

**2017 – 2018 Academic Year Mevlana Exchange Program the lists of incoming – outgoing students and incoming academic personnel are below. Please read and follow the procedures. You may address your questions to [mevlana@hacettepe.edu.tr](mailto:mevlana@hacettepe.edu.tr)**

### **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 **11.07.2017** 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. <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 11.07.2017.**

- 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 **11.07.2017** 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 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 receiving the approval from the related person, the abovementioned form with the signature is to be sent to our Coordinatorship **firstly by e-mail, then by mail**.
- **Academic Staff Grant Agreement** is to be filled in full in order to be conducted the payment process without any problem. The form with the signature is to be sent to our Coordinatorship **firstly by e-mail, then by mail**.