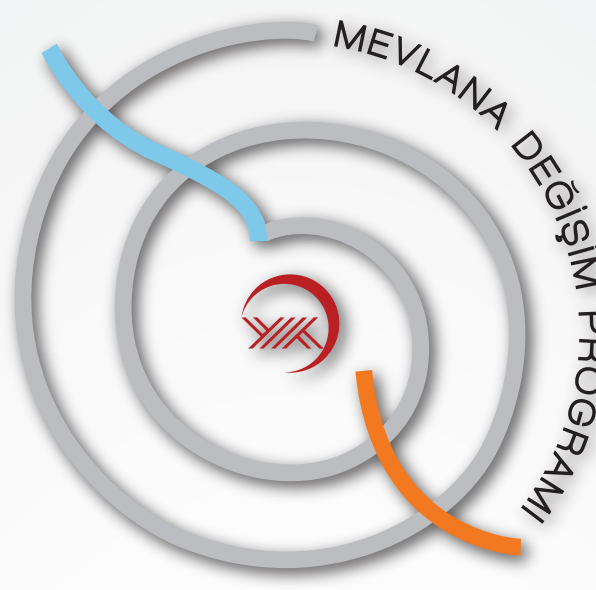


2014-2015 Academic Year Mevlana Exchange Programme



Application Procedure For Students

Receiving the withdrawal petitions

Mevlana Coordinating Offices of participant institutions receive the withdrawal petitions from selected students (who wants to withdraw) until 26 May.

01

Assigning the definite list

Assignment of definite lists by the Mevlana Coordinating Offices after withdrawals.

02

Announcing the finalized student list

Announcing the finalized list of students selected to participate in the programme in the website of higher education institution.

03

Approval of the list and informing the host institutions to prepare the Letters of Acceptance

After finalizing and announcing the list, coordinating offices send the selected students' information in accordance with the signed protocol and inform the host institutions.

04

Preparing the learning protocol

The selected students prepare their learning protocols considering the syllabus of the host institution. The protocol is signed by the student, head of department or coordinator of department, and finally by the institutional coordinator.

05

Sending the Approved Learning Protocols to host institutions

The signed and approved protocols is sent to the host institutions to be signed.

06

Arrival of learning protocols approved by the host institutions to the Mevlana Coordinating Offices

After the learning protocols approved by the host institutions re-arrive the coordinating office, the students get ready to the exchange programme.

07

Letter of Acceptance

After signing the learning protocol the host institution prepares two copies of signed and approved letter of acceptance to be given to the incoming Mevlana exchange student and his/her home institution.

08

Student Scholarship Agreement and Student Declaration

After signing the Mevlana Student Scholarship Agreement the students are delivered student declaration document against signature.

09

The Student's Planning his/her Travel Plan and Informing the Mevlana Coordination Office

The selected students buy their tickets and submit a copy of their tickets to the coordinating offices.

10

Payment of Scholarship

After receiving the copy of students' ticket, the coordinating offices make the first payment of the students to their account.

11

Informing the students at home institution about the procedures before starting the Exchange Programme

Informing the students about the procedures to be followed at home institutions such as course register, tuition fee, etc, before starting the exchange programme.

12

The beginning of Mevlana Exchange Programme Study at host institution

The students start the study period within the framework of Learning Protocol signed bilaterally by the institutions.

13

If any changes occur in the learning protocols

Any changes in the learning protocol should be done within 30 days after the beginning of academic semester and the changes should be approved by the authorities in the signatory institution.

14

Receiving the certificate of attendance documents

The Mevlana Exchange Programme student obtains his/her certificate of attendance document from the host institution before leaving the host institution.

15

The student's obtaining his/her transcript of records from the host institution

The Mevlana Exchange Programme student obtains his/her transcript of records document from the host institution before leaving the host institution.

16

Submission of documents obtained from the host institution to Mevlana Coordinating Offices

The student submits the following documents to his/her coordinating office of home institution after returning: 1- Certificate of attendance, 2-Transcript of records, 3-Travel document (boarding pass or copy of passport, etc.)

17

Submission of student's final report

The returned students fill the final report and submit it to their home institution coordinating office.

18

Final payment of the scholarship

The remained 30% of the student's scholarship is paid by the coordinating office according to the success of the exchange student after receiving the final report.

19