

**2016 – 2017 Academic Year Mevlana Exchange Program incoming – outgoing students’ and incoming academic personnel lists are below. There will be more information about incoming academic personnel soon. Please read and follow the procedures. You may address your questions to [mevlana@hacettepe.edu.tr](mailto:mevlana@hacettepe.edu.tr)**

**FOR THE STUDENTS INCOMING TO HACETTEPE:**

- 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.
- In line with the Higher Education Council regulations for 2016 -2017 exchange, each student may join exchange for 1 semester. Students should decide to come either in fall or spring term. The students who have decided to come in the Fall semester should immediately fill in their Learning Protocols and follow the instructions below. There will be new announcements for the students who would like to come in the spring semester.
- You should deliver your “Learning Protocol” to the coordinate of your university until 19.08.2016. You may download the document from our web site from Belgeler tab. - > Gelen Öğrenci -> Öğrenim Protokolü
- You should fill the learning protocol via your computer and get **3 COPIES** printed. The protocols filled with handwriting are not readable.
- 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. <https://www.hacettepe.edu.tr/akademik/fakulteler>
- **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 19.08.2016.**
- 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 22.08.2016 and deliver them to [mevlana@hacettepe.edu.tr](mailto:mevlana@hacettepe.edu.tr). The original 3 signed copied versions of the Learning Protocols shall be swiftly delivered to this 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.