

**REPUBLIC OF TURKEY**  
**NİĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**MEVLANA EXCHANGE PROGRAMME DIRECTIVE**

**PART ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to regulate the procedures and principles related to Mevlana Exchange Programme.

**Scope**

**ARTICLE 2-** (1) This Directive contains the principles and procedures related to duties and authority of units and people dealing with the processes of the student and academic staff mobility within the scope of Mevlana Exchange Programme.

**Legal Basis**

**ARTICLE 3-** (1) This Directive has been concluded on the basis of the verdicts of The Regulation on Mevlana Exchange Programme which was concluded on the basis of the articles 7, 10 and 65 of the Higher Education Law dated 4/11/1981 and numbered 2547 and entered into force by being published at The Official Gazette numbered 28034 and dated 23/08/2011

**Definitions**

**ARTICLE 4-** (1) Stated in this Directive are as follows;

- a) Credit: European Credit Transfer System (ECTS),
- b) MEVDEP: The Mevlana Exchange Programme,
- c) Institutional Coordinator: Staff directly subject to the chief or vice chief of higher education institutions and responsible for execution of the activities of the MEVDEP institutional coordination office on behalf of the Council of Higher Education,
- d) Coordinator: The academic staff responsible for execution of the activities of MEVDEP Institutional Coordination Office on behalf of the related faculty/institute/conservatory/school/vocational school/department,
- e) Institutional Coordination Office: An Unit in higher education institutions that is responsible for execution of the activities regarding the Mevlana Exchange Programme,
- f) Certificate of Participation: A signed and stamped document which indicates the student's beginning and end of the study period and which is drafted by the higher education institution that the education-training activity has been carried out,
- g) Final Report: The document which is prepared upon the completion of the exchange term within the scope of MEVDEP and which contains brief information and personal evaluations of the student or academic staff considering the exchange period,
- h) Transcript: The document on which all the names, credits and final grades of the lessons taken in the study period are stated,
- ı) Student Declaration: A document, prepared by the Institutional Coordination Office, on which the rights and obligations of the student through Mevlana Exchange Programme are stated,
- j) Student Admission Document: The approved and signed document which is prepared by the Host higher education institution and which shows that the person is admitted as a student,

k) Study Protocol: The document which shows the courses and their credits the concerned student will take in the Host higher education institution and which courses are corresponded at Omer Halisdemir University,

l) Protocol: The document which shows the quota of department, student and academic staff of universities with which a bilateral treaty is established within the scope of MEVDEP,

m) Student: The student attending MEVDEP

n) Academic Staff: The academic staff attending the activities taking place within the scope of MEVDEP,

o) Rector: The rector of Omer Halisdemir University,

p) Senate: The senate of Omer Halisdemir University,

q) University: Omer Halisdemir University,

r) Student Scholarship Agreement: The agreement which is signed between the student and Omer Halisdemir University within the scope of MEVDEP and which contains information regarding the exchange period, scholarship amount, information on other payments, responsibilities in the case of student's default and other similar matters,

s) YDS: Foreign Language Exam,

t) Higher Education Institution: It defines universities and higher technology institutes.

u) CHE: The Council of Higher Education.

## **PART TWO**

### **The Institutional Coordination Office and Duties**

#### **The Institutional Coordination Office Duties**

**ARTICLE 5-** (1) These are the duties of The Institutional Coordination Office:

a) To keep the records of exchange students and academic staff who have come to the university within the framework of the Protocol and provide the coordination of the departments.

b) To make choices within the related quota among the students and academic staff who have applied in order to go within the framework of MEVDEP.

c) To carry out the administrative deeds of the students and academic staff chosen to go.

d) To record all the data, papers and documents related to MEVDEP and keep them.

e) To work in touch with the related coordinators, the Registrar's Office and the Department of Strategy Development.

#### **The Institutional Coordinator and Its Duties**

**ARTICLE 6-** (1) The Institutional Coordinator is assigned by the Rector.

(2) These are the duties of the Institutional Coordinator:

a) To provide the coordination on every subject related to MEVDEP within the body of University.

b) To coordinate and control the functioning of MEVDEP and to enable to get students and academic staff chosen and placed.

c) To enable to make the necessary protocols for MEVDEP.

## **The Coordinators and Their Duties**

**ARTICLE 7-** (1) The coordinator is assigned among the academic staff by the related academic unit director.

(2) These are the duties of the coordinator:

- a) To mentor the students having gone in the matter of course selection.
- b) To match the selected courses with the courses of the related department and submit them to the approval of the faculty/institute/conservatory/school/ vocational school commission of the related academic unit
- c) To convey the decisions given in the related academic unit of MEVDEP to The Institutional Coordinator Office.

## **PART THREE**

### **Student Exchange**

#### **Student Exchange Rules**

**ARTICLE 8-** (1) Within the framework of MEVDEP, students registered in formal education at higher education institutions can participate in student exchange. Exchange involves that the student registered at higher education institution continues part of his/her education in a foreign higher education institution which is a party of MEVDEP Protocol. The Student Exchange period consists of at least one, at most two terms.

(2) Students studying at preparatory school or first year of associate or bachelor's degree and postgraduate and doctoral students studying at preparatory school or scientific preparatory school cannot benefit from this programme for the first term that they have started the primary study in the department they have registered.

#### **Student Exchange Announcements**

**ARTICLE 9-** (1) The institution announces the Protocols the Coordination Office has concluded on their web sites and calls for application within the quota indicated with these protocols. In these announcements, application conditions and information related to application process are included. It is pursued that same proceedings are carried out properly by the foreign higher education institutions with which protocols been concluded.

#### **Student Conditions to Apply**

**ARTICLE 10-** (1) Minimum required conditions to become a student are as follows:

- a) The student shall be a registered student of associate, undergraduate, postgraduate or doctoral degree at the University.
- b) The general academic grade point average of associate degree or undergraduate students shall be at least two and a half over four.
- c) The general academic grade point average of postgraduate and doctoral students shall be at least three over four.

(2) In matters of equivalencies of the grades in which the grade system is calculated over a hundred in the quadrat system, the conversion table of CHE is taken as a basis.

#### **Evaluation of the Applications and Student Admission**

**ARTICLE 11-** (1) During the evaluation, 50% of grade point average of the students who have applied by meeting the conditions to apply and 50% of language scores which show the related language level used in the education system of the higher education institution where the person shall

be a student of MEVDEP are taken into account and students are ranked using cumulative value of these two factors.

(2) The students whose applications are admitted have to get at least 50/100 as a score from one of the exams such as YDS or TOEFL, and the students who don't have one of these papers have to take the Mevlana Exchange Programme Foreign Language Efficiency Exam organized by the Institutional Coordination Office and they have to succeed in this exam.

(3) Provisions of this article are applied in student selection and evaluation of the applications of the students who will come from abroad. The evaluation of the applications of students who will come from abroad and student selections are carried out within the knowledge of the Institutional Coordination Office.

(4) The evaluation results are published on the University website.

### **Student Exchange Documents**

**ARTICLE 12-** (1) Before the change, documents to be included in the student file are as follows:

- a) The student application form,
- b) Transcript,
- c) Document showing language level,
- d) The contract signed between the student and higher education institutions (Mevlana Exchange Students Liability Convention).

(2) At the end of the change process, student delivers transcript and certificate of attendance and student final report, which are related to the education period spent in the Host higher education institution, at the latest within 15 days to Institutional Coordination Office.

Additional time is administered in order to complete or correct missing or incorrect paperwork, but not more than 15 days. If the documents do not fully delivered in time, student's transactions will be void and a refund of payments made to him will be requested.

### **Study Protocol**

**ARTICLE 13-** (1) The Study protocol is the protocol signed by the higher education institutions performing the exchange which includes the curriculum and the credits of these courses defined before the Exchange period is initialled. In this protocol, courses and their credits which the concerned student will take in the Host higher education institution and substitution and credits of these courses are clearly specified. By signing, Student states that the courses are approved and are to be attended. The Home department confirms that the courses taken by this protocol are admitted. Accreditation of the courses is approved by the faculty/institute/conservatory/school/vocational school of the concerned academic unit. The study programme admitted with this protocol shall serve as the purpose of the programme that the student currently studies.

(2) The study protocol is drafted before the exchange and recorded by the Home and the Host higher education institution authorities. The study protocol is drafted in three copies and one copy is kept by each of the parties including the student. The Study Protocol is also signed by the concerned head of department, the concerned Coordinator and Institutional Coordinator. Changes that will be made on the study protocol with several reasons shall be made within 30 days at the latest following the beginning of academic term of the Host higher education institution and this document shall be ratified by the student and the Home and the Host higher education institution authorities. This period shall not be later than the dates of compulsory exams of the Host higher education institution which the student is supposed to take. MEVDEP scholarships of the students who could not accomplish the exchange due to a reason appeared in study protocol are suspended and payments made are collected back.

(3) The student cannot retake the exam he/she has passed or take this course which is indicated in the study protocol.

(4) Course loads of the students based on the credits specified in the frame of common credit system cannot be less than the course load that they have to take in the same half-year. In the Exchange, course credits are taken into account, not the course numbers.

(5) Both higher education institutions take necessary precautions in order to prevent the issues about retake of the courses which can occur because students may have taken or will take them in their institutions and equalization between the courses and to avoid loss of credit, course, term or year of the students during exchange period. In completion of the credits, to avoid repetition of the courses, courses from the sub-class and superior class of the higher education institution may be chosen.

(6) Students cannot take make-up examinations in courses failed in their higher education institution that they are registered at. However, they can participate in summer schools.

### **Student Obligation**

**ARTICLE 14-** (1) Students who have granted admission file from the Host higher education institution are deemed to have undertaken the student obligations. Scholarships of the students granted within MEVDEP are suspended if it is realized that they do not initiate the study without an excuse although they have granted admission files from the Host higher education institution. If available, refund of the payments made are requested. In this case, students cannot be a student in neither education level nor with or without scholarship.

(2) The Student who has been granted Student Admission Files is obliged to update their registrations at the department that they are registered at within the time period and furthermore in period of registration they make their registrations at the higher education institution that they will go for study. Documents regarding arriving and outgoing students are maintained by Institutional Coordination Offices of the University.

(3) It is the students' responsibility to arrange travel and visa procedures. However, the Institutional Coordination Office provides guidance, help and support about these issues to the students.

### **Exchange of Non-scholarship Student**

**ARTICLE 15-** (1) It may be granted that students may utilize their own personal means provided that the student quota is enough for exchange in protocols and it is in accordance with other terms of MEVDEP.

(2) Other scholarships and loans that students get continue within the period of study.

## **PART FOUR**

### **Academic Staff Mobility**

#### **Scope and time of academic staff mobility**

**ARTICLE 16-** (1) The academic staff employed in the University and foreign higher education institutions that have signed the Protocol can join academic staff mobility.

(2) Academic staff mobility period 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 cannot be less than total six hours weekly.

#### **Academic staff mobility documents**

**ARTICLE 17-** (1) The main document regarding academic staff mobility is the Mevlana Academic Staff Mobility Plan drafted by academic staff participated to the programme. In the aforesaid Plan, activities which academic staff will perform are mentioned in a detailed way.

(2) Academic staff attending the exchange programme submit a signed and stamped Academic Staff Participation Document drafted by the higher education institution to which he/she has gone and Academic Staff Mobility Final Report drafted by themselves to the Institutional Coordination Office in 15 days at latest after the activity is completed.

## **PART FIVE**

### **Miscellaneous and Final Provisions**

#### **Situations for which there are no provisions**

**ARTICLE 18-** (1) In order to solve the problems that may be encountered during the implementation of this Directive, the provisions of the Regulation on the Higher Education Institution Mevlana Exchange Programme which was published in the Official Gazette dated 23/08/2011 and numbered 28034 shall be taken as basis.

#### **Enforcement**

**ARTICLE 19-** (1) This Directive enters into force at the date when it was accepted in the Senate.

#### **Execution**

**ARTICLE 20-** (1) The provisions of this Directive are executed by the Rector.