The Process of Teaching Mobility

Workflow	The documents	The offices

APPLICATION

A Handbook

To determine the amount of the grant given to the university by the National Agency for The Academician Exchange.

→ NA Handbook — National Agency

To determine the quotas by the DEU International Office. And to inform other units about the quotas.

→ Application forms — International Office

The lecturers commit their application letter to their units.

— The Lecturer

The units determine the master and reserve members by a committee and present to the IO (the units choose the members according to the NA Handbook in that academic year.

→ The lists of master and reserve members — Dean/Directorate

Both type of members are announced at http://international.deu.edu.t and informed via e-mail.

— International Office

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BEFORE DEPARTURE

To determine the institutions, where the lecturer can apply.

→ The lists of master and reserve members — The Lecturer Coordinator of the faculty or institution

To contact with the institution by the lecturer.

To ensure the Staff Mobility for Teaching Mobility Agreement by lecturer. **NOTE:** this paper should be for 3 days, the lectures should take **8 hours at least**, be signed and stamped.

→ Staff Mobility for Teaching Mobility Agreement **1** — The Lecturer

The original members should commit the **"Teaching Assignment"** signed by the host institution to the IO till deadline on e-mail and announcement.

— The Lecturer

Teslim etti ◇ Teslim Etmedi → To update the right of the master member as reserve member.

— The Lecturer

To demand **the letter of invitation** from host institution

→ Letter of Invitation **2**

To apply to the related unit for **the Board Decision** in at least **40 days** before the mobility and have the assignment.

NOTE: 1- You should be careful for the dates of Faculty Board's meetings for the Assignment Decision and the paper procedure in order not to be late. **2-** To remark that this mobility is under the Erasmus + **3-** to remark, the tickets and daily wages will be paid.**4 -** 'Out of institution (Erasmus)' should be written on the part of the costs payment.

→ The form of foreign assignment **3** — The Lecturer Dean/Directorate

To open a transactional Euro account

→ Account book **4** — The Lecturer

To buy tickets/ to book tickets

→ Ticket receipt **5** — The Lecturer

To copy the bilateral agreement signed by host institution

→ Form of bilateral agreement **6** — The Lecturer

To prepare the Form of Staff Mobility

7 — The Lecturer

To prepare the Form of Staff Information

→ The form of staff mobility **8** — The Lecturer

Information Form — The Lecturer

(1)

The Process of Teaching Mobility

workflow	BELGELER	SORUMLULAR

workflow column:

(1)

◇ Have 8 completed papers been commited to the IO ? ──Teslim Edilmedi──► [To prepare the uncompleted papers and commit them to IO]

Teslim Edildi ↓

The process of paying grant:

To transfer 80% of the total grant to the lecturer's account in 30 days after committing all papers as completed.

DURING THE MOBILITY

To prepare "Confirmation of Teaching Mobility" by the lecturer and to sign/stamp by the host institution

To get the receipts of tickets.

To keep the boarding cards.

AFTER ARRIVAL

To commit "Confirmation of Teaching Mobility" signed/stamped by the institution where the lecturer gives lecture.

- Receipt of ticket
- To commit the boarding cards to IO

To complete **the NA online Survey**

◇ Have all papers been committed? ──Teslim Edilmedi──► [To complete the papers and commit to IO.]

Teslim Edildi ↓

To start the process of the rest 20 % of the grant

To transfer the grant to the account in at least 30 days.

BELGELER column:

Confirmation of Mobility

Receipt of ticket

Boarding cards

Confirmation of Teac. Mobility

The receipt of tickets/Boarding cards

NA Survey

SORUMLULAR column:

The lecturer

International office, Directorate of strategy development

The lecturer
Hosting institution

The lecturer
The company of transportation

The lecturer

The lecturer

The lecturer

The lecturer

International office

Directorate of strategy development

*the printed forms are on the website.