



Anatolian Imam Hatip High Schools

**APPLICATION GUIDE FOR**  
**INTERNATIONAL SISTER SCHOOL PROJECT**  
**THAT “CROSSES THE BORDERS”**

## PURPOSE

- To create a shared vision among Anatolian Imam Hatip High Schools in our country and the sister schools abroad through cooperation, experience share, recognition of common cultural heritage and specialist support.
- To transfer the courses like science, social sciences, language, sports, arts and culture and the experience of Basic Islamic Sciences that are instructed in the same educational environment –but in modern facilities- in our country to the sister schools.
- In our era that humanity needs global peace ever more, to raise the students -of Anatolian Imam Hatip High Schools and the students of sister schools abroad- as individuals who are equipped with spiritual, moral and humanitarian values; who are integrated with their own culture; who recognize different races, languages and cultures, who protect the cultural heritage; who have the ideal of being good for their country and humanity; and besides to contribute to their vocational, academical, social, cultural and sportive development in order to make them well equipped and highly self confident individuals- in accordance with their interests and abilities.
- To support the raising of the qualified individuals in the needed fields for Muslim societies and to develop educational and cultural cooperation between those societies by introducing the religious education experience that our country has.
- To provide –the students of the sister schools abroad- opportunity of getting closely acquainted with the culture and civilization we have.
- To make societies -in different cultures, races and languages- recognize each other socio culturally and to contribute to the development of the sense of sisterhood/brotherhood among Muslim countries.
- To contribute to the raising of the students as individuals who recognize their own country and our geography of civilization; who can make social intimacy of their country with this geography of us; and who have broad visions.
- To contribute to the good relations and possible diplomacy among the countries through the establishment of international sister school relationship.

## SCOPE

This involves the application principles and the procedures of **The International Sister School Project “That Crosses The Borders”** to be applied among Anatolian Imam Hatip High Schools in our country and the chosen schools abroad.

## **FOUNDATIONS**

- The National Education Basic Law (No.1739),
- Statutory Decree on Organization and Duties of Ministry of National Education (MoNE) (dated: 25/08/2011; No.652),
- MoNE Law on School Dormitories (dated: 13/08/1982; No.17781),
- MoNE Regulation on School Dormitories (dated: 30/10/1983; No.18206),
- MoNE Regulation on Social Activities of Educational Institutions (dated: 08/06/2017; No.30090),
- Circular Letter of MoNE Directorate General for Education Abroad (dated: June 17th.2008; No.2090/2008/48)
- Vision Document of Directorate General for Religious Teaching- for International Imam Hatip High Schools-approved by Ministerial Consent (dated:24.01.2018; No.1759465).

## **GENERAL PRINCIPLES**

1. The Parties and Executives of the Project are; The Ministry of National Education-Directorate General for Religious Teaching, Directorate General for European Union and Foreign Affairs, the provincial and district directorates of national education to which Anatolian Imam Hatip High Schools are affiliated, and the school administrations.
2. The Parties comply with the rules of international ceremonies, diplomatic rudiments and mutual respect during the activities in Sister School Project.
3. At the end of the activities of the schools with which sister school relationships are established; students are expected to be raised as individuals who recognize Islamic culture and civilization and the leading personalities, who internalize the general morals and values of Islamic world, who have respect for human rights and freedoms, the others' opinions, thoughts and faiths, who have the sense of compassion, mercy, assistance and responsibility to the human being and all the creatures, who are aware of the problems with which Islamic world face and have opinions on the solutions for them.
4. During the activities among the sister schools, the books on our culture and civilization that highlight unity and sisterhood/brotherhood in our geography of souls, emphasizing Islamic ethics, are read; the meetings are held with the scientists and the exemplary characters who are prominent in Islamic world, serving as models by means of their experiences, or their life stories are told; academical, scientific, technological, social, cultural, sportive, artistic and vocational activities such as: seminars, club/project/workshop works, trainings, courses, conferences, symposiums, panel discussions, workshops, discussions, meetings, exhibitions, camps, summer/winter schools, reading programs, student meetings, student exchanges, trips and examinations are organized in cooperation with universities, local administrations, state institutions/organizations and civil societies.

5. The envisaged activities and the schools at which these activities will be applied are planned; by whom/how each activity will be organized are predetermined in cooperation with the Parties. Each institution carries out the works and procedures within their duties and authorities.

6. Within the framework of sister school relationship, The Parties can be involved in all kinds of activities provided that they are in accordance with the basic purposes of MoNE; and not contrary to the legislation and curriculum.

7. Activities are planned for the students, teachers, administrators and parent-teacher associations.

8. What really matters in establishing sisterhood/brotherhood is continuity, so the persistence of the existing friendship among the graduated students is desired.

9. The theme and/or the priorities of the year period can be determined together and annual working schedule can be shared within the activities based on values, arts and socio-culture among the sister schools.

10. In order to be used in announcement, promotional and educational activities for the studies planned; proper written, visual and digital materials-that are coherent with the related legislation- such as posters, pennants, banners, brochures, books, magazines, periodicals, catalogues, documentaries, films, videos, etc. – can be prepared or provided and be handed out to the students free of charge.

11. Activities are organized according to the grade levels.

12. In active, neat and healthy planning/organization/operation of the activities, cooperations are provided with institutional/organizational partners such as Ministry of Culture and Tourism and its field service, Ministry of Youth and Sports and its field service, Ministry of Foreign Affairs, Ministry of European Union, school-parent associations, preservation societies/foundations, non-governmental organizations, local administrations, related departments of the universities, Turkish Religious Foundation (TDV), Presidency of Religious Affairs (DİB), National Agent, The Presidency for Turks and Related Communities (YTB), Yunus Emre Institute (YEE), Turkish Cooperation and Coordination Agent (TIKA), Turkish Educational Foundation, Scientific and Technological Research Council of Turkey (TÜBİTAK).

13. The expenses needed for the visits and activities are covered according to the mutual agreement between sister schools of both countries. In order to cover the expenses and meet the needs, sponsorship can be provided, also the advertisements can be taken from appropriate institutions and organizations.

14. The cost of visits and activities for the appropriate students who are successful but in financial impossibilities, can be covered by school-parent associations, either.

15. New clubs can be established on the activities planned at schools, within the context of sister school project.

16. Letters of written permissions are demanded from the parents of the volunteer students that will join out-of-school activities.

17. The Parties can use the logos and titles of each other in printed, visual and digital materials for the planned activities.

18. All the proper steps are taken within occupational health and safety context in order to perform the planned activities.

19. All kinds of planning, organization, application, observation, monitoring, supervision and guidance activities are coordinately performed in accordance with the regulations-with the related units and partners.

20. Written, visual and digital data related to the information about the sister school, the province/city/country of that school and the activities planned to be done jointly - are used in written, visual and digital environments such as the school website, school magazine and school bulletin. In this context, promotions and announcements are made by considering the protection of personal data.

21. A section/tab about sister school is established in school website.

22. A corner or a corridor can be made up in an appropriate space of the school; including the information about the sister school; the district, city and country of that school; and the purpose and the content of the study.

23. The school administration can provide some abiding works that may contribute to the sister school's educational environments and learning processes through both covering the travel expenses and offering some gifts-by cooperating with the environment and the stakeholders.

## **APPLICATION PHASES**

### **1. Establishing Sister School Relationship with the Equivalent Schools Abroad:**

- \* The sister school is determined according to the priorities of the school and then, the connection / communication is maintained.
- \* In determination process of sister school; subjects such as strategic priority of Turkey and school's facilities, transportation between two countries, common features of the schools, similarity of the financial conditions, the language to be used, common culture, civilization, history, etc. are taken into consideration.
- \* Two schools are matched as sister schools according to the matters in the related form (equivalent schools of the countries), and then a relevant official letter is sent to District National Education Directorate, enclosed in a formal article.
- \* The Province National Education Directorate sends the aforementioned request to The Directorate General for Religious Teaching and via The Directorate General for European Union and Foreign Affairs; it is transmitted to the related country by way of The Ministry of Foreign Affairs.
- \* The response is conveyed to our required school through Province National Education Directorate.
- \* After receiving the confirmation as "approved" from The Ministry, a protocol is signed between two schools.
- \* A commission consisting of teachers and students is established for the Sister School Project. The commission gives priority to the students who demand to study in international fields; who have participated in social responsibility duties; who are academically successful; who have good linguistic skills; and who care about social sciences and international relations.
- \* Following the protocol signed, mutual visits are performed according to the negotiations between two schools.

### **2. Planning:**

- \* The sister schools plan the activities to be done for the following calendar year-in the month of December.
- \* The schools that have just established "Sister School relations" plan the activities to be done during a calendar year- in one month after the said date.
- \* Study visits are planned; communication network is established; information and publication exchange is accomplished between sister schools.
- \* The school administration sends the activities done- with their visuals- to Directorate General in the last weeks of January and July every year.

\* Within the project, a report is prepared and sent to the relevant institutions in 15 days after the visits and admissions.

\* The studies are subjected to the process of monitoring and evaluation, they are archived and shared with The Directorate General.

## **ACTIVITY AND APPLICATION EXAMPLES**

### **1. Visit and Travel Programs:**

\* Meetings and mutual study visits are made in intentions of introducing the histories, cultures and educational systems of the countries; features, short histories, conducted projects, physical facilities, educational environments, successes, exemplary and original studies of the schools; the role and importance of the schools' locations-in the fields of education, science and culture.

\* During the visits, within the determined priorities; mutual cultural sharing, recognition of the administrators, teachers and students each other, common activities for the students in the same environment, sharing of the activities on good examples at schools, and travel programs that introduce the region are prioritized.

\* During the visits and the process of hosting period, an active guidance service is provided regarding the local unit and the school.

\* Visits are made to Turkish mission agents.

\* The students are informed and they inquire about the system of education, religious education and higher education of our country and the country visited .

\* Photo shooting and video recording are performed during the visits.

\* School administrators prepare reports; the teachers and the students can write travel writings, compositions, articles, stories, and narrations after the visits. The students – benefiting from the information they have had- can inform their friends in their classes/schools within a plan.

\* Visit programs are planned within the framework of the related legislation and the legislations of the countries to be visited.

\* Maps of the provinces, cities and Turkey (one sample for each) and symbol presents such as schools' models, logos, uniforms and introductory films are offered for the students of the sister schools; besides, some certain needs/demands are satisfied like computers, printers, photocopiers, books, and sports equipments-within the bounds of the possibility.

- Considering that the members of the sister school – who come to our country- are welcomed and hosted on behalf of our country, a complete satisfaction is aimed.
- Physical facilities and educational environment are provided for the students of the sister school who come to our country – to make them feel as if they are at their own schools, in the medium term.
- Some basic sentence patterns are learnt in official language of the sister school's country-at least at the level of introduction- and these sentences are used while addressing.
- Opportunity to introduce their own countries, regions and schools is provided for the guest students.
- Statements on Turkish educational system can be presented in written and visual media during the visits, and in this way, attention of the youth of that country in secondary education age can be drawn to the higher education in Turkey.
- Meetings can be held with the administrators and teachers of other educational institutions during the visits abroad.
- Universities, educational institutions/organizations and non-governmental organizations are visited; acquaintance and cooperation meetings can be held with their representatives.
- Historically and culturally important places, museums, ruins, science centers and martyrs' cemeteries can be visited.
- Homestay is possible for the sister school students visiting our country (at homes of our students' families).

## **2. Studies for Sheltering, Scholarship and Space Assignment:**

In order to the contribute to the branding and promotion of our educational system much more; and for the purposes like language education,etc., mutual space assignments can be made in campuses such as dormitories, etc.,in which the students can be sheltered-and also, scholarships can be sponsored for them, too.



### **3. Written, Visual and Auditorial Material Development Activities:**

- \* The Parties can mutually share the educational, cultural and scientific publications that are published in their own countries; and informative publications, brochures, films, course books etc. about their countries.
- \* Libraries, laboratories, educational-artistic-cultural centers can be established; besides, material support can be provided.
- \* Book exhibitions or fairs on the fields such as education, culture, arts, sports, technology, science and profession can be organized.
- \* A mutual program for religious education is developed or program support is provided.
- \* Common websites, communication networks, digital sharing environments, etc. for students and teachers can be established-in which opinions on education, teaching, science, arts and culture are mutually shared.
- \* Studies are performed in order to provide environments for the teachers in which cooperation and experience transfer can be promoted among them, so they can share materials with each other. (E-mail groups, knowledge and experience sharing groups, guest teacher application, course observation, etc.).
- \* Sources on Turkish language education are shared.

### **4. Studies Related to the Country, City and the Places in which the School is Located:**

- \* Students can be brought together with local and foreign travellers, researchers, academicians, authors, intellectuals, artists, guides, specialists, etc. who have works and studies.
- \* “Atlas for Cities and Sacred Places” can be prepared in which visual elements on symbols of the country and city are included.
- \* Documentary and short film works can be performed by using the photos, drawings, charcoal drawings, cartoons, miniatures, models, maps, magazines and bulletins about the history/culture/the prominent aspects/symbols/important characters of the school, province and the country; also the taken photos and recorded videos-before and after the visits and study trips.
- \* Workshop studies can be performed such as newspapers, boards, bulletins, magazines, banners, brochures, stamps, postcards, calendars, albums, posters, question cards, crossword puzzles, puzzles, charcoal drawings, cartoons, drawings, photos, miniatures, model preparation, etc. –in which the information about the role and importance, socio-cultural structure, natural beauties, etc. of the country, province and the places in our civilization – can be found.

- The exhibition, promotion, reintroduction (to the libraries) and recitation of the materials like books, magazines, etc. about historical places and city culture can be ensured.
- The examination of the countries, cities and places; and virtual journeys can be performed by using the tools like Google Earth, etc.
- Concerts or poem performance programs can be organized by compiling the poems and musics of the countries, cities and places for both sister school and other participants.
- By giving the names of the countries, cities and the places to the corridors and classrooms, elements and visual designs on those can take place at schools.
- Within the possibilities; corners of the countries, cities and places can be established at schools.
- Museum visits regarding countries, cities and places can be performed.
- By making planting works at schools, at additional buildings and in other suitable spaces; the names of the countries, cities and places can be given to such places.
- Presentations on “Cultures and Civilizations” or “Our Geography of Civilization” can be delivered in which the foreign national and Turkish students can participate.

## **5. Cultural, Artistic and Sportive Activities:**

\* Jointly with the sister school students; and/or in order to be presented during the visits; poetry, music, theater, drama, play, improvization, etc. performances can be prepared.

\* Programs on watching documentaries, cinemas, videos, etc. can be organized.

\* By compiling the news, reportages and visuals about the country and city of the sister school that appear on media, exhibitions can be organized.

\* Sports competitions can be organized among the students and the teachers of the sister school.

## 6. “One to One Volunteer Siblings”:

- Sisterhood/brotherhood -exceeding the national boundaries / beyond the pupilage- is established among the students. Within the frame of sisterhood/brotherhood established among the fellows; in order to either develop language skills or to make it permanent; mutual correspondences are made in Arabic, English, Turkish and language of the sister country.
- By making stimulating studies towards “one to one volunteer siblings”, the established lifelong relationships continue beyond the school period.

## 7. Summer Training Activities:

- Summer training programs can be organized in which Turkish and foreign national students can jointly participate both in our country and in the country of sister school.
- Within the frame of the program, they perform activities-to develop the language skills; scientific studies, experiments, examinations, trips and observations.
- They make researches on scientists lives and their inventions/discoveries.
- They join activities such as; cinemas, documentaries, films, dramas, social responsibility projects, science fairs, discussions, courses for playing instruments, sportive actions, etc.
- Courses and exhibitions are organized for the instruction of the arts regarding Islamic culture and civilization.
- Participation to all kinds of competitions, activities, sports, actions, projects and social activities performed in international level- that are consonant to the objectives of the school- is ensured at the highest level.
- The schools can invite each other mutually- at the levels of administrators, teachers and students- to national and international educational/cultural/artistic activities such as: courses, seminars, workshops, congresses, conferences, fairs, exhibitions, festivals, etc. –held by various institutions and organizations. Within the context of recognizability and creating awareness, schools in Turkey can be encouraged for active participation to the educational fairs and organizations held abroad.
- In order to increase the international visibility of the schools and our educational system and to make the foreign national students reach to exact, current, practical knowledge; a website can be set up for them.
- In order to promote the quality of academic, scientific, vocational and linguistic (foreign lang.) education, “**Student Exchange Programs**” can be carried out.
- Depending on the conditions of the schools to be visited -if required- charity (benefit) activities can be organized in cooperation with non-governmental organizations.

## SCHEDULES

<b>School Information To Be Considered In Matching Process As Part Of “Sister School Project”</b>		
<b>Information</b>	<b>School Within The Country</b>	<b>School Abroad</b>
Directorate General Being Affiliated To		
The Name Of The School		
Province-District		
Address And Zip-Code		
Telephone And Fax Number		
E-Mail Address		
Internet Address		
The Name And The Surname Of The School Administrator		
School Types Within The Body Of The School		
Applied Programs Within Formal Education		
Applied Projects		
Other Information		
<p>Matching of the schools with present information above as “sister schools” is approvable.</p> <p style="text-align: center;">.../.../2018</p> <p style="text-align: center;">On Behalf of Coordination Council of Sister School Application Chairperson</p>		

<b>Study Visit Form For The Matched Schools As Part Of “Sister School Project”</b>		
<b>Information</b>	<b>School Within The Country</b>	<b>School Abroad</b>
Directorate General Being Affiliated To		
The Name Of The School		
Province-District		
Address And Zip-Code		
Telephone And Fax Number		
E-Mail Address		
Internet Address		
The Name And The Surname Of The School Administrator		
Purpose Of The Visit		
Date And Duration Of The Visit		
Responsible Person Of The Visitor Group (Administrator Or Teacher)		
Other Information		
<p>Attachments:</p> <ol style="list-style-type: none"> <li>1. Administrators and teachers that wil perform the visit</li> <li>2. The students who will perform the visit</li> <li>3. Visit Program</li> </ol>		
<p>Realization of visit program based on the principles of “Circular for Sister Schools” is approvable.</p> <p style="text-align: center;">.../.../2018</p> <p style="text-align: center;">On Behalf of Coordination Council of Sister School Application Chairperson</p>		

Study Visit Report	
<b>A) Information About The School Within The Country</b>	<b>B) Information About The School Abroad</b>
The Name Of The School	Its Country
Telephone And Fax Number	The Name Of The School
E-Mail Address	Telephone And Fax Number
The Name And The Surname Of The School Administrator	E-Mail Address
Date And Duration Of The Visit	The Name And Surname Of The Contact Person
Address	Address
<b>C) Information About The Activity</b>	
<b>1)</b>	Activities During The Visit?
<b>2)</b>	The Most Remarkable Applications Of The Visited Educational Institute?
<b>3)</b>	Good Examples That Are Shared Within The Context Of Education-Teaching And Social Activities Between The Schools During The Visit?
<b>4)</b>	Promotions And Activities Done In Host Country During The Visit?
<b>5)</b>	Presentation Within The Context Of Education-Teaching System In Turkey And The Interest Shown?
<b>6)</b>	The Awareness And Added-Value That The Visit Has Provided For The School?
<b>7)</b>	Good Examples Thought To Be Adopted Based On The Good Applications Of The Subject Institution?
<b>8)</b>	Realization Situation Of The Expected Acquisitions, Targets And Attitudes From The Visit?
<b>9)</b>	Suggestions For A More Productive International Sister School Project?
<b>10)</b>	Other Thoughts And Comments?

