

INTERNATIONAL OFFICE MEMO

To : All Academic Staff & Students

From : Director, International Office

c.c. : President & Vice Chancellor
VP & Deputy VC (Administration, Planning and Global Engagement)
VP & Deputy VC (Academic, Research and Industrial Engagement)
VP & Deputy VC (Student Development and Community Engagement)

Date : 26 February 2020

Reference No. : UNISEL/IO/MOB/2020/10

Subject : **APPLICATION FOR 'MEVLANA EXCHANGE PROGRAMME' AT
ISPARTA APPLIED SCIENCE UNIVERSITY, TURKEY**

Please be informed that application for 'Mevlana Exchange Programme' for 2020/2021 session has opened. The purpose of the programme is to have exchange of academic staff and students between Universiti Selangor, Malaysia and **Isparta Applied Science University, Turkey**.

2. Within the framework of the Mevlana Exchange Programme, students registered in formal education at higher education institutions can participate in student Exchange. Exchange involves the student registered at higher education institution to continue part of his/her education in another higher education institution which is a party of Mevlana Exchange Programme Protocol. The Student Exchange period consists of at least one, at most two terms. The calculation of terms can be revised by considering the education system. However, the total exchange period shall not exceed one education-training year.

3. In the scope of mobility, academic activities of academic staff cannot be less than total six hours weekly. In hourly calculation of the activities performed by academic staff, courses are considered. If course hours do not complete six hours, academic activities like seminars, panels or conferences are evaluated in this context. Academic staff mobility plans which do not contain lectures shall not be considered within Mevlana Exchange Programme and accepted for the Exchange.

4. Below are the required documents :

A. ACADEMIC STAFF

- i. Academic Staff Information Form
- ii. Academic Staff Mobility Programme
- iii. CV
- iv. 1 photo

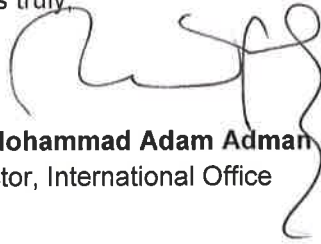
B. STUDENTS

- i. Candidate Student Application Form
- ii. Transcript of Records
- iii. Language Skill Score Document
- iv. 1 photo

5. All documents must be in softcopy form and computer-typed (*hand written is not accepted, except signature*). Final date for submission of documents to International Office is **on/before 5 March 2020** through email ***mobility@unisel.edu.my***. Any enquiries please refer to <https://mevlana.isparta.edu.tr/en> or contact our Mobility Coordinator, Ms Nursyuhada Suhaimi at 0355223564.

Thank you.

Yours truly,



Dr. Mohammad Adam Adman
Director, International Office

