



# BURSA ULUDAĞ UNIVERSITY

## ORHUN EXCHANGE PROGRAM

Updated on  
03.06.2025

### ACADEMIC STAFF GUIDE

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*Dear Academic Staff,*

*Welcome to Bursa Uludağ University.*

*As a participant in the Orhun Exchange Program, you will find in this guide essential information regarding administrative procedures, academic coordination, and general matters related to your stay at our university. We kindly ask you to review the content carefully to facilitate a smooth and efficient process.*

*Please ensure that you regularly check your email, as important announcements and updates will be shared with you throughout your mobility.*

*We wish you a productive and professionally valuable academic experience at BUU.*

*Best regards,*

*Bursa Uludağ University*

*International Academic Relations Office*

*Orhun Office*

### *Before Arrival*

#### ● **Official Invitation Letter**

- Academic staff receives an official invitation letter from the BUU Orhun Office.
- Please ensure that your contact information is correct and that you respond promptly to any requests from the Orhun Office.

#### ● **Faculty/Department List**

- It is essential to ensure that your home university's department corresponds to the relevant department at BUU.
- The faculty and department names must be accurately stated on your invitation letters to avoid administrative issues.
- To identify the appropriate faculty and department, please refer to the list:

 [BUU Faculties & Departments](#) (under "Akademik" section)

#### ● **Mobility Programme Planning**

- Academic staff are required to coordinate and finalize their mobility programme in advance with the relevant faculty coordinator at Bursa Uludağ University.
- The agreed-upon programme must be submitted to the BUU Orhun Office within the designated deadline.
- To identify the appropriate faculty coordinator, please refer to the list available at the following link:

 [https://uludag.edu.tr/dosyalar/orhun/organizational\\_chart\\_orhun.pdf](https://uludag.edu.tr/dosyalar/orhun/organizational_chart_orhun.pdf)

#### ● **BUU Orhun Documents**

- The following documents must be completed, signed, and submitted to the BUU Orhun Office prior to arrival:
  1. **Academic Staff Obligation Agreement** / Akademisyen Yükümlülük Sözleşmesi (Annex 1)
  2. **Academic Staff Declaration** / Akademisyen Beyannamesi (Annex 2)

### ● **Personal Information Form**

- In accordance with national regulations, academic staff are required to complete and return the Orhun Personal Information Form, which includes details such as passport number, personal and family information, and other relevant data.
- These forms are exchanged via email and must be submitted in a timely manner.

### ● **Visa & Legal Requirements**

- Academic staff are responsible for reviewing and fulfilling all legal entry and stay requirements applicable to their nationality. This may include obtaining a visa, arranging valid health insurance, and applying for a residence permit if necessary. For further information, please visit:

 <https://e-ikamet.goc.gov.tr/>

## *Upon Arrival*

### ● **Visiting the BUU Orhun Office**

- Upon arrival at Bursa Uludağ University, academic staff are required to visit the BUU Orhun Office, located at the Rectorate building, to confirm their arrival and attend a brief welcome meeting.
- This initial meeting serves to provide practical guidance and finalize administrative details.

### ● **Meeting with the Assigned Mentor**

- After the welcome meeting, academic staff will meet with their assigned mentor, who provides practical support during their stay.
- The mentor will hand over a temporary BUU identification card, offer guidance on navigating the campus, and provide useful information about daily practicalities.
- Details regarding assigned mentor will be communicated at a later stage.

### ● **Orientation Meeting**

- The BUU Turkic States and Related Communities Application and Research Center (TÜDAM) will conduct an orientation meeting, which will include a campus tour to familiarize the academic staff with the university environment.

 [Location: TÜDAM](#)

### ● Support and Mentorship

- TÜDAM will provide ongoing support and guidance throughout the mobility period.

### ● Meeting with the Faculty Coordinator

- Academic staff should meet with their assigned faculty coordinator at a time pre-arranged prior to arrival in order to avoid any confusion or scheduling issues.
- The coordinator will guide the academic staff member to the relevant faculty and direct them to the appropriate academic department, where they will be introduced and oriented regarding their academic activities and responsibilities.

### ● Certificate of Attendance

- At the end of the exchange program, academic staff are required to obtain the Certificate of Attendance from the International Academic Relations Office.
- The certificate is issued only on the final day of the mobility period, in accordance with program regulations.
- Early requests for the certificate will not be accepted.

## *LIVING ARRANGEMENTS*

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### ● Transportation

- To travel from Istanbul airports to Bursa, one may take the Burulaş bus service. Detailed information regarding schedules and routes is available on the Burulaş website:

 <https://bus.burulas.com.tr>

- Transportation from Bursa bus station to BUU:

- By Bus:

Take the bus line 93 or H1 to the final stop.

- By Metro:

Take tram line T2 from the bus station to “Kent Meydanı” (final stop). Then, transfer to the metro at “Osmangazi” station (a short walk of a few minutes) and travel to the last station, “Üniversite.”

 [Location: Metro station - Üniversite](#)

## ● Accommodation

- Accommodation in dormitories and/or guesthouse is **subject to availability**. When available, registration is handled by the guesthouse office (misafirhane), accessible via the following links:

 [Location: Misafirhane](#)

## ● Helpful Links

- The following resources provide essential information about Türkiye, Bursa, the Turkish higher education system, and academic services at BUU.

 [Türkiye](#)

 [Explore Bursa](#)

 [Study in Türkiye](#)

 [BUU Library](#)

## ● Contact

- For any inquiries, please contact the Orhun office via email at [orhun@uludag.edu.tr](mailto:orhun@uludag.edu.tr).
- Additional information is available on the Orhun website.

 <https://uludag.edu.tr/orhun>.

- To ensure a prompt response, please use official email communication rather than unofficial channels such as WhatsApp.

## ● Key Reminder

- It is essential to remain in regular contact with the BUU Orhun Office throughout all stages of your mobility.
- Please ensure that you respond to all emails and requests in a timely manner, as this will facilitate smooth coordination and prevent delays.
- Home university coordinators and BUU faculty coordinators will be copied (CC'd) in all communications to ensure alignment across all units involved in your mobility.

Thank you for your attention and cooperation.



**BURSA ULUDAĞ ÜNİVERSİTESİ**  
**ORHUN DEĞİŞİM PROGRAMI**  
**AKADEMİSYEN**  
**YÜKÜMLÜLÜK SÖZLEŞMESİ**



**Taraflar**

**1) Yükseköğretim Kurumu:**

Bursa Uludağ Üniversitesi  
Birim: Uluslararası Akademik İlişkiler Koordinatörlüğü  
Yetkili:

**2) Akademisyen:**

Adı Soyadı:  
Gönderen Yükseköğretim Kurumu:  
Fakülte/Bölüm:  
Program Süresi: 2025-2026 eğitim öğretim yılı güz/bahar dönemi  
Başlangıç tarihi:  
Bitiş tarihi:

**Sözleşmenin Konusu**

Bu sözleşme, akademisyenin Orhun Değişim Programı kapsamında Bursa Uludağ Üniversitesi'nde gerçekleştireceği hareketlilik faaliyetlerine dair şartları, akademisyen ve Üniversite arasındaki hak ve yükümlülükleri düzenler.

**Sözleşme Süresi**

Orhun Değişim Programı süresince, ilgili hareketlilik tarihleri arası geçerlidir.

**Üniversitenin Yükümlülükleri**

Üniversite kaynaklarının mevcut olması koşuluyla akademisyene iâşe ve ibate sağlamakla yükümlüdür.  
Üniversite, akademisyenin kütüphane, yemekhane, bilişim sistemi, ofis, laboratuvar, demirbaş, malzeme vb. ve her türlü sosyal tesisten eşiti ile aynı statüde faydalanması sağlayacaktır.

**Akademisyenin Yükümlülükleri**

Akademisyen, Üniversite'nin belirlediği akademik ve idari kurallara uymakla yükümlüdür.  
Akademisyen, gerekli tüm belgelerini zamanında ve eksiksiz olarak teslim etmekle yükümlüdür.

**Bursa Uludağ Üniversitesi**

**Akademisyen**

Yetkili: \_\_\_\_\_

Adı Soyadı: \_\_\_\_\_

İmza: \_\_\_\_\_

İmza: \_\_\_\_\_

Tarih: \_\_\_\_\_

Tarih: \_\_\_\_\_



**BURSA ULUDAĞ ÜNİVERSİTESİ**  
**ORHUN DEĞİŞİM PROGRAMI**  
**AKADEMİSYEN BEYANNAMESİ**



Bursa Uludağ Üniversitesi tarafından 2025 2026 eğitim öğretim yılı, güz/bahar dönemi, \_\_/\_\_/202\_\_ ve \_\_/\_\_/202\_\_ tarihleri arasında Orhun Değişim Programı'na kabul edilmiş bir akademisyen olarak;

- Üniversite'de yürüteceğim akademik faaliyetleri, öncesinde ilgili fakülte koordinatörüyle iletişime geçerek planlayacağımı,
- Seyahat işlemleri konusunda; tarafıma yalnızca davet mektubu yazısı sağlandığını, ek belge düzenlenmediğini ve bu işlemlerle ilgili sorumluluğun tarafıma ait olduğunu,
- Üniversite'de gerçekleştirmeyi planladığım hareketlilik faaliyetlerin gereklilikleri yerine getireceğimi,
- Üniversite'nin belirlediği akademik ve idari kurallar ile ilgili mevzuat hükümlerine uyacağımı,
- Mevcut dersler veya araştırma alanları üzerinden faaliyet yürüteceğimi; özel içerik talebinde bulunamayacağımı,
- Hareketlilik tarihlerinde Bursa Uludağ Üniversitesi'nde fiilen bulunacağımı ve bu süre zarfında farklı illere seyahat etmeyeceğimi,
- İlgili yükümlükleri yerine getirmediğim tespitinde, Üniversite'nin bu hareketlilik faaliyeti için katılım sertifikası düzenlememe hakkı bulunduğunu,

kabul ve taahhüt ederim.

Akademisyenin;

Adı Soyadı:

Gönderen Yükseköğretim Kurumu:

Fakülte/Bölüm:

İmza:

Tarih: