



**Alanya Alaaddin Keykubat  
University**

**2019-2020 Academic Year  
International Relations Office**

**Mevlana Exchange Programme**

**Information Pack for Incoming  
Academic Staff**



<b>Official Name</b>	ALANYA ALAADDIN KEYKUBAT UNIVERSITY
<b>Mevlana Institutional Code</b>	D07-MEVLANA-02
<b>Rector</b>	Prof. Dr. Ahmet PINARBAŞI
<b>Advisor to the Rector for International Relations</b>	Prof. Dr. Leyla HARPUTLU
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<b>Official language of instruction</b>	Turkish and a growing number of courses in English.

## Organization of the Academic Year 2019-2020



Fall Semester	Spring Semester
The Beginning of the Classes: September 2019	The Beginning of the Classes: February 2020
The End of the Classes: December 2019-January 2020	The End of the Classes: May 2020
Final Exams: January 2019	Final Exams: May-June 2020



### 2019 Public Holidays

Date	Day	Holiday
1 Jan	Tue	New Year's Day
23 Apr	Tue	Children's Day
1.May	Wed	Labour Day
19.May	Sun	Youth and Sports Day
4 Jun to 6 Jun	Tue to Thu	Ramazan Bayramı Holiday
15 Jul	Mon	Democracy and National Solidarity Day
11 Aug to 14 Aug	Sun to Wed	Kurban Bayramı Holiday
30 Aug	Fri	Victory Day
29 Oct	Tue	Republic Day

### 2020 Public Holidays

Date	Day	Holiday
1 Jan	Wed	New Year's Day
23 Apr	Thu	Children's Day
1.May	Fri	Labour Day
19.May	Tue	Youth and Sports Day
24 May to 26 May	Sun to Tue	Ramazan Bayramı Holiday
15 Jul	Wed	Democracy and National Solidarity Day
31 Jul to 3 Aug	Fri to Mon	Kurban Bayramı Holiday
30 Aug	Sun	Victory Day
29 Oct	Thu	Republic Day

## Academic Staff Application Procedure (For the academic staff who are accepted for the Programme)



The documents detailed below are available on the Alanya Alaaddin Keykubat University website;  
<https://uio.alanya.edu.tr/tr/mevlana-programi/gerekli-belgeler>

They should be filled in and sent to your International Relations Office, duly signed:

### *Before the Exchange*

**1. Academic Staff Mobility Programme** (3 original copies): Before Academic Staff Members who intend to give lectures at Alanya Alaaddin Keykubat University under the terms of the Mevlana Programme can come to Turkey, an Academic Staff Mobility Programme must be prepared, confirmed, signed, and sent by the relevant university to the International Relations Office of Alanya Alaaddin Keykubat University by e-mail or by courier service. Any exchanges under the terms of the Mevlana Exchange Programme will not be possible if the Academic Staff Mobility Programme form has not been confirmed and signed by the Departmental Coordinator of the relevant academic unit, and by the Mevlana Exchange Programme Institutional Coordinator of Alanya Alaaddin Keykubat University, and a signed and stamped copy of the document sent back to the relevant university.

Upon arrival at Alanya Alaaddin Keykubat University, Mevlana academic staff members need to give 3 original copies of their Academic Staff Mobility Programme forms to the International Relations Office of Alanya Alaaddin Keykubat University.

### ***During the Exchange***

1. **Academic Staff Scholarship Petition:** This document will be prepared by the Alanya Alaaddin Keykubat University International Relations Office.
2. **Travel documents:** Flight tickets, original flight ticket invoices, boarding cards.

**NOTE:** Scholarship and travel expenses will be paid to academic staff members by the Alanya Alaaddin Keykubat University International Relations Office upon their arrival.

### ***After the Exchange***

1. **Academic Staff Certificate of Attendance:** This document will be prepared by the Alanya Alaaddin Keykubat University International Relations Office.
2. **Academic Staff Mobility Final Report Form:** This document is filled in and signed by the academic staff member, and then delivered to the Alanya Alaaddin Keykubat University International Relations Office.



### **Accommodation**

Alanya Alaaddin Keykubat University cannot provide accommodation for visiting academic staff members. However, Alanya is a touristic town and there are many accommodation options at various hotels. If your visit is in the summer period, it is highly recommended for you to book your room in advance as the hotels might be full in that period.



## Scholarships

Scholarships for Incoming Mevlana Exchange Programme Academic Staff Members:  
(From a Decision of the Board of the Council of Higher Education)

### Travel Expenses

Countries	Travel Expenses (TL)
Asia Pacific, Latin America, North America	4.500
Sub-Saharan Africa, Central Asia	3.500
Europe, South Caucasus, South Asia, Middle East, North Africa	3.000

### Payment Table According to Academic Title

Title	Daily Expenses (TL)
Professor	50
Associated Professor	50
Assistant Professor	50
Other	40

Please find Mevlana Exchange Programme Countries from the following link:  
<https://uio.alanya.edu.tr/ctrcms/media/10/tmp/doc/Mevlana%20C>