

 TED UNIVERSITY	<b>GUIDELINES FOR ERASMUS STAFF MOBILITY</b>	 Erasmus+
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## GUIDELINES FOR OUTGOING STAFF

### A. TEACHING MOBILITY

#### Application for the Erasmus Grant

1. Get in contact with a partner university and state your interest to visit them under the Erasmus Teaching Mobility Scheme.
2. Discuss and plan your teaching programme with the partner university. Minimum 8 hours of teaching per week is required. Please note that any activity taking place during weekends or on an official holiday of the country visited should be documented. Otherwise, no per diem will be granted for these days. Also, per diem will be provided only for the days a teaching activity takes place.
3. Fill in the teaching programme and have the counter university sign it. You will apply for the Erasmus grant with this document.
4. Submit it to the International Programs Office (IPO) before the deadline stated in the open call.

#### Before the Mobility

Once you are given a grant, the following documents have to be submitted:

5. Make sure you receive your invitation letter from the university you will visit.
6. Fill in the academic assignment form (akademik görevlendirme formu) and apply to the Faculty Executive Committee with it and its attachments to get approval for your visit.
7. Book your ticket and hotel.
8. Apply and get a visa, if needed. Upon your request, the IPO can provide you with a supporting letter to be submitted to the relevant Embassy. For the preparation of this letter, please inform the IPO at least **a week** prior to your visa appointment. Please indicate your passport number in your e-mail.
9. Fill in the Application Form and the Advance Payment Request.
10. Submit all the requested documents and invoices to the International Programmes Office through EBYS **at least 15 days before your departure.**
11. Upon the receipt of all documents, the IPO will prepare the Agreement Between University and Staff and secure the signatures of the relevant parties.
12. Upon the signature of this agreement, the IPO will initiate the advance payment process. The payment (80% of the total per diem) will be made 5 days before departure at the earliest.

#### During Mobility

Before you leave the university visited,

13. Get the original version of the teaching programme from the university visited.
14. Have the Certificate of Attendance signed and stamped.
15. Keep your boarding passes.

## **After Mobility**

15 days after your arrival, the following documents should be submitted to the IPO:

- a. Certificate of Attendance,
- b. The Original Teaching Programme,
- c. Final Report (to be filled online),
- d. Remainder Payment Request
- e. Boarding Passes,
- f. A copy of the passport pages on which there are the stamps indicating the date of departure from and arrival to Turkey.

Once all these documents are received, the IPO will initiate the payment of the remaining amount (20% of the total per diem). The payment will be made approximately 2 weeks after all the documents are received.

### **Notes:**

1. These guidelines are subject to change in accordance with the changes in the regulations of the Turkish National Agency. Please check with the IPO before your visit.
2. Once an application is granted, the applicant accepts to follow this guideline and submit all requested documents in time.
3. A staff, whose application has received funding shall notify the IPO 60 days in advance should s/he choose to waive his/her right.
4. Costs eligible for funding are: international transportation and per diem. The total amount of payment will be calculated in line with the rules set by the Turkish National Agency and the European Commission (i.e. distance-based transportation grant and country-based per diem).
5. Originals of application form, certificate of attendance and boarding passes should be submitted.
6. All payments will be made in Euros via bank transfer. Make sure that you have a Euro account at Denizbank.
7. Additional funding is available for those with disability.

## B. TRAINING MOBILITY

### Application for the Erasmus Grant

1. Get in contact with a Higher Education Institute (HEI) awarded an Erasmus Charter for Higher Education (ECHE) or any public or private organisation active in the labour market or in the fields of education, training and youth. State your interest to visit them under the Erasmus Training Mobility Scheme.
2. Discuss and plan your training programme with the receiving organisation/ HEI. The minimum is 2 working days, the training mobility should preferably long 5 days. Please note that any activity taking place during weekends or on an official holiday of the country visited should be documented. Otherwise, no per diem will be granted for these days. Also, per diem will be provided only for the days a training activity takes place.
3. Fill in the training programme and have the counter party sign it. You will apply for the Erasmus grant with this document.
4. Submit it to the International Programs Office (IPO) before the deadline stated in the open call.

### Before the Mobility

Once you are given a grant, the following documents have to be submitted:

5. Make sure you receive your invitation letter from the HEI/organisation you will visit.
6. a. Academic Staff: Fill in the academic assignment form (akademik görevlendirme formu) and apply to the Faculty Executive Committee with it and its attachments to get approval for your visit.  
b. Administrative Staff: The IPO will present the list of the selected staff to the University Executive Committee for approval.
7. Book your ticket and hotel.
8. Apply and get a visa, if needed. Upon your request, the IPO can provide you a supporting letter to be submitted to the relevant Embassy. For the preparation of this letter, please inform the IPO at least **a week** prior to your visa appointment. Please indicate your passport number in your e-mail.
9. Fill in the Application Form and the Advance Payment Request.
10. Submit all the requested documents and invoices to the International Programmes Office through EBYS **at least 15 days before your departure.**
11. Upon the receipt of all documents, the IPO will prepare the Agreement Between University and Staff and secure the signatures of the relevant parties.
12. Upon the signature of this agreement, the IPO will initiate the advance payment process. The payment (80% of the total per diem) will be made 5 days before departure at the earliest.

### During Mobility

Before you leave the HEI/organisation visited,

13. Get the original version of the training programme from the HEI/ organisation visited.

14. Have the Certificate of Attendance signed and stamped.
15. Keep your boarding passes.

### **After Mobility**

15 days after your return, the following documents should be submitted to the IPO:

- a. Certificate of Attendance,
- b. The Original Training Programme,
- c. Final Report (to be filled online),
- d. Remainder Payment Request
- e. Boarding Passes,
- f. A copy of the passport pages on which there are the stamps indicating the date of departure from and arrival to Turkey.

Once all these documents are received, the IPO will initiate the payment of the remaining amount (20% of the total per diem). The payment will be made approximately 2 weeks after all the documents are received.

### **Notes:**

1. These guidelines are subject to change in accordance with the changes in the regulations of the Turkish National Agency. Please check with the IPO before your visit.
2. Once an application is granted, the applicant accepts to follow this guideline and submit all requested documents in time.
3. A staff, whose application has received funding shall notify the IPO 60 days in advance should s/he choose to waive his/her right.
4. Costs eligible for funding are: international transportation and per diem. The total amount of payment will be calculated in line with the rules set by the Turkish National Agency and the European Commission (i.e. distance-based transportation grant and country-based per diem).
5. Originals of application form, certificate of attendance and boarding passes should be submitted.
6. All payments will be made in Euros via bank transfer. Make sure that you have a Euro account at Denizbank.
7. Additional funding is available for those with disability.