Cover Sheet for Proposed Reciprocal Exchange Agreement

1. Name and location of partner institution: Koç University, Istanbul, Turkey

2. Proposed duration of agreement:
   Starting date: 1/1/2011    Ending date: 12/31/2015

3. Principal Initiator(s) at Loyola
   Name: Debbie Danna
   Department/Office: Center for International Education
   Address, Phone, E-mail: Box 205, 504-864-7550

   Name: Dean Jo Ann Cruz
   Department/Office: College of Humanities and Natural Sciences
   Address, Phone, E-mail: Box

4. Principal Initiator at partner institution:
   Aysa Inan
   Director of International Programs
   Tel: +90 212 338 1280
   Fax: +90 212 338 1267
   Exchange Office, Students’ Center Bldg
   Koç University
   Rumeli Feneri Yolu, Sarıyer 34450
   Istanbul, TURKEY

5. Purpose of agreement: Study Abroad and Faculty Exchange

6. Eligible Participants: Faculty and Undergraduate students

Signature(s) of Loyola Contact:

[Signatures]

Signature
Name
Date

Signature
Name
Date
List Colleges/Departments Participating:
College of Business
College of Humanities and Natural Sciences
College of Music and Fine Arts
College of Social Sciences

Approval of Participating Departments and Colleges Listed Above

College of Business

College of Humanities & Natural Sciences

College of Law

College of Music and Fine Arts

College of Social Sciences

Administrative Approval

Center for International Education

Education Abroad Committee

Provost
Application for Proposed Exchange

Please answer the following questions that are appropriate for the proposed exchange.

1. Please describe the proposed exchange.

The proposed exchange is with Koç University, a private university in Istanbul, Turkey. Dean Jo Ann Cruz and Debbie Danna visited Koç in June 2010. Koç has 4,400 Students (85% undergraduate, 15% graduate) with a large number of programs in similar fields as Loyola. They do have an Archaeology and History of Art program that would allow our students to participate in archaeological excavations.

The following information is taken directly from the website:
The mission of Koç University is to be a center of excellence, one that strives to provide a world-class education to its students, create new knowledge via the research of its faculty, apply the acquired knowledge for the benefit of society, and equip its students with the highest sense of ethics, social responsibility and good citizenship.
At Koç University students acquire the intellectual courage to inquire and question while concurrently developing the character necessary to serve custodians of democratic values and freedom. Guided by the highest standards of academic and interpersonal development, the institution collectively imparts the critical thinking necessary to analyze knowledge, the creativity to nurture and surpass this knowledge, and the curiosity for lifelong learning.

2. What is the purpose of the proposed exchange? Faculty exchange? Student exchange? Other?

Student exchange primarily although the College of Humanities and Natural Science is exploring the possibility of faculty exchanges.

3. What are the strengths of the institution abroad?

- College of Administrative Sciences and Economics and Graduate School of Business accredited by the European Quality Improvement System (EQUIS), making Koç University the first and only Turkish university with EQUIS accreditation and one of the select group of 115 EQUIS accredited institutions in 33 countries worldwide.
- First Turkish university to be recognized in the Financial Times ranking of top international universities;
- Executive MBA program ranked 63rd in the world
- Executive MBA program listed as one of Europe’s best 20 programs in Frankfurter Allgemeine newspaper rankings, 2004
- Exceptionally low student-faculty ratio, providing an exemplary learning environment
- Numerous faculty member selected to the Turkish Academy of Sciences, the country’s highest scholarly society
- Lively campus life, with an abundance of social and cultural activities

4. What kind of new opportunities does this program provide for students?

This is one of two exchanges that are being proposed with private universities in Istanbul, Turkey and the first exchanges that we have had in Turkey or in any Muslim country. Almost all courses are taught in English and so students will be able to take courses for their major,
minor, common curriculum as well as elective credit. Courses are also available that will help students understand Turkey and the Middle East.

5. Who does it serve (e.g. specific majors, students of a particular language from any major, all undergraduate students, etc.)? How many? Is there demand or demonstrable need among the students? Is this a site that might be valuable to other departments or colleges? Have they been contacted them?

Please see 7a below to see the specific majors that are available at Koç. This program will be available to all undergraduate colleges although the courses available for the College of Music and Fine Arts are quite limited and that college may choose not to participate.

6. What are the admission requirements for the program? (Exchange Programs generally require a 2.75 or higher GPA.) Are there pre-requisites?

We will require a minimum of a 2.75 GPA and junior level status. All applicants will submit an essay and be interviewed by a faculty committee before being selected for the exchange.

7. If students’ matriculate at an overseas institution please provide the following information in as much detail as possible.

a. Academics
   i. What courses would students be able to take? Are these courses for foreigners or are our students integrated with national students? Please provide a course catalogue or the Web site address if only available online.

Programs are taught in English. As with all our exchanges, students applying will be required to have the courses that they select at Koç approved by their advisor, the chair of their department and the Associate Dean of their college at Loyola prior to their selection to participate in the exchange. The following is a list of the programs available. Courses can be found in each department website.

**College of Business**
(http://www.ku.edu.tr/ku/index.php?option=com_content&task=view&id=58&Itemid=2197)
- Business Administration
- Economics

**College of Humanities and Natural Sciences**
- Archaeology and History of Art
- Chemistry
- English Language and Comparative Literature
ii. In what language are courses offered? If the program is in a language other than English, are there language prerequisites? How is a student’s language ability determined? Are language courses offered prior to the start of the program or during the program if a student were to need a refresher course? Is this an additional cost or included in the exchange benefit?
All courses are offered in English. Turkish courses for foreigners are offered and CIE proposes that students be required to take Turkish while in Turkey. Turkish Language and Society course is offered every semester for non-native speakers. This course is open to all of the incoming exchange students and can not be taken as an audit.

iii. Do the courses meet Loyola requirements, e.g. major, minor, common curriculum, and/or electives?
Courses should be able to meet all Loyola requirements as long as approved in advance by the student’s advisor, chair, and the Associate Dean of their college at Loyola prior to their selection to participate in the exchange.

iv. What documentation would we receive from the foreign institution about the courses our students took and how they performed? Please describe the grading system and the expected course load for our students. How would this translate to Loyola's credit and grading system?

Grades
Faculty members report their final grades in one of the letter-grade symbols:

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<th>Value</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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<tr>
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</table>

v. What is the academic calendar and when are the breaks?
Fall 2010 – September 20-January 28
Spring 2011 – February 7 – June 15
Students will not be able to go in the fall unless planning to stay for the full academic year.

b. Student Services
i. Please describe the room and board options available to students in detail.
   1. Where will the students live? On-campus? Off-campus? If students stay with host families, how are they selected and evaluated?
Residential Facilities
As of 2010-2011 academic year Koc University Dorms are capable of hosting 1,345 students in the Main (Fener) Campus, and 888 students in the West Campus (Which is 3-4 Km apart, and reachable with frequent inter-campus shuttle runs).
Double-occupancy, Single and Quadruple (also bunk bed) rooms are available. Wireless Internet access, cable-TV and phone-services are available in each room. Each dorm room has a refrigerator, bed, closet, desk, chair, bed stand, light, pillow and blanket. Students are recommended to bring their own towel, pillow case and sheets. Housekeeping services are weekly for rooms and daily for common areas. Each building is equipped with a laundry room, a kitchen and a lounge with a TV and computers.

25 Dormitories staff are accessible via 24/7 shifts to improve the residence life experience.

2. Are the following services available to students in their housing:
   a. Air conditioning? Is it needed?  
      Unknown
   b. Phones in room?  
      No, students will need to buy local cell phones upon arrival.
   c. Shared or private bathrooms?  
      Shared
   d. Furnished? Unfurnished? What should students bring?  
      Each dorm room has a refrigerator, bed, closet, desk, chair, bed stand, light, pillow and blanket. Students are recommended to bring their own towel, pillow case and sheets.
   e. Internet access from rooms? Wireless?  
      Wireless internet, cable TV and phone services are available in each room. Residents have unlimited Internet connection in every bedroom and wireless connection in every dorm building, free of charge.

3. Health and safety issues in housing
   a. Is access to housing/dormitories secure?  
      Security  
      There are security guards on duty 24 hours a day, 7 days a week. Students must present student ID at the gate. There are “visitor guidelines” (as explained in the Housing Contract) that each student must obey.
   b. Does the facility appear to be clean?  
      Dorms has a regular cleaning service done by an internationally certificated vendor. All cleaners are supervised and coordinated by the “Dormitories Office”. Cleaning is scheduled once a week for single and double rooms, twice a week for quadruple rooms and everyday for common areas.
On those days, residents are asked to leave their rooms tidy enough for a faster and better cleaning. 

c. Is the location of housing safe? Do students have a long way to walk at night?
Residence Halls are on campus and a short walk to the other parts of the campus.

d. Is there access to public transportation?
Yes, public transportation is available from the campus and the university also provides shuttle service to the Metro and downtown Istanbul.

4. Who assists the students with their housing?
A separate housing form is not available for the Incoming Exchange Students. Student housing requests will be addressed in the general application form on the exchange website. If the student chooses on-campus accommodation, the student is guaranteed a double room, with a Turkish roommate, either on the main campus or the west campus. Student housing applications are processed by the Dormitory Management, which has exclusive authority in the matter. Exchange students will be informed of their placement upon arrival.
For further details, please click on “Housing information” on http://exchange.ku.edu.tr.

5. Is temporary housing available if students arrive early?
No. Students must arrive during the scheduled orientation dates.

6. Where will the students eat?
Kitchens are available in some of the residence halls and there are cafeterias available on campus with meal plans.

7. How do students pay for housing and meals? What are the costs of the different housing options?
Students can pay with a wire transfer.
Current fees for a DOUBLE ROOM per semester
- Main Campus:
  US $ 1,800
  Plus Deposit: US $ 300
- West Campus:
  US $ → 1,200
  Plus Deposit: US $ 300

ii. What office at the foreign institution would assist our students?
International Programs Office

iii. Is there an orientation for students on-site? What is included?
Orientation Program
A one-week Orientation program is offered every semester (Fall & Spring) for the incoming exchange students. During Orientation, the Exchange Office organizes both a welcome dinner and a tour of Istanbul.

iv. Are there special programs to help students adjust to the institution and the country, such as a buddy program, field trips, etc.? Please describe.

**Exchange Student Mentorship Program**

Koc University Exchange Office assigns student mentors to each incoming exchange student. The mentors play an integral part in introducing students to Koc and to Turkey. They help students understand the life at Koc and assist them in fulfilling the requirements of the program. Mentorship program is highly rated by the incoming students: students have said that “the mentors add value to their lives at Koc and ease their transition.”

**Exchange Newsletters**

The exchange newsletter is published twice a year and shared with the Koc community. The newsletter is a source of information on the exchange programs, students and activities. The issues of the exchange newsletter can be found on the exchange website.

**International Students’ Society (ISS)**

Founded in 2006, this student-run club organizes both on-campus and off-campus activities to enhance the student experience and aims to bond incoming exchange students with local students. ISS sponsors at least five events throughout the semester. Some of the activities include trips to Turkish baths, soccer games, museums, karaoke venues, and bicycle tours on the Princess Islands.

v. Are visas required for students and what support does the institution provide?

**Residence Permit**

Upon arrival at KU, the student must apply for a residence permit. According to the Turkish Government regulations, residence permit applications should be submitted within one month of arrival. Students should not schedule a trip outside of Turkey until they obtain their residence permits. During Orientation, students are given complete instructions on obtaining their residence permits.

vi. Will students have faculty advisors?

Each exchange student is assigned to an academic advisor at the time of acceptance. Students make their final course selections with the help of their designated academic advisor upon their arrival. Exchange students register for courses during the add-drop week, which is in the first week of classes.

vii. Is support available for students with disabilities?

While support is available for students with learning disabilities, students with mobility issues would have difficulties in Turkey and on the campus.
viii. Does the university provide computer labs for the students? Printers? Is there a fee for this? Is there wireless or other internet access on campus? Should students bring their own computers?
Computer labs are available for students along with free wireless.

ix. What additional services not addressed above has the institution agreed to provide?
Student Clubs
There are more than 80 active student clubs and groups at campus. The complete list can be found on the following link: www.ku.edu.tr > campus life > student clubs and groups

8. What are the health, safety and security risks at the proposed program site, and how will these be addressed?
There are currently no travel warnings or alerts on Turkey but there is a notice from the Embassy that there is an overall increase in violence and a continuing threat of terrorist activities and violence against US citizens and interest in Turkey. The University is self contained and located outside of the center of Istanbul.
The campus safety is provided 7/24 through the Protection and Safety Authority's 90-person team and advanced camera monitoring systems in Koç University main gate and all entrances and exits on the campus. Identification is required at the campus entrance.

9. How would the program differ from current study abroad offerings, or would it replace a current offering? If the latter, what compelling arguments are there for such a change?
Although it is unusual for Loyola to have 2 programs in the same city and country, these two programs will allow most Loyola students to study in Turkey because Koç and Yeditepe have some of the same programs and some different programs. CIE, in consultation with the college and department, will advise students on which institution has the most appropriate courses.

10. What expenses are covered under the exchange agreement? (Tuition, fees, room and board, etc.)
Students pay tuition and fees at the home institution and would be responsible for room and board.
Estimated Costs Per Semester
Housing: $1100-2100 plus refundable deposit
Food: $1100-1300
Transportation: $800
Books: $200

11. What provision is there for pre-departure orientation, debriefing of students and evaluation of program?
All students going on exchange participate in a pre-departure orientation and an evaluation upon their return.

12. Is there potential for the program to develop and grow? Are there opportunities for faculty exchanges, joint research projects, etc.?
While this is primarily a student exchange, the agreement itself includes faculty exchanges and there are numerous opportunities for faculty exchanges and joint research.