

إعلان حول إستضافة جامعة "METU" التركية لأربعة طلبة من جامعة المنستير للدراسة في إطار برنامج "إيراسميس +".

في إطار برنامج "إيراسميس +" أتشرف بإعلامكم أن جامعة METU التركية تقترح علينا إستضافة 4 طلبة من المرشحين بالسنة الأولى و الثانية من الإجازة الأساسية وكذلك من المرشحين بالدكتوراه و ذلك للإلتحاق للدراسة بالجامعة التركية بالسداسي الثاني من السنة الجامعية 2016/2017 في الإختصاصات المتوفرة بالجامعة المذكورة.

فعلى الطلبة الراغبين في الترشح موافقتنا عن طريق التسلسل الإداري بملفات ترشحهم والمتكونة وجوبا من:

1. بالنسبة لطلبة السنة الأولى والثانية من الإجازة الأساسية

- سيرة ذاتية،
- كشف أعداد البكالوريا
- كشوف أعداد كافة السنوات الجامعية (بالنسبة لطلبة السنة الثانية)
- نسخة من الصفحة الأولى من جواز السفر أو نسخة من بطاقة التعريف الوطنية.
- رسالة تحفيز باللغة الإنجليزية
- مطبوعة " Confirmation of Language skills " ممضاة من طرف رئيس المؤسسة بعد إمضائها من طرف أستاذ قار في مادة الإنجليزية ينتمي إلى المؤسسة التي يدرس بها الطالب.
- مطبوعة " Learning Agreement for Studie " ممضاة من الطالب ورئيس قسمه والمدير أو العميد

2. بالنسبة لطلبة الدكتوراه :

- سيرة ذاتية،
- كشف أعداد البكالوريا
- كشوف أعداد كافة السنوات الجامعية
- نسخة من الصفحة الأولى من جواز السفر أو نسخة من بطاقة التعريف الوطنية.
- مقترح البحث باللغة الإنجليزية (صفحة واحدة) ممضى من طرف الأستاذ المشرف
- مطبوعة " Confirmation of Language skills " ممضاة من طرف رئيس المؤسسة بعد إمضائها من طرف أستاذ قار في مادة الإنجليزية ينتمي إلى المؤسسة التي يدرس بها الطالب.
- مطبوعة "Reference Letter" بعد إمضائها من طرف أستاذ في الإختصاص الذي ينتمي إليه الطالب المترشح.

علما و أن آخر أجل لتقديم الترشيحات حدد ليوم الثلاثاء 28 ديسمبر 2016. هذا وتجدر الإشارة إلى أن النسخ الرقمية للوثائق المطلوبة على موقع واب الجامعة.

رئيس الجامعة
الأستاذ محجوب الصوفي





CONFIRMATION OF LANGUAGE SKILLS

Medium of instruction at METU is English at all levels and programs. Please bear in mind that in order to be able to follow courses at METU, students must have adequate level of English, meaning B1 level language competence according to CEFR, Common European Framework of Reference for Languages (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

This form should be signed by an English language teacher or the home university's / institution's International Office staff.

To be completed by the applicant:

| | |
|---------------------------|-------------|
| Last name: | First name: |
| Sending Institution: | |
| Program / Field of Study: | |

To be completed by the home university / institution

We hereby confirm that the above-named student is capable of the minimum language level B1 in English according to CEFR (Common European Framework of Reference for Languages):

| | | | | | |
|--|---|-----------------------------|--|-----------------------------|-----------------------------|
| English Proficiency Level: | <input type="checkbox"/> Native Speaker | <input type="checkbox"/> B1 | <input type="checkbox"/> B2 | <input type="checkbox"/> C1 | <input type="checkbox"/> C2 |
| English Language Test Score ¹ : | TOEFL score and date: | IELTS score and date: | Home University Internal Examination score and date: | Other (please explain): | |
| Comments: | | | | | |

| | | | |
|----------------------------|--------|------------------------------|--|
| Name of signatory: | | Function of signatory: | |
| Phone number of signatory: | | E-mail address of signatory: | |
| Place and date: | | | |
| Signature: | Stamp: | | |

¹ This field is mandatory. If the student has a TOEFL / IELTS or other internationally recognized English language test score, it must be sent to METU along with this document.



CONFIRMATION OF THE APPLICATION

This is to declare that we confirm the application of the below student to study at METU with Erasmus+ International Credit Mobility Program.

We hereby declare that the student is registered in a degree programme in our institution. He/she has been selected by our institution according to the EU Commission's principle that requires the application of a selection process which is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility (ICM Inter-Institutional Agreement, Part D). We agree with the study / research programme proposed by the student.

This certificate is issued upon the student's request to be used only as a requisite for the applied exchange program.

Please upload this form, signed and stamped by your Institution's International Office staff, along with your application documents.

To be completed by the applicant:

| | |
|----------------------|-------------|
| Surname: | First name: |
| Email: | |
| Sending Institution: | |
| Field of Study: | |

To be filled by the certifying Institution

| | | | |
|----------------------------|--------|------------------------------|--|
| Name of signatory: | | Function of signatory: | |
| Phone number of signatory: | | E-mail address of signatory: | |
| Place and date: | | | |
| Signature: | Stamp: | | |



MIDDLE EAST TECHNICAL UNIVERSITY
(METU)

FACT SHEET
2016 -2017 Academic Year

| | |
|--|---|
| Name of Institution | Middle East Technical University |
| Website of Institution | www.metu.edu.tr |
| Erasmus+ Institutional Coordinator Contacts Details | Assist. Prof. Dr. Hale Isik Guler, E-mail: hisik@metu.edu.tr , Tel: +90 312 210 4114 |
| Website for Exchange Students | ico.metu.edu.tr |
| Name, Title and Address of Contact for Incoming Students | International Cooperations Office Solmaz Izdemir Hall, Main Library Building Middle East Technical University 06800, Cankaya, Ankara/Turkey |
| E-mail Address: | ico@metu.edu.tr |
| Telephone Number: | + 90 312 210 Ext. 3486/3491/7178/7179 |
| Fax Number: | + 90 312 210 71 76 |
| Application Deadline: | Students (1. Through Erasmus+ K103 Intra Europe & 2. Mevlana and 3. Overseas Exchange Programs) November 15 to start in Spring Semester May 30 to start in Fall Semester/Academic Year Students of Erasmus+ K107 ICM program should consult METU International Cooperations Office for Application Deadlines Faculty Members (Erasmus+ K107 ICM Program only): There will be calls for application to come to METU. These will be announced by METU ICO. Faculty members are suggested to contact with their International Office at their home university. |

Semester 1 (Fall)

| | |
|--------------------------------|--|
| Preferred Arrival Date | 1 week before the classes officialy start |
| Registration/Orientation Dates | Orientation week starts 1 week before the classes start Registration is completed during the orientation week |
| Classes Start | September 26, 2016 |
| Classes End | January 6, 2017 |
| Final Exam Period: | January 9-21, 2017 |
| Preferred Departure Date | January 21, 2017 |

Semester 2 (Spring)

| | |
|--------------------------------|--|
| Preferred Arrival Date | 1 weeks before the classes start |
| Registration/Orientation Dates | Orientation week starts 1 weeks before the classes start Registration completed during the orientation week |
| Classes Start | February 20, 2017 |
| Classes End | May 26, 2017 |
| Final Exam Period: | May 29 – June 10, 2017 |
| Preferred Departure Date | June 10, 2017 |

International Summer School (only for fee paying students)

| | |
|--------------------------------------|---|
| Preferred Arrival Date | 1 week before the classes start |
| Registration/Orientation Dates | Orientation week starts 1 week before the classes start Registration completed during the orientation week |
| Classes Start | July 03, 2017 |
| Classes End | August 11, 2017 |
| Last Day of Semester/ Exam Period | August 12-15, 2017 |
| Preferred Departure Date | August 15, 2017 |

Academic and Enrollment Information

| | |
|---|--|
| Website for the Course Catalog | https://catalog.metu.edu.tr/ http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php |
| Website for Application | http://ico.metu.edu.tr/application |
| Application Deadline | Fall semester or Academic Year: 31 May Spring semester: 15 November |
| Language(s) of Instruction | English |
| Courses Taught in English or Website Address | All courses are taught in English. |
| What is the minimum enrollment requirement for exchange students (number of credits)? | Erasmus students are required to obtain 30 ECTS and other exchange programs students are advised to take at least 3 courses. |
| Application Requirements for Exchange Students | http://ico.metu.edu.tr/application |
| Language Requirements (such as proficiency tests) | English language proficiency level of B1 or TOEFL ibt 79 is strongly recommended, but English proficiency test score is not required. |
| Visa Requirements | Obtaining a student visa is strongly advised. |

Application Documents

<http://ico.metu.edu.tr/application>

- Application form (photo attached)
Erasmus+ KA107 (ICM) students will make online application
- Accommodation form (to be sent only to the accepted students by ICO)
- Official transcript (record of courses)
- Copy of passport
- Copy of health insurance valid in Turkey (can also be purchased in Turkey)

Scanned copies are accepted.

Accommodation and Other Services

| | |
|---|---|
| Accommodation application | http://ico.metu.edu.tr/accommodation |
| Type of accommodation | Only on-campus accommodation in dormitories is offered by METU. Students are free to look for off-campus accommodation. |
| Method of payment | A deposit and the first month accommodation installment will be paid during dorm registrations |
| Date students can move into dormitories | Dormitories are open to exchange students starting from a week before the orientation program |
| Disability support | Disability Support Center http://engelsiz.metu.edu.tr/en/ |
| Health issues on campus | METU Medical Center http://www.mc.metu.edu.tr/index-eng.php |



Type or Print Clearly

1-TO BE FILLED by the APPLICANT

| | | | | | |
|---|---------|---------|------|---------|---------|
| Name | | Surname | | Name | |
| Address | | | | City | Country |
| Applicant's Birth Date : ____ / ____ / ____ day month year | | | | | |
| Name of Recommender | | | | | |
| Surname | | Name | | | |
| occupation | address | | city | country | |

2- TO BE FILLED by the RECOMMENDER

Please provide the information requested below and return this reference letter as soon as possible to the applicant with your signature. We appreciate your cooperation in evaluation of the candidate.

How long and in what capacity have you known applicant?/

How does the applicant compare to others whom you have known so far in similar category

| | Top 5% Outstanding | Top 10% Excellent | Top 25% Above Average | Top 50% Fair / Average | Bottom 50% Below Average | Not Observed |
|-------------------------------|-----------------------|----------------------|--------------------------|---------------------------|-----------------------------|-----------------|
| Knowledge in discipline | | | | | | |
| Motivation | | | | | | |
| Ability to work independently | | | | | | |
| Speaking Skills | | | | | | |
| Writing Skills | | | | | | |
| Willingness to cooperate | | | | | | |
| Overall | | | | | | |

Please use back of this form or attach separate letter if you would like to make additional comments on the applicant

Signature: _____ Date: ____ / ____ / ____
Day Month Year

Name : _____ Position : _____

University: _____ Phone: (____) _____
area code



| | | | | | | | |
|-----------------------|----------------------------------|--------------------|---|---|-----------|---|---------------------------------|
| Student | Last name(s) | First name(s) | Date of birth | Nationality ¹ | Sex [M/F] | Study cycle ² [please select one] | Field of education ³ |
| | | | | | | Undergraduate / Master / Doctorate | |
| Sending Institution | Name | Faculty/Department | Erasmus code ⁴ (if applicable) | Address | Country | Contact person name ⁵ ; email; phone | |
| | | | | | | | |
| Receiving Institution | Name | Faculty/Department | Erasmus code (if applicable) | Address | Country | Contact person name; email; phone | |
| | Middle East Technical University | | TR ANKARA04 | Üniversiteler Mahallesi, Dumlupınar Bulvarı No:1 06800 Çankaya Ankara, Turkey | Turkey | | |

BEFORE THE MOBILITY

| Study Programme at the Receiving Institution | | | | |
|--|---|-------------------------------------|---|-------------------|
| Planned period of the mobility: from to ¹ | | | | |
| Component ⁶ code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue ⁷) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) ⁶ to be awarded by the Receiving Institution upon successful completion | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:
https://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php

The level of language competence⁹ in English that the student already has or agrees to acquire by the start of the study period is:
 A1 A2 B1 B2 C1 C2 Native speaker

| Recognition at the Sending Institution | | | | |
|--|---|-------------------------------------|--|-------------------|
| Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Provisions applying if the student does not complete successfully some educational components:
 [web link to the relevant information].....

Please refer to your letter of acceptance sent by METU International Cooperations Office.



**Higher Education
Learning Agreement for Studies**

2016/2017

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Signature |
|---|------|-------|-----------------------------------|------|-----------|
| Student | | | Student | | |
| Responsible person ¹⁰ at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution ¹¹ | | | Erasmus+ Departmental Coordinator | | |



Higher Education Learning Agreement for Studies

2016/2017

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

⁶ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.