

INFORMATION FORM FOR STUDENTS WHO PLACED IN MEVLANA PROGRAM

IMPORTANT NOTE: It is the responsibility of the students to pursue whether all the transactions (such as having leave of absence and signing the academic confirmation form) are completed before going abroad. Some of the students who go abroad before completing these procedures can be recalled by academic units.

AFTER THE PLACEMENT

1. There is an advisor at International Cooperation Office (ICO) who manages the applications of each students. The advisor for 2017-2018 students is Hazal Gül Yaşa (hazaly@metu.edu.tr). The first duty of the student is to fill the candidate student application form and deliver it with the transcript and language document. **Having said that, the students must come into contact with their advisor and notify them about in which semester they desire to participate (fall or spring).***

ICO transmits the information of selected students to the host universities via e-mail and obtains the latest information regarding necessary application documents and finally notifies this information to the students. Please do not start exchanging correspondence with the host university until your advisor nominates you to the host university. After the nomination is completed, you will be informed by your advisor.

With reference to Mevlana education, the student is free to ask any question to the host university in case the desired information (orientation program, dormitories, academic calendar etc.) does not exist on their web-page after the student is nominated as a candidate to the host university by ICO.

* The Mevlana grant which is allocated by YÖK (Council of Higher Education) is for one semester; if the student desires to extend her/his studies by one more semester, Overseas Exchange which is a program without grant can be used; however, extension depends on agreement between schools, state of equilibrium and admission of the school.

2. Then, the students make an application to the host university and transmits various documents:

I. Application Form It can be found on the web-page of the host university or through the advisor)

II. The host university may require additional documents (official transcript, photo, language certificate, portfolio, passport photocopy etc.)

Important Note: Every university has its own deadline for the applications. The information about deadlines and required documents can be obtained from the advisors in our office. However, you can research it yourself as a preliminary preparation.

Some universities accept online applications and you may not need to send the documents via postal mail. In case that you need the send the documents with postal mail, it is suggested to send the documents before the last week in order to avoid problems which may occur with the postal service. Application documents can be sent via postal mail or any express mail company chosen by the student. There is a cargo company which makes a discount for the students because of its agreement with ICO. In case that the student demands, posting can be carried out by the help of office providing that the

shipment expenses are paid by the student. In case that normal postal mail is preferred, the application documents must be delivered to ICO at least 15 days before the deadline and in case that the cargo is preferred these documents must be delivered to ICO at least 5 days before.

3. “The Letter of Acceptance” is sent by the host university after the abovementioned documents are delivered by the student.

It is recommended to give the address of the office while filling the application documents, thus, your letter of acceptance will be sent to the office. When the letter of acceptance is reached by the office, ICO advisor informs the student via e-mail. Address: Middle East Technical University, International Cooperations Office, Solmaz Izdemir Hall, Main Library Building 06800 Ankara TURKEY.

4. After the letter of acceptance is received, **some documents must be delivered to ICO advisor** in order to receive 80% grant; these documents can be downloaded from:

<http://ico.metu.edu.tr/mevlana-useful-documents>

I. A copy of the letter of acceptance

II. Application form of candidate student

III. Student application form

IV. Student Statement Delivery Sheet

V. Learning Protocol

Learning Protocol consists of 2 different versions. Before the mobility the courses which will be taken from the host university are listed on the **Learning Protocol** document which is the first version. It is necessary to take courses at the host university equal to course load of one semester and to consult with the **coordinator of the department** while selecting the courses. This document is signed by the student, departmental head, unit coordinator and Institution coordinator.

The student delivers the document to ICO after its related parts are edited by the student and signed by department head and department coordinator. The ICO advisor receives the confirmation of Institution’s coordinator for the document. ICO sends the learning agreement whose required signatures were already obtained to the other university along with other application documents.

After the student starts her/his studies at the host university, the student can make alterations within the courses which were previously determined on the learning agreement (because of reasons like cancellation of the course or full quota and so on). The student must get in contact with department coordinator and receive her/his confirmation for alteration of any course. The new courses shall be determined by consulting to department coordinator.

When the new course list is finalized, the student enters the alterations on the document called **“Alterations which will be performed on the curriculum”** and sends the form to the METU Unit Coordinator via fax and/or e-mail and to ICO for notification. The students who do not make any course alteration do not have to fill this document.

VI. Academic Confirmation Form (ACF) – Outgoing

It shows the equivalence of the received courses from host-university with courses given in METU. It must be signed by Department Head, Erasmus Coordinator of the Department, Faculty/Institute and for the graduate students also by thesis advisor.

Every kind of information regarding with course substitution must be received from Coordinators of the Department.

This form will also be used for being granted to leave of absence and substitution of taken courses (academic recognition) at the end of the program. Therefore, the student must deliver the original form to the department and one of its copies to ICO advisor. For detailed information, please inspect course substitution transactions part.

VII. A letter regarding leave of absence (It is compulsory to give the petition to the department one month before the mobility)

When the letter of acceptance is received, the petition for leave of absence must be given to the related academic unit (to the department for undergraduate students and to the institute for graduate students). A copy of letter of acceptance and Academic Confirmation Form is added to the appendix of the leave of absence. Some departments and institutes have their own leave form; in this case, the student must use these special forms. The student is liable to ensure that leave of absence is confirmed and delivered to the Registrar's Office.

Semester(s) which the students are considered as on leave are evaluated within "maximum learning period"; however, it is not reduced from the "maximum leave of absence".

Academic situation of student is reevaluated before the semester when students go abroad in order to receive a leave of absence. In case that minimum application conditions (GPA 2,5 for undergraduate and GPA 3,0 for for graduate students) are not met, situation of the student is reevaluated by the academic units. In some academic units, there are also criteria about GPA of the last semester. Please learn the conditions about leave of absence from your department.

Transactions for leave of absence takes at least 2 weeks. Please obtain information from your department about duration of these transactions.

VIII. Student Liability Grant Agreement (It is prepared by ICO advisor after opening a TL account at Vakıfbank METU branch.

IX. Compulsory Health Insurance (It has to have an international validity – policy number must be written on the grant agreement)

X. E-mail regarding obtaining the visa (Please learn the documents which are necessary to obtain a visa from the web-page of the embassy, visa transactions are under the responsibility of the student. Inform your ICO advisor when you obtain the visa.)

NOTES

1. Students who will apply for a new passport need to apply to Registrar's Office with the document taken from the office in order to receive a passport without fees.
2. Exchange students who are liable to pay tuition fee keep pay tuition fee to METU during the time when they study abroad; they are exempted to pay tuition fee to the host university.
3. To reserve the right to stay in dormitories, students who accommodate at campus dormitories need to apply to Directorate of Dormitories with a petition before starting the mobility.

AFTER RETURN

After returning, **documents which must be delivered to ICO Advisor:**

1. Transcript

The host university sends the official transcript which indicates the courses and grades taken by the student to ICO.

In order to substitute the taken courses at METU, student must apply to her/his department with a course substitution petition. A copy of the transcript and Academic Confirmation Form-Return which is rearranged after return are attached to the petition. Conversion of the taken grades to METU system is carried out by the department.

2. Certificate of Attendance:

It must be confirmed by the host university. Mevlana learning duration (including orientation program, if there is any) must be stated on this form and it must be approved by the host university. For the final payment, entrance-exit dates on the passport along with certificate of attendance will be considered.

3. Copy of the Passport (Pages with identity information and entrance-exit stamps)

4. Academic Confirmation Form (ACF) – Return

5. Student Final Form (Survey)

6. Student Information Form

ICO initiates the necessary transactions to allow students who completed their return procedures to receive their 20% grant.

Course Substitution Transactions

Course substitution transactions are carried out by the related department and Faculty/Institute. Following decisions were taken for the course substitution process:

a) The substitution process for the taken courses of the student starts when the student apply to academic unit with official transcript from the host university and "Academic Confirmation Form – Return" document. The departments convert the taken grades to METU grades for the assessment. According to grade system of METU, the courses which are deemed appropriate by the academic unit (department and faculty/institute) with passed grades which are at least CC for undergraduate and BB for graduate are substituted and written to curriculum of the student. The student is exempted from the courses at METU which correspond the taken courses from the host university by receiving an "EX" grade and these courses are not included for the grade point-average. These courses take place on the transcript of the student for the semester when the student participated in Mevlana Program. Names and codes of the courses which correspond the exempted courses of METU are indicated at the "remarks" part of the transcript of the student.

b) The courses which were deemed appropriate by the academic unit among the courses taken from the host university by the graduate student who already participated in exchange program by completing her/his course load at the curriculum can be displayed at the "remarks" part of the transcript with EX(NI) status.

The academic units may have different applications about abovementioned decisions. Therefore, please receive exact information about course substitution from your related academic unit.

Calculation and Payment of the Grants

The grant which is calculated before the outgoing is determined over estimated time which the student will spend and thus it can be changed after return. The grant agreement must be prepared before the student receives Mevlana grant. The grant agreement can only be signed after the student opens a Euro account at Vakıfbank METU branch, has a health insurance and obtains a visa.

The student must fill the 'grant agreement' by calculating the amount with the advisor and write the IBAN number of her/his Euro account on this agreement. The grants are transferred to Euro accounts opened at the Vakıfbank METU branch.

When the letter of acceptance is received, the grant amount which will be paid to student is calculated in accordance with the dates on the letter of acceptance. Firstly 80% of the grant is paid to the student. Depositing the grant into the account lasts approximately 10-15 working days after the student delivers all the documents to her/his advisor. The students who are eager to receive their grants before going abroad must deliver all the documents to their advisors on time.

The remaining 20% amount is paid after the students return providing that the student successfully completes the learning semester. Certificate of attendance received from the host university and the entrance-exit dates on the passport will be taken into consideration for the final payment to the student which will be made when the student returns. 20% amount which should be paid when the student returns can be different from the amount which was determined in the first stage since the final grant is determined according to crossing of the dates on these two documents. In case that the student performs an activity less than the granting period which was calculated before the student leaves, the student is asked to return the excess amount.

A deduction can be made from the grants of the students who failed to fulfill the responsibilities of being a student and/or failed the taken courses. Moreover, in case it is determined and documented that the students did not attend the courses and exams and/or did not fulfill the responsibilities of being a student during the period when they were abroad, a deduction can be made from their grants. In addition to this, grants of the students who did not deliver the necessary documents to ICO after return within the determined period can be cut. Deduction amount can be between 20% and 100% and it is at sole discretion of the university.

If the student leaves the host institution for more than 1 week (city/country) when the education is continued to be given except the official holidays of the host institution, i.e. under the normal conditions, the grant is not paid for these period. Even if the payment was made before, it is demanded from student to return the grant for these period.

Grant Amount

- Grant amount which will be paid to students during the period when they participate in Mevlana exchange program varies across economic life standards of the host country. This amount is paid monthly and it is between 750 TL and 950 TL. The grant amount can be learned via this link: <http://ico.metu.edu.tr/mevlana-exchange-program>
- The students are exempted to pay tuition fee to the host universities. However, it is under the responsibility of the student to meet the personal expenses such as travel to host university, visa, book and stationery payments, eating-drinking, health insurance.

- 80% of the total grant amount is paid to the students before outgoing. Payment of the remaining grant is made on the basis of ratio of total credits of the successful courses to the total credits of the courses which the students must take.