

THE REPUBLIC OF TURKEY
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE OF MEVLANA EXCHANGE PROGRAM

PART ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1- The purpose of this directive is to prepare the necessary substructure regarding Mevlana Exchange Program in Nevşehir Hacı Bektaş Veli University and to regulate the principles of foundation, functioning and duties of Mevlana Coordinatorship that has been founded as directly affiliated to the Rectorate in order to commence, carry out and develop these relations.

Scope

ARTICLE 2- The principles of this directive contain the process of student and academic staff mobilities as well as the duties and the authorities of the related units and persons.

Legal Basis

ARTICLE 3- This directive has been prepared on the basis of Mevlana Exchange Program Regulation that was published in the Official Gazette, dated 23/08/2011 and numbered 28034, and on the basis of the related clauses and sub-clauses of the Articles 7, 10 and 65 in the Law numbered 2547 and dated 4/11/1981.

Definitions

ARTICLE 4- The terms used within the content of this directive and their explanations are as follows:

- a) Unit Coordinator: the academic staff, appointed by the highest authority in a unit, to execute Mevlana Exchange Program on unit level.
- b) Departmental Coordinator: the academic staff, appointed by the related unit, to execute Mevlana Exchange Program on the departmental level.
- c) Institutional Coordinator: the staff, a direct subordinate to the highest authority or his/her deputy in the higher education institution, who is responsible for executing the tasks of Mevlana Exchange Program Coordination Office.
- ç) Mevlana Exchange Program: the student exchange program executed within the framework of the agreements between the institutions of higher education in the country and those abroad.
- d) Office: the International Relations Office that is in charge of executing the processes related to the exchange programs.
- e) Rector: the Rector of Nevşehir Hacı Bektaş Veli University.
- f) Senato: the Senate of Nevşehir Hacı Bektaş Veli University.

g) University: Nevşehir Hacı Bektaş Veli University.

ğ) CoHE: The Council of Higher Education.

PART TWO

Office, Authorities, Units and Duties

The Institutional Coordinator and His/Her Duties

ARTICLE 5- (1) The institutional coordinator is appointed by the Rector. He/She is the authorizing officer and grants approval for all kinds of disbursement. Depending on the intensity of the workload, the coordinator can appoint up to two persons as the vice coordinator. The institutional coordinator:

- a) provides coordination in any subject related to Mevlana Exchange Program.
- b) signs the documents of the beneficiaries.
- c) ensures that decisions about Mevlana Exchange Program are taken and executed.
- ç) coordinates and checks the operation of Mevlana Exchange Program.
- e) coordinates the administrative workload about the incoming and outgoing students who are selected within the framework of Mevlana Exchange Program.
- f) ensures the promotion of the program, the preparation of the promotional materials, the correspondence with the partner universities, making new agreements and updating the existing agreements.
- g) ensures the coordination of the office with the Rectorate, unit and departmental coordinators, Registrar's Office and Financial and Administrative Office.

Unit Coordinator and His/Her Duties

ARTICLE 6- (1) The unit coordinator is appointed from among the academic staff by the highest authority of each academic unit. He/she informs the departmental coordinator about the latest developments and decisions. Their duties are as follows:

- a) The unit coordinators prepare drafts for the possible agreements for their units and presents opinion for the proposed agreements.
- b) The unit coordinator ensures the coordination among the departmental coordinators and the execution of the decisions.
- c) The unit coordinator signs documents when a departmental coordinator is out of office.
- ç) The unit coordinator, along with the board of management in that unit, is responsible for the grade conversion and course equivalences following the student's completion of his/her mobility.

Departmental Coordinator and His/Her Duties

ARTICLE 7- (1) The departmental coordinator is appointed from among the academic staff by the highest authority of each academic unit. Their duties are as follows:

- a) They promote Mevlana Exchange Program and organize activities of orientation in their academic units.
- b) They make preparations for bilateral agreements, discussing with the institutions of higher education abroad and proposes these agreements to Mevlana Institutional Coordinator.
- c) They provide the students with supervision for the pre-mobility and after mobility documents and specify the list of the courses to be taken in the host institution.
- d) They, along with the unit coordinator and the board of management in that unit, are responsible for the grade conversion and course equivalences following the student's completion of his/her mobility.

Office's Fields of Activity

ARTICLE 8- (1) The fields of activity of the coordinatorship are:

- a) To establish, develop and maintain cooperation with the universities abroad, considering the needs and the potential of the university.
- b) To organize programs of orientation for the incoming students and teaching staff.
- c) To prepare necessary protocols for Mevlana Exchange Program.
- ç) To promote the university abroad and to inform about the mechanism of the program.
- d) To select and assess the students who are going to benefit from the program.
- e) To specify the programs to be attended by the incoming/outgoing students and teaching staff and prepare the documents that they are going to need.
- f) To ensure smooth functioning of Mevlana Exchange Program by holding meetings with Unit and Departmental Coordinators.

PART THREE

Application, Exchange, Principles of Evaluation and Courses

The Principles of Student Exchange

ARTICLE 9- (1) The students who are enrolled in formal education programs in the institutions of higher education can participate in the student exchange within the framework of Mevlana Exchange Program. Within the framework of exchange, the student receives an education in a part of his/her total education in an institution of higher education, which is a counterpart in the Mevlana Exchange Protocol. The period of exchange covers at least one semester and at most two semesters. The calculation of the duration of the semester may change depending on the regulations of the concerned universities. However, the total duration of the exchange cannot exceed one academic year.

(2) The students who are enrolled in distance education and the students, with special status, from outside the university cannot benefit from Mevlana Exchange Program.

(3) The preparatory class students and freshmen of the two-year programs and undergraduate programs as well as graduate students in the preparatory and scientific preparation classes cannot benefit from this program in the first semester of their education.

Announcement of Student Exchange

ARTICLE 10- (1) The Office announces information regarding the application for the exchange on the website and announces a call for application in accordance with the quotas stated in the protocols. In these announcements, information regarding the terms of the application and application process is included. CoHE is the authority that decides on the terms of applications, dates of application, or any changes on the application.

Evaluation of the Applications and the Selection of the Students

ARTICLE 11- (1) The International Relations Office of the University specifies the number of incoming and outgoing students, in accordance with the protocols, regarding the amount of sum allocated to the University. The University cannot select any students for Mevlana Exchange Program prior to signing a Mevlana Exchange Program Protocol.

(2) In the evaluation, 50% of the grade point average of the students who meet 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 Mevlana Exchange student are taken into account and students are ranked using the cumulative value of these two factors.

(3) In the selection process, the students are expected to submit a result of a language exam that will be attended by all of the applicants.

(4) The result of the evaluation is announced on the website of the Office.

(5) Provisions of this article are applied to the evaluation and selection of the incoming students. However, the evaluation and student selection of the incoming students are carried out within the knowledge of the relevant academic unit of the domestic signatory institution.

Study Protocol

ARTICLE 12- (1) The Study Protocol is the document, signed by the sending and receiving institutions, that includes the course list and credits that has been decided on prior to the start of the exchange program. In this protocol, the courses along with their credits that the student is going to take in the host institution and the equivalents of these courses in the home institution are supposed to be stated. While preparing this document, the departmental coordinator mentors the student. The student declares that he/she confirms these courses and he/she is going to follow them with a signature. The university guarantees that the courses stated in the study protocol will be accepted. The equivalence of the courses is ratified by the administrative body of the concerned academic unit. The study program that is ratified with this study protocol has to be in accordance with the program in which the student is currently enrolled.

(2) The study protocol is drafted before the exchange and recorded by the student and university authorities. The study protocol is prepared in three copies and the signatories, as well as the

student, keeps each copy. The study protocol is signed by concerned head of departments and top directors of the higher education institutions which concluded Mevlana Exchange Program protocol or other authorized concerned persons. Any changes to the original study protocol have to be made within 30 days following the start of the academic semester of the host institution, and these changes have to be ratified by the student and the signatory institutions. The deadline of the changes, by no means, cannot be later than the dates of exams in the host institution. Mevlana Exchange Program scholarships of the students who cannot complete his/her exchange due to a reason arising from study protocol is suspended and the payments already transferred to him/her are to be returned by the student.

(3) Mevlana Exchange Program student cannot retake the exam stated in the protocol that he/she passed or cannot retake these courses.

The Equivalence of the Courses

ARTICLE 13- (1) The course loads of the Mevlana Exchange Program, based on the credits determined within the framework of a common credit system, cannot be less than the course load that the student is supposed to take in the same academic semester in the home institution. In the exchange, the credits of the courses are counted, not the number of courses. The institutions of higher education may base their systems on ECTS system as well as any other credit system on which the signatories agree. However, the national credits of the courses have to be stated in the study protocol.

(2) The signatory institutions of higher education take necessary steps to prevent the students from taking the same courses in the home institution and the host institution, to ensure the equivalence of the courses in the home and host institutions, and to ensure that the students do not extend their period of study or lose credits during the period of exchange. To this end, the courses belonging to lower or higher classes in the host institution can be taken in order to prevent retaking of the courses in the completion of necessary credits.

(3) The credits of the courses and the equivalents of these courses are clearly stated in the study protocol, under the supervision of unit/departmental coordinator, prior to the start of the academic semester. The Office cannot be held responsible for specifying the equivalence of the courses. The Office checks the study protocols in terms of their formal compliance with the regulations.

(4) In the equivalence of the courses that the student passed, the passing grade of the host institution is considered. The students who want to go to the institutions with a different grading and passing system are informed about this before the period of exchange. The students who sign the study protocol are deemed to have been informed about the subject.

(5) The equivalence of the courses is ratified by the administrative board of the concerned academic unit. The courses that Mevlana Exchange Program students have passed successfully are stated in the transcript of records of the home institution.

Course Repetition, Conditional Pass, Make-up Exam

ARTICLE 14- (1) If, for whatever reason, the exchange student fails the course(s) in the host institution, he/she has to repeat this/these course(s) in the University (home institution). The repetition of the course is carried out by taking the course(s) which was/were admitted as equivalent in the study protocol of the student. No repetition can be done in the host institution.

After his/her return, the student cannot take any course, that is not stated in the study protocol, as the repeated course.

(2) Conditional pass is not valid for Mevlana Exchange Program students. Students who have failed a course may take a make-up examination only in the host institution. They cannot take a make-up exam in the home institution for the failed one in the host institution. However, these students can attend summer courses, instead of make-up exams.

(3) The University cannot request more fees from the students who fail and attend the summer course than it requests from the regular students. No payment shall be made to these students within the framework of Mevlana Exchange Program.

(4) The students take one-course exams in the home institution.

(5) The students that are expected to submit a thesis or subject to a similar procedure submit their studies to the University. The students are subject to the regulations of the University in the fields of internship, laboratory etc.

Academic Recognition

ARTICLE 15- (1) Nevşehir Hacı Bektaş Veli University recognizes the equivalence of all courses passed at the end of Exchange period. These courses are stated in the diploma supplement.

(2)The name/code and the credits of the courses taken within the framework of Mevlana Exchange Program are stated in the system of the home university, without any change, in accordance with the Senate Decisions dated 07.04.2017 and 24.08.2017.

Miscellaneous and Final Provisions

ARTICLE 16- (1) The situations that are not addressed in this directive are subject to the related legislations and Senate and Administrative Body decisions.

ARTICLE 17- (1) This directive enters into force at the moment when it is ratified by the Senate.

ARTICLE 18- (1) The provisions of this Directive are executed by the Rector.