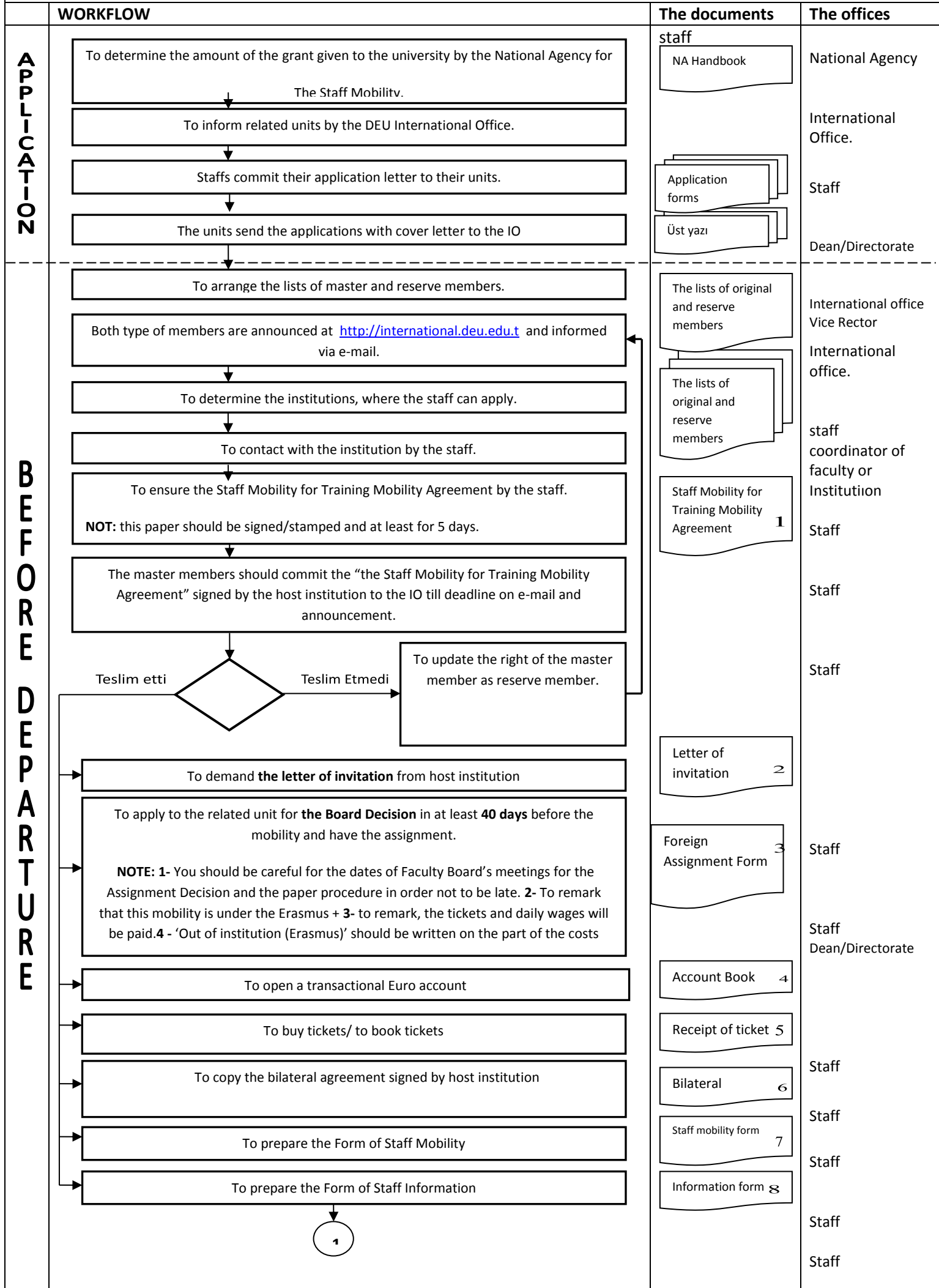


THE PROCESS OF TRAINING MOBILITY



The process of giving lecture

| | workflow | Documents | offices |
|---------------|---|---|---|
| | <pre> graph TD Start((1)) --> Decision{Have 8 completed papers been committed to the IO?} Decision -- Teslim Edilmedi --> Task1[To prepare the uncompleted papers and commit them to IO] Decision -- Teslim Edildi --> Task2[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.] </pre> | | <p>Staff</p> <p>International office Directorate of strategy development</p> |
| DURUM | <pre> graph TD Task1[To prepare "Confirmation of Teaching Mobility" by the lecturer and to sign/stamp by the host institution] --> Task2[To get the receipts of tickets.] Task2 --> Task3[To keep the boarding cards.] </pre> | <p>Confirmation Letter</p> <p>Receipt of ticket</p> <p>Boarding cards</p> | <p>Staff Host institution</p> <p>Staff The company of transportation</p> |
| AFTER ARRIVAL | <pre> graph TD Task1[To commit "Confirmation Letter" signed/stamped by the institution where the lecturer gives lecture.] --> Task2["• Receipt of ticket • To commit the boarding cards to IO"] Task2 --> Task3[To complete the NA online Survey] Task3 --> Decision{Have all papers been committed?} Decision -- Teslim Edilmedi --> Task4[To complete the papers and commit to IO.] Decision -- Teslim Edildi --> Task5[To start the process of the rest 20 % of the grant] Task5 --> Task6[To transfer the grant to the account in at least 30 days.] </pre> | <p>Confirmation Letter"</p> <p>The receipt of tickets/Boardi</p> <p>NA Survey</p> | <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>International office Directorate of strategy development</p> |

*the printed forms are in 'FORMS' file.