

Programme d'Echange Mevlana de la part de l'Université Istanbul , Turquie pour la mobilité des étudiants et des enseignants chercheurs.

**La date limite pour présenter une demande est fixé pour le jeudi 07 Mars 2019.**

## **INFORMATION ABOUT THE APPLICATION PROCEDURE FOR MEVLANA EXCHANGE PROGRAMME IN THE ACADEMIC YEAR 2019-2020**

We will start to take the applications at 21th February from universities and the deadline for the nomination is 11 March 2019

### **The Necessary Documents for the application of the students :**

The application form for the applicant(attached)

Transcript of Records

Foreign Language Document ( Except IELTS)

The copy of Identity ( Passport)

The applicant should get at least min. 50 / 100 for Foreign Language Document

the grade point average should be :

For undergraduate students :2.5 / 4

For Master / PhD Students: 3/4

\*While calculating the grade point for Mevlana Programme, the grades should be converted into 100th grade system. First we took 50% of the average grade, and then add the 50% of the foreign language testing results and calculate the final Mevlana grade.

The Convert Chart for Grades will be sent to the Partner Institutions(attached)

Mevlana Grade : 50% of the average Grade + 50% of the Foreign Language Test Result

The ranking will be set from the top grade to the lowest and then the applicants will be placed upon to their grades.

### **The necessary documents for the application of the academic staff:**

The copy of the passport

The Information Form for Academic Staff: This form should include the number of the days for the mobility of the nominated academic staff ( Min. 15 Max. 89 days) and the exact dates between. The Teaching mobility starts on October and ends at the second week of May.

Academic Portfolio: This should include the title of the nominated academic staff ( Prof, Assoc. Prof. etc.) short version of the CV, academic resume, academic publications and the areas which they prefer to give lectures specifically.

At the end of the nomination, the partner university should fill the final result for the nomination, sign, scan and send it via e-mail, adding the nominated person's necessary documents(the lists were attached)

Istanbul University will inform the partner university about the final results of the nomination which were sent from The Council of Higher Education.

#### **Information about Accomodation:**

Istanbul University has two dormitories , located in Avcılar and Yenibosna, for the Exchange students. These dormitories has the distance nearly for 1 hour ( and with 2 public transportation line) , so we recommend for the students who will study in Beyazıt Kampus, to stay at private dormitories nearby, but we can not offer any help about the private dormitories.

The Exchange students who wants to stay in Istanbul University dormitories, a petition is necessary for application, and after the confirmation process, they should pay the same price as Istanbul University students. Last year, the amount was 300 Turkish Liras(Food not included)

#### **Information about Resident Permit**

All the Exchange students should apply for resident permit because their duration will be more than 90 days. Istanbul University Mevlana Coordinatorship will help the students about the procedure and the necessary information for this process.

#### **Information about the documents**

The documents which will be filled during the application procedure and after, will be sent to your institution via e-mail.

The Exchange students and academic staff should bring the original version of all these documents( signed and stamped). Before Exchange mobility, all the procedure will be held via e-mail.

Istanbul University will also send the examples of the necessary documents. In this process, it is important for the students to sign the forms.

**We want to thank you in advance for the cooperation and the guidance during this process and wish a fruitful season.**

**Ash Havva TÜRK**

**Office Coordinator**

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