



MEVLANA EXCHANGE PROGRAM 2018-2019 Academic Year THE PROCESS FOR THE INCOMING STUDENTS and ACADEMIC STAFFS

2018 – 2019 Academic Year Mevlana Exchange Program has been determined the list of incoming – outgoing students and incoming academic staffs. Attendees and coordinators should carefully read and follow the procedures. You may address your questions to mevlana@hacettepe.edu.tr

WAIVING PROCESS

The admitted student or the academic staff who will not be able to participate in the mobility due to whatsoever reason shall submit their waiver to Mevlana Coordinatorship by **17:00 o'clock, 28 May 2018**.

The waiver petition sample is at the end of the page. The waiver of incoming students or academic staff shall be sent via their home universities' coordinatorship.

Incoming Student

- Below is the list to do for the students and coordinators accepted to Hacettepe as Mevlana Exchange Student. There is not going to be any other notifications sent to the students.
- You should deliver your "Learning Protocol" to the coordinate of your university until **09.07.2018** You may download the document from our web site from Documents tab. - > Incoming Students -> Learning Protocol
- You should fill the learning protocol via your computer and get **3 COPIES** printed.
- Please do not forget to tick up the part representing which term learning protocol belongs to.
- Each copy should be signed by the student, Head of the Department and the Mevlana Coordinator of student's main university. The protocols shall be

delivered to Hacettepe University by Coordinators. Students are not required to deliver anything to our university.

- Students may consult to their teachers and the coordinators of Hacettepe University of the department they are going to attend within the scope of exchange programme. Look at the Hacettepe University's Coordinators List at Mevlana at Hacettepe -> Coordinators of the Department.
- You may find the syllabi and schedules at the web sites of the departments <http://www.hacettepe.edu.tr/english/akademik/fakulteler> and ECTS Information Package http://akts.hacettepe.edu.tr/?dil_kod=2

STUDENTS THAT ARE ACCEPTED TO HACETTEPE UNIVERSITY ARE REQUIRED TO FILL THE LEARNING PROTOCOLS, HAVE THEM SIGNED AND DELIVER THESE 3 COPIES TO THEIR MAIN UNIVERSITY'S MEVLANA COORDINATE UNTIL 09.07.2018.

- The Mevlana Coordinators of the universities that are going to send students to Hacettepe University via Mevlana Programme are required to scan the Learning Protocols they received until **09.07.2018** and send them to mevlana@hacettepe.edu.tr until **13.07.2018**. The original 3 signed copied versions of the Learning Protocols shall be swiftly delivered to the following address:

*Mevlana Değişim Programı Koordinatörlüğü
Hacettepe Üniversitesi Beytepe Kampüsü
Makine Mühendisliği Binası, Kat:4, 06800 Beytepe – Ankara TÜRKİYE*

- “The Acceptance Letters” of the students shall be sent after we have received the original learning protocols. As the students are going to need the acceptance letter for visa applications, it is important to deliver the learning protocols in time for not disrupt the process.

Incoming Academic Staff

- Academic staff are to get in contact with the contact person of the related department and to receive their approval.
- Academic Staff are to fill **Academic Staff Mobility Form**.
- After the approval of the department instructors for The Academic Staff Mobility Form, the form must first be sent to mevlana@hacettepe.edu.tr via

e-mail, and the signed original document send to our Coordinatorship by post thereafter.

- To conduct the payment process smoothly, academic staff must complete, sign and firstly send their Academic Staff Grant Agreement by e-mail (mevlana@hacettepe.edu.tr) and send by post the signed original document to our Coordinatorship thereafter.

Post Adress:

Mevlana Deęişim Programı Koordinatörlüęü

Hacettepe Üniversitesi Beytepe Kampüsü

Makine Mühendisliği Binası, Kat:4, 06800 Beytepe – Ankara TÜRKİYE



Waiver Petition Example;

.../.../2018

**HACETTEPE UNIVERSITY
MEVLANA EXCHANGE PROGRAMME COORDINATORSHIP**

I'm a student / academic staff in University, Faculty of
, Department of

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For the reasons mentioned above, I want to waive my rights in Mevlana Exchange Program, which I applied for 2018 – 2019 academic year.

I kindly request you to do the needful.

Name, Surname

Signature

Address: