty members reporting the results to YÖK at the end of the activity period?**

Answer: Faculty members will report to the Farabi Program Institutional Offices. The reports will be forwarded to YÖK through the Offices.

**78) Will the Mobility Organization Grant be determined according to the number of students/faculty members to whom grants are sent?**

Answer: Yes. These numbers will be taken into consideration.

**79) Academic staff will probably work at the Farabi Exchange Program Institutional Coordination Office. Will the academic staff working there receive points for academic promotion or financial benefits in return for their work?**

Answer: No.

**80) What will be the official status of the Farabi Exchange Program Institutional Coordination Office (e.g., center, directorate, department)?**

Answer: It will have the status of an office.

**81) Can universities prepare a Farabi Student and Faculty Member Exchange Program directive, provided that it does not conflict with YÖK's regulation?**

Answer: No.

**82) Is there any plan to include the Turkic Republics in the Farabi Exchange Program?**

Answer: They may be included in the future.

**83) When universities initially sign Farabi exchange protocols with one another, are they required to complete the Student Exchange and Faculty Mobility tables?**

Answer: Yes.

**84) When faculty mobility is being planned, if the sending institution reaches an agreement with the host institution and will submit a budget plan to YÖK, do the courses and hours to be taught by the faculty member need to be known?**

Answer: Yes.

**85) Would it be more appropriate for program coordinators at different institutions to agree among themselves on a faculty mobility program, submit it to their institutional coordinators, and then announce it? Could a directive on this matter be prepared and placed on the website?**

Answer: Coordination offices may cooperate to facilitate implementation of the program. There is no need to prepare a directive.

**86) Is there a minimum and maximum weekly teaching-hour limit for courses taught by a faculty member at the host university? Does the additional teaching fee also cover examination weeks?**

Answer: There is no minimum or maximum limit for the courses faculty members may teach. Reasonableness is recommended. For examination weeks, the practice of the host university applies.

**87) Can spouses and children continue to benefit from the university's health services during the exchange?**

Answer: Yes.

**88) Will there be a software package for accounting procedures, or will the documents prepared by us for using the funds transferred from YÖK to our budget and the receipts obtained for purchases be sufficient during a financial audit?**

Answer: No software package is envisaged. General rules concerning documentation apply.

**89) Is it mandatory for the bank where we open the account to be Ziraat Bank? Our university works with İş Bank. Can we work with this bank?**

Answer: It must be a public bank.

**90) If students' own department does not exist at the host university, can they continue in another department?**

Answer: The equivalence of the courses must be accepted.

**91) How and when will grants be paid to students and faculty members?**

Answer: They will be paid monthly by the coordination offices of their respective institutions.

**92) Are universities required to allocate accommodation/residences to incoming faculty members?**

Answer: The regulation does not specify such an arrangement. The matter is left to the universities.

**93) Are host universities obliged to provide dormitories, accommodation, etc. for faculty members and students?**

Answer: No; however, universities are advised to assist with these matters.

**94) The regulation states that students will receive a scholarship 1.5 times the normal scholarship. Is this 1.5 times the normal scholarship, or is it paid together with the normal scholarship or loan?**

Answer: The scholarship amount equal to 1.5 times the scholarship provided by the Credit and Dormitories Institution (KYK) will be paid in addition to scholarships already being received.

**95) The legislation states that first-year students cannot apply. Can students apply during the second semester of their first year for mobility in their second year?**

Answer: Yes.

**96) Where and how will applications be made?**

Answer: Applications must be made in person to the Farabi Coordination Offices of the students' or faculty members' own universities. Applications by mail will not be accepted.

**97) Which documents must be submitted with the application?**

Answer: In addition to the application form, transcripts and other documents will be requested by the Office. Applicants must follow up on these requirements through the offices at their own universities.

**98) Which universities can students/faculty members go to?**

Answer: Students or faculty members may go to any university with which their own university has signed a protocol.

**99) Can those who have previously benefited from the Erasmus program also benefit from the Farabi program?**

Answer: Yes.

**100) Could you clarify the statement that the additional teaching fee for faculty members can be up to 10 times the regular fee? If 3.5 and 8 times already do not exceed the ceiling amount, how does this work?**

Answer: Ten times is the upper limit determined by the regulation. The Financial Principles and Procedures set this year's upper limit at eight times within the framework of the regulation. The upper limit, which is eight times this year, may change next year when the Financial Principles and Procedures are renewed.

**101) Will the stipulated 3-, 5-, and 8-times teaching-fee payments also apply to second-shift education?**

Answer: Yes. However, for payments for second-shift education, multiples of the teaching fee stipulated for regular education, rather than the fee stipulated for second-shift education, will apply.

**102) Is there a compulsory weekly teaching-load requirement in this program? In other words, if there is no administrative duty, will the compulsory weekly teaching load be considered zero?**

Answer: The upper limit for teaching hours undertaken under the Farabi Program in addition to the faculty member's required teaching load is 6 (six) hours.

**103) As with assignments made under Articles 40/b and 41 of Law No. 2547, will faculty members also benefit from the development allowance, if available at the host university?**

Answer: Yes.

**104) Can the provision 'without being subject to the restrictions' in the first paragraph of Article 9 of the Explanations on the Principles and Procedures concerning payments and other matters under this program, referring to Laws No. 2547 and 2914 and other relevant legislation, be considered a positive answer to the questions above?**

Answer: Yes.

**105) Can faculty members go to other universities to conduct research rather than teach? If so, can they receive an allocation?**

Answer: Payments are based on additional teaching. No payment is made beyond this; however, it is possible to participate in the program without payment.

**106) Suppose a faculty member goes to a new university under Farabi and teaches 9 hours per week. Since they do not complete the compulsory 10-hour teaching load, does this mean they will not receive the 3-, 5-, or 8-times additional teaching payment? Does the 10-hour compulsory teaching load continue to apply under the Farabi Program?**

Answer: By law, a faculty member is required to teach 10 hours as part of their salary obligation.

**107) Does the exchange have to be reciprocal?**

Answer: No. Reciprocity is recommended.

**108) Can only faculty member exchange be carried out?**

Answer: Yes.

**109) Can a faculty member continue teaching at their home university and travel to the other university only to teach there?**

Answer: In order for payment to be made under Farabi, the faculty member must transfer fully to the other university. In other words, if they continue teaching at their home institution, they cannot receive any additional payment at their home institution beyond their regular salary.

**110) If a faculty member working under Farabi also teaches at universities in the province where the host university is located, is there any limitation? Naturally, the 3-, 5-, and 8-times payments would not apply to such courses, but normally the courses taught by a faculty member at all universities are combined to calculate the compulsory load and the amount above it. Does Farabi provide an exception?**

Answer: No incentive is envisaged for going to universities within the same provincial boundaries under Farabi. In order for teaching fees to be paid under the Farabi Exchange Program, the faculty member must complete the compulsory 10-hour teaching load. Faculty members who do not complete the 10-hour teaching load but wish to participate in the program receive payments other than additional teaching fees. Farabi is a program that provides teaching mobility for faculty members. The faculty member must teach at the university they visit.

**111) Is an ALES requirement necessary to benefit from the program?**

Answer: No.

**112) My school is a School of Health Sciences with midwifery and nursing programs. Can bilateral agreements be made not only with another School of Health Sciences but also with Schools of Nursing?**

Answer: Yes, provided that both universities consider the programs appropriate and equivalent.

**113) Can students who have extended their period of study benefit from the program?**

Answer: Yes. If accepted, students may take at the host institution whatever courses they are required to take at their home institution.

**114) For the 2009-2010 Fall semester applications beginning on June 15, regarding faculty member exchange, should the incoming faculty member first apply to the relevant department, or should our university request that faculty member?**

Answer: The number of faculty members to be requested according to need will be determined when the protocol is signed. Faculty members will apply within the framework of these protocols.

**115) Where can we find the field codes for associate and graduate programs for exchange under the Farabi Exchange Program?**

Answer: The field codes are valid for each level of education.

**116) Can a faculty member exchange protocol be made for programs that currently have no students but will admit students in the 2009-2010 academic year, such as a medical school?**

Answer: Yes.

**117) What can be done if the field code for our department is not included in the field-code document?**

Answer: Under each field name in the field-code table, there is an 'Other' option. If your department's name is not listed, enter the code for 'Other' and write the name of your department in the field-name box.

**118) Who determines the number of students and faculty members?**

Answer: These numbers are determined by the departments, with no upper limit, and are reported to the Farabi Exchange Program Institutional Office after approval by the Faculty/Institute/School administrative board. Following approval by the University Senate, they are sent to the Council of Higher Education. The quotas determined are evaluated by the Council of Higher Education, which may make changes to the numbers if necessary.

**119) According to which criteria are student and faculty member quotas determined?**

Answer: You may determine the number of students and faculty members you anticipate for exchange in a way that does not cause disruption to the quality of education of your department's students and is compatible with your physical facilities.

**120) What criteria will apply to the admission of students and faculty members?**

Answer: Students must meet the conditions specified in Article 11 of the Regulation on the Student and Faculty Member Exchange Program between Higher Education Institutions. Faculty members must meet the criteria determined by the host university.

**121) What can a student do if the number of applications exceeds the determined quota?**

Answer: Students who are outside the quota may benefit from the program without a scholarship if they wish.

**122) Can residents/assistants receiving specialty training in medicine benefit from the program under student rights?**

Answer: No.

**123) Can research assistants, specialists, and lecturers who are also Master's or Doctoral students benefit from the Farabi Exchange Program?**

Answer: They may benefit from their student rights under the program while being officially on duty/leave without travel or subsistence allowance.

**124) Can students transfer to different faculties if a protocol has been signed?**

Answer: Yes, provided that the departments are considered equivalent.

**125) How can second-shift students apply to a first-shift program?**

Answer: Second-shift students can also benefit from the exchange program. They continue to pay the tuition fee to their registered university. If a protocol has been signed, a second-shift student may go to a department offering first-shift education. On the other hand, when a faculty member teaching at a second-shift program goes to another university, the additional teaching fee they receive will be the same as the amount for first-shift education.

**126) A tax number is requested for the bank account to be opened for the Farabi Exchange Program. Should the coordinator's tax number or the university's tax number be provided?**

Answer: The Farabi account will be opened using the university's tax number.

**127) In the Faculty Member Exchange Request Form, should separate rows be prepared for each faculty member requested for exchange, or should the information for all faculty members be stated in a single row?**

Answer: No. All faculty members should be indicated numerically in a single row on the form submitted.

**128) When calculating the teaching fee, should the regular teaching fee or the second-shift teaching fee be used as the basis?**

Answer: The standard first-shift teaching fee shall be used as the basis.

**129) When calculating the teaching fee, should the gross or net amount be used?**

Answer: Gross.

**130) We cannot calculate the amount because the weekly teaching hours of some universities are not known. What should we do?**

Answer: The faculty member should contact the university they will visit and clarify the matter. If no result can be obtained, the standard weekly teaching hours that a faculty member is normally required to teach should be used as the basis. Any subsequent difficulty should then be reported to the relevant authority.