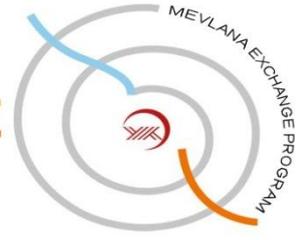




MEVLANA
EXCHANGE
PROGRAM



Hitit University
International Relations Office
Mevlana Exchange Program Coordinatorate
Guide for Incoming Students
2018/2019 Academic Year

Institutional Mevlana Code	D19-MEVLANA-01
Rector	Prof. Dr. Reha Metin ALKAN
Vice-Rector	Prof. Dr. Mustafa BIYIK Prof. Dr. Nurcan BAYKAM
Mevlana Exchange Program Institutional Coordinator	Assoc. Prof. Dr. Gökçe MEREY Phone: +90 364 219 19 30 E-mail: gokcemerey@hitit.edu.tr
Mevlana Exchange Program Coordinatorship	Inst. Esra AKDOĞAN Phone: +90 364 219 19 95 E-mail: mevlana@hitit.edu.tr esraakdogan@hitit.edu.tr
Postal Address	Hitit Üniversitesi Kuzey Kampüsü Çevre Yolu Bulvarı 19030 Rektörlük Mevlana Değişim Programı Koordinatörlüğü 1.Kat Çorum / TÜRKİYE Website: www.hitit.edu.tr www.mevlana.hitit.edu.tr
Official Language of Instruction	Turkish, with the courses in English on demand

Mevlana Exchange Program Unit Coordinators

Faculty of Economics and Administrative Sciences	Assist. Prof. Dr. Ayşe Cansu GÖK KISA
Faculty of Divinity	Assoc. Prof. Dr. Cemil HAKYEMEZ
Faculty of Arts and Sciences	Assoc. Prof. Dr. Elif DALYAN
Faculty of Engineering	Assist. Prof. Dr. Çetin ÇAKANYILDIRIM
Physical Education and Sports School	Assist. Prof. Dr. Hasan Erdem MUMCU
Health School	Assist. Prof. Dr. Derya ATABEY

IMPORTANT DATES OF THE ACADEMIC YEAR 2018 -2019

Fall Term : September 2018 – January 2019

Spring Term : February 2019 – June 2019

2018 -2019 Public Holidays

14-17 June 2018 : Ramadan Bairam

30 August 2018 : Victory Day

20-26 August 2018 : Kurban Bairam

29 October 2018 : Republic Day

01 January 2019 : New Year

23 April 2019 : National Sovereignty and Children's day Holiday

01 May 2019 : Labor and Solidarity Day Holiday

19 May 2019 : Commemoration of Atatürk Youth and Sports Day Holiday

NOTE: Our university as well as other official institutions is closed on public holidays.

Students are required to arrive in Çorum in the working days and hours.

Working Days: Monday to Friday (8.30 a.m. – 5.30 p.m.)

MOBILITY PROCESS

Before the Exchange

Necessary Documents:

1. Student Application Form
2. Student Information Form
3. Learning Protocol (3 original copies **signed** and **stamped**)

Important Note: The documents are available on our website <http://www.mevlana.hitit.edu.tr/mevlana-degisim-programi/belgeler/belgeler> and should be filled out in computer environment, not by hand and sent to your International Relations Office.

- Learning Protocol must be prepared according to the course programs of the relevant departments.
- Learning Protocol must be confirmed and signed by the students' academic units and university.
- The confirmed and signed Learning Protocols must be sent to Hitit University Mevlana Exchange Program Coordinatorate by e-mail.
- The Learning Protocols will be confirmed by the relevant units in Hitit University and sent back to the student's university.
- Upon students' arrival at Hitit University, students are required to bring 3 original copies of their Learning Protocols to Hitit University.

4. Letter of Acceptance (Prepared by Hitit University)
5. Health Insurance : All students must arrange private Health Insurance before coming to Turkey and bring with them the insurance document with a Turkish translation. Before your arrival, please visit the website of Directorate General of Migration Management (<http://e-ikamet.goc.gov.tr/>) and read all the steps/necessary documents carefully. *Host university is not responsible for the problems which may occur during your residence permission process.*

ACADEMIC PROGRAMS IN HITIT UNIVERSITY

While preparing the Learning Agreement, please visit <http://bilgipaketi.hitit.edu.tr/> webpage in order to see **the courses taught in the departments of Hitit University.** Please follow the steps below in order:

- Visit <http://bilgipaketi.hitit.edu.tr/>
- Choose the English version.
- Click on *Academic Programmes* (on the left side of the page with blue color).
- Choose a department/program.
- Click on *Course Structure Diagram with Credits* (on the left side of the page with blue color).
- You will see the syllabus. Click on each course to see the course contents.

NOTE: The language of instruction is Turkish. Please contact to our coordinatorate for your demands on English courses.

Deadline for sending the required documents:

Now, you are ready to participate in Mevlana Exchange Program for your study!

Welcome to TURKEY/Corum/Hitit University!

During the Exchange

Necessary Documents:

1. **Residence Permit** : With the educational visa(for the countries required), the students will apply for residence permit. Students should pay a one-time fee of around 60 TL(20 \$) for their residence permit. All the documents needed for residence permit have to be complete. Please visit the website of Directorate General of Migration Management (<http://e-ikamet.goc.gov.tr/>) and read all the steps/necessary documents carefully.
2. **Identification Number** : In order to have TL account for their scholarship, students need to get an identification number from the tax office.
3. **Turkish Lira Account** : When the students get their residence permit, they need to open a bank account from Halkbank in order to get their scholarship.
4. **Mevlana Student Scholarship Agreement** : Students will receive this document showing the details about the scholarship with the signature from Mevlana Coordinatorship of Hitit University.
5. **12 passport size photos** : (for your residence permit, course and dormitory registration process)
6. **Health Insurance** : **Students have to take out a health insurance policy which is valid in Turkey. It means that the counterpart company has to confirm the policy when you have arrived in Turkey. OR**

you can take out your health insurance upon your arrival in Turkey. (This document is important and compulsory for getting your residence permit.)

After the Exchange

Necessary Documents:

1. Student Final Report
2. Student Transcript
3. Student Certificate of Attendance

ACCOMODATION

Private Dormitory:

We help the students to find a rental shared room which costs around 600 – 800 TL(250\$) per month with/out food.

For female students:

- Anadolu Kız Apart: <http://www.anadolupart.com/>
- Kul Kız Apart: <http://www.kulkizapart.com/>

For male students:

- Çorum Buhara Yükseköğretim Erkek Öğrenci Yurdu: http://www.iyc.org.tr/corum_yurdu
- Özdoğan Erkek Apart: <http://www.ozdoganapart.com/>

SCHOLARSHIP

Incoming Mevlana Exchange Program Student Scholarship: 1.000 TL (monthly)

80% of the scholarship is paid monthly (4 months) to the student. The remaining amount 20% is paid according to the duration of the mobility indicated in the Certificate of Attendance and the success of the student.

The credits are taken into consideration while paying the rest of the scholarship (the ratio between the total number of the credits of the courses completed, the number of the courses that the student is obliged to take and the total number of credits of all obligatory courses).

!!! Important Note: It will last almost one month for students to get their scholarships because of official procedures (getting residence permission, opening bank account). Therefore, students are required to come prepared economically for their expenses.

TRANSPORTATION

First Arrive in Çorum!

Students are required to arrive in Çorum in the working days and hours in case they need help to find their dormitories and the university. You may contact to Inst. Esra AKDOĞAN with the phone number +90 364 219 19 95.

Urban Transportation

Public transportation vehicles in every 15 minutes from the main bus stop around Clock Tower in the city center enable transportation to the North Campus of our university.

Intercity Transportation

Intercity transportation with the bus is possible at all hours of the day and night in Çorum. Çorum is 243 km far from Ankara, 175 km far from Samsun and 614 km far from İstanbul.

Air Transportation

The nearest airport to Çorum is in Merzifon, Amasya. It takes around 30 min from the airport to our university by taxi or service bus. There are flights from İstanbul Atatürk Airport and İstanbul Sabiha Gökçen Airport to Merzifon Airport with Turkish Airlines and Pegasus Airlines.