INTERNATIONAL RELATIONS OFFICE · INTERNATIONAL COOPERATION UNIT

Short-Term Academic Programme for Students

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1 Request Submission

PARTNER INSTITUTION

The **International Relations Office** of the home institution sends the request to MSKÜ in **one e-mail** to **cooperation@mu.edu.tr**, at least **3 months** before the proposed start date. Attachments:

Request Form
Completed and signed, together with the official request letter and the draft programme

Participant List
Excel template (.xlsx), one row per participant; not scanned

Participant Documents
One PDF per participant: passport, student certificate, transcript, CV and motivation letter

TAILORED ACADEMIC PROGRAMME
Lectures, seminars and workshops at the host unit

ACADEMIC OBSERVATION PROGRAMME
Observation only; no participation in practice or work

RESEARCH ATTACHMENT PROGRAMME
Research or thesis work under an MSKÜ academic

2 Host Unit Consultation

MSKÜ INTERNATIONAL OFFICE

- The request is checked for completeness. Incomplete requests are not processed.
- The MSKÜ International Office consults the requested faculty / department on capacity, content and dates.

3 Is the request accepted by the host unit?

MSKÜ INTERNATIONAL OFFICE

YES
The MSKÜ International Office issues the **invitation letter** and sends it to the International Relations Office of the home institution.

NO
The International Relations Office of the home institution is informed of the decision.

4 Programme and Activity Report

HOST FACULTY

The programme is carried out at the host unit. After completion, the faculty informs the MSKÜ International Office of the **activities carried out**, the **participants** and the **dates**.

5 Certificate of Attendance

MSKÜ INTERNATIONAL OFFICE

Upon request of the home institution, the MSKÜ International Office issues a **certificate of attendance** for each participant, based on the activity report of the host faculty.

Please note: All costs are borne by the participants or the home institution. MSKÜ does not offer internships, traineeships or any activity requiring a work permit through this process. Participants are responsible for complying with the Turkish legislation on foreigners.