

Dear Mevlana Coordinators,

- The applications for Mevlana Exchange in 2016 – 2017 academic year will be taken between 23 -27 February, 2016. We would like to give you some brief information about the process:
- Application Conditions:
  - o Grade point average (GPA) of associate degree and undergraduate students must be at least 2,50 on a four point scale.
  - o Grade point average (GPA) of graduate students (MA, PhD) must be at least 3.00 on a four point scale
  - o If the grading system is calculated over a hundred points; the correspondence on the four point scale will be based on the Council of Higher Education's decisions.
- Application Documents for Students
  - o Candidate Student Application Form (2 copies)
  - o Student Application Form (2 copies)
  - o Photos (2) (on the application forms)
  - o Transcript (2 copies)
  - o Language Certificate (2 copies)
- Application Documents for Academic Personnel
  - o Academic Staff Information Form (2)
  - o Academic Staff Mobility Program (2)
  - o Relating to the department that is applied to,
    - Publications
    - Projects
    - Studies
- You will send one copy to us, and keep 1 copy for you.
- The application form should be filled on computer. It is mostly not possible to read hand writings.
- After you collect applications between 23 -27 February; you will select the candidate on the basis of 50% GPA + 50% language score.
- After you select the candidates, you should send the applications all together, at once. To make this process faster, you could scan the application forms and send us by e-mail just after the application process. You will also send the hardcopies by post after that.
- You should fill in the Excel file for the list of candidates which is attached to this e-mail.
- Our current mail address:
  - o Hacettepe Üniversitesi, Mevlana Koordinatörlüğü  
Makine Mühendisliği Binası, Kat: 4, Beytepe Kampüsü  
Ankara Türkiye
- As a language certificate we may accept any document which you respect. The language certificate should be in the education language of the department to which the student applies. The language skills will affect the success of the student and the success of the student will determine students chance to get the full scholarship. We believe that you, our partners, will be sensitive in that issue.
- You may direct all your questions about the departments to our coordinators. Please find the enclosed coordinator list.
- As Hacettepe University, we will follow the same procedures with you, we will accept the applications between 23 -27 February and send you the applications firstly via e-mail and then by mail just after February 27<sup>th</sup>.
- March 1<sup>st</sup> – March 9<sup>th</sup>; applications will be assessed.
- On March 18<sup>th</sup>; the selection results will be sent to The Council of Higher Education.

We hope that it will be a fruitful application process.

Kind Regards,

Hacettepe University Mevlana Exchange Office