



DUMLUPINAR UNIVERSITY
INTERNATIONAL RELATIONS OFFICE
MEVLANA EXCHANGE PROGRAMME OFFICE
INFO-PACK FOR ACADEMIC YEAR 2016-2017

1. MEVLANA EXCHANGE PROGRAMME STUDENT EXCHANGE

(1) Within the framework of the Mevlana Exchange Programme, students registered in formal education at higher education institutions (on condition that the higher education institutions signed a bilateral Mevlana Exchange Protocol) can participate in student Exchange. Exchange involves the student registered at higher education institution to continue part of his/her education in another higher education institution which is a party of Mevlana Exchange Programme Protocol. The Student Exchange period consists of at least one, at most two terms. The calculation of terms can be revised by considering the education system. However, the total exchange period shall not exceed one education-training year.

(2) Students registered at open, outside, informal or distance education can not benefit from the Mevlana Exchange Programme.

(3) Students studying at preparatory or first year of associate or bachelor's degree and postgraduate and doctoral students studying at preparatory or scientific preparatory terms can not benefit from this programme for the first term that they have started the their primary study.

(4) Students may study abroad for one (minimum) or two (maximum) semesters. Semester periods may be different considering the education systems but the total exchange period can not exceed one academic year. Academic staff also may participate in Mevlana Exchange Programme. Academic staff mobility periods can be **minimum two weeks** and at **maximum three months** for once only in the same education-training year.

Application Requirements of Mevlana Exchange Programme

The requirements for being a Mevlana Exchange Programme Student are;

- to be studying at associate degree, bachelor degree, master degree or phd degree of higher education programmes,
- Grade point average (GPA) of associate degree and undergraduate students must be at least 2,5 on a four point scale,
- Grade point average (GPA) of graduate students (MA, PhD) must be at least 3.00 on a four point scale,
- ❖ In matters of equivalencies of the grades in which the grade system is calculated over a hundred in the quadrat system, related CHE decisions are admitted.

Evaluation of the applications and student admission

- During the evaluation, 50% of grade point average and 50% of language scores are taken into account and students are ranked using cumulative value of these two factors.
- A language exam result determined jointly which forms a basis in student selection is requested from the students applying to the Mevlana Exchange Programme by the higher education institutions that have signed the Exchange protocol.
- Evaluation of the results is announced through the web site of signatory higher education institutions.
- Provisions of this article are applied in student selection and the evaluation of the applications of the students who will come from abroad. However the evaluation of the applications of students who will come from abroad and student selections are carried out within the knowledge of signatory national higher education institution.
- Within this programme, matters like extent, duration and conditions of the student selection and applications to execute student exchange in an active and efficient way can be rearranged by CHE Executive Board if deemed necessary.

Tuition Fee

Students do not pay any tuition fees to the host institution during the programme, but they continue to pay the obligatory tuition fees to their home institutions.

They do not pay any extra fee to the host institution within the scope of the exchange programme. However, they are responsible for transportation to and from the host university and for all living and personal expenses during the exchange.

Student Scholarships in Mevlana Exchange Programme

Mevlana Exchange Programme students continue to take their other scholarships and grants in their home countries.

Incoming students from other countries to Turkish higher education institutions are granted according to the ratios determined by Council of Higher Education (CHE) Executive Board. In terms of the scholarships that will be paid to the students, 80 % of the scholarship amount is paid when they arrive and deliver all necessary documents to Mevlana Exchange Programme Office. For the student's remaining grant payment, the ratio of total credits of the succeeded courses to the courses that the student is obliged to take as obligatory courses will be considered. According to this, incoming Mevlana Exchange Programme students to Turkey will be granted as 750 TL (~250 \$) per month in 2016-2017. Besides, our Council of Higher Education has just stated that **just 4 months in a term** will be granted for incoming exchange students.

MEVLANA EXCHANGE PROGRAMME SCHEDULE

The execution of Mevlana Exchange Programme by the signatory national higher education institutions and their international partners in 2015-2016 academic year is approved according to the below mentioned schedule.

Call for Exchange in Higher Education Institutions	08-22 February 2016
Receiving the applications for the Exchange Programme	23-29 February 2016
Assessment of Applications	01-09 March 2016
Reporting the assessment results to the Council of Higher Education	18 March 2016 (the last day)

Note that you should send us the application documents of the students **till 11th March, 2016**. Then, we'll assess the applications and then send to our Council of Higher Education till **18th March, 2016 (the last day)**.

Application Requirement

The students may apply to the Mevlana Exchange Programme unit of his/her university after filling the required forms in <http://mevlana.dpu.edu.tr/index/sayfa/3988/students-documents> properly.

Student Exchange documents

(1) Before initiating the Exchange, the documents required are as follows:

- a) Candidate Student Application Form
- b) Transcript of Records (a copy of an official transcript in English)
- c) Document showing language level

Note that you should send us the application documents of the students per email **till 11th March, 2016**. Our email address is mevlana@dpu.edu.tr. After that, we'll assess the applications and then send to our Council of Higher Education.

(2) After student is accepted for the exchange (after the application is approved by our Council of Higher Education), then he/she should fill the documents below:

- a) Student Application Form
- b) Student Declaration
- d) Learning Protocol
- e) Student Information Form

After these documents are completed in full and signed both by the student and by the authorized persons, they should be sent to the address of our Mevlana Exchange Programme Coordination Office (Dumlupınar Üniversitesi Evliya Çelebi Yerleşkesi Rektörlük Binası Dış İlişkiler Koordinatörlüğü Mevlana Değişim Programı Koordinasyon Ofisi Tavşanlı Yolu 10. Km. 43100 Kütahya, TÜRKİYE/Dumlupınar University Evliya Çelebi Campus Rectorate International Relations Office Mevlana Exchange Programme Coordination Office Tavşanlı Yolu 10. Km. 43100 Kütahya, TURKEY). Then, we'll send Acceptance Letters for the students.

(3) At the end of Exchange Process, the documents required are as follows:

- a) Student Certificate of Attendance
- b) Student Final Report
- c) Transcript of Records

2. MEVLANA EXCHANGE PROGRAMME ACADEMIC STAFF MOBILITY

Scope and time of academic staff mobility

(1) All academic staff employed in national and foreign higher education institutions that have signed Mevlana Exchange Programme Protocol can join academic staff mobility. This mobility includes **education-training activities** which an academic staff authorized in one higher education institution will perform in another higher education institution.

(2) Academic staff mobility periods can be minimum **two weeks** and at **maximum three months** for once only in the same education-training year.

(3) In the scope of mobility, academic activities of academic staff can not be less than total six hours weekly. In hourly calculation of the activities performed by academic staff, courses are considered. If course hours do not complete six hours, academic activities like seminars, panels or conferences are evaluated in this context. Academic staff mobility plans which do not contain lectures shall not be considered within Mevlana Exchange Programme and accepted for the Exchange.

(4) To execute academic staff mobility in an active and efficient way, scope, period and conditions of the mobility can be rearranged by CHE Executive Board if necessary.

Academic Staff Scholarships in Mevlana Exchange Programme

Within the scope of Mevlana Exchange Programme, travel allowance and daily wages stated in the Travel Expense Law no.6245 will be paid to incoming academic staff. CHE Executive Board is authorized to determine additional course fees due to the countries and titles.

Supportive Transport Allowance for Incoming Academic Staff within the Mevlana Exchange Programme

COUNTRIES	Travel Allowance (TL)
USA, AUSTRALIA, JAPAN, CANADA, NEW ZEALAND	4000
OTHER COUNTRIES	2250

Monthly and Daily Wages for Incoming Academic Staff within the Mevlana Exchange Programme

Title	Monthly Wages (TL)	Daily Wages (TL)
Professor	1500	50
Assoc. Prof. Dr.	1400	46,67
Assist. Prof. Dr.	1350	45
Others	1200	40

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Receiving the applications for the Exchange Programme	23-29 February 2016
Assessment of Applications	01-09 March 2016
Reporting the assessment results to the Council of Higher Education	18 March 2016 (the last day)

Application Requirement

Academic Staff may apply to the Mevlana Exchange Programme unit of his/her university after filling the required forms in <http://mevlana.dpu.edu.tr/index/sayfa/3989/academic-staffs-documents> properly.

Academic Staff Exchange documents

(1) Before initiating the Exchange, the documents required are as follows:

- Academic Staff Application Form
- Curriculum vitae (CV)
- Articles in the related area
- Projects as a coordinator and/or participant
- Academic Portfolio (including courses, seminars, work plan in the related area)

Note that you should send us the application documents of the students per email **till 11th March, 2016**. Our email address is mevlana@dpu.edu.tr. After that, we'll assess the applications and then send to our Council of Higher Education.

(2) After academic staff is accepted for the exchange (after the application is approved by our Council of Higher Education), then he/she should fill the documents below:

- a) Academic Staff Mobility Programme
- b) Academic Staff Grant Agreement

After these documents are completed in full and signed both by the academic staff and by the authorized persons, they should be sent to the address of our Mevlana Exchange Programme Coordination Office (Dumlupınar Üniversitesi Evliya Çelebi Yerleşkesi Rektörlük Binası Dış İlişkiler Koordinatörlüğü Mevlana Değişim Programı Koordinasyon Ofisi Tavşanlı Yolu 10. Km. 43100 Kütahya, TÜRKİYE/Dumlupınar University Evliya Çelebi Campus Rectorate International Relations Office Mevlana Exchange Programme Coordination Office Tavşanlı Yolu 10. Km. 43100 Kütahya, TURKEY). Then, we'll send Acceptance Letters for Academic Staff.

(3) At the end of Exchange Process, the documents required are as follows:

- a) Academic Staff Information Form
- b) Academic Staff Certificate of Attendance
- c) Academic Staff Mobility Final Report

**DUMLUPINAR UNIVERSITY MEVLANA EXCHANGE PROGRAMME
COORDINATION OFFICE**

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