



**KOÇ  
ÜNİVERSİTESİ**



# ERASMUS+ Faculty & Staff Exchange Program



KOÇ  
ÜNİVERSİTESİ

2019-2020 Academic Year





# ERASMUS+ Faculty & Staff Exchange

## Description of the Mobility

### FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)

Erasmus+ enables university academic staff to spend teaching periods at the partner universities via bilateral agreements in which the staff mobility for teaching assignments is foreseen. **Bilateral agreement is required for academic staff exchange program.**

### STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)

Administrative staff of a university with an Erasmus University Charter (EUC) can also benefit from the staff mobility training (STT) in an Erasmus partner university or in a business enterprise. **Bilateral exchange agreement is not required for administrative staff exchange program.**





# ERASMUS+ Faculty Exchange

The purposes of STA (Staff Mobility for Teaching) may be summarized as follows:

- to provide teaching staff with opportunities for personal & professional development
- to share expertise in specialist areas within teacher education, to deepen mutual understanding of different European Education Systems and to raise the profile of the European Dimension in Education
- to allow students who are not able to participate in mobility to benefit from the knowledge and expertise of staff in other European institutions.





# ERASMUS+ Staff Exchange

Staff mobility training (STT) includes three types of mobility:

The mobility of university staff member going to an enterprise and vice versa: The purpose of this type of mobility is to provide opportunity for the training of the participants through the transmittal of knowledge and experience. The basic activities are; workshops, courses and trainings practice education processes, short-term assignments etc.

The mobility of the university executive and administrative staff going to another university: The purpose of this type of mobility is to provide opportunity for the participants to learn from another institution's experience and good implementations and to improve required talents for his/her current assignments. The basic activities are study visits, short term assignments, job shadowing and on the job training programs

The mobility of academic staff going to another higher education institution to have training: Apart from the regular trainings; courses, internships are eligible.





# ERASMUS+ Faculty & Staff Exchange

## DURATION OF THE MOBILITY

### Teaching periods

- Duration of 2 days - 2 months
- min. 8 lecture hrs/week

➔ IF, Mobility lasts **MORE THAN** 1 week

Since it is **compulsory to carry minimum 8** hours of teaching per week, this should be minimum 16 hours for a two weeks-activity

➔ IF, Teaching activity lasts **LESS THAN** 2 days  
The activity is considered as void and the grant payment is **not made** for the related activity. If the payment was already made, it shall be refunded.

### Training periods (job shadowing, workshops, etc.)

- Duration of 2 days - 2 months

➔ IF, the mobility stated on the participation certificate is **less than 2 days**, the mobility is accepted as invalid and the participant is required to return the Erasmus grant.





# ERASMUS+ Faculty & Staff Exchange

## Partners & Destinations

### **FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)**

To be able to participate in this mobility program, your Department/School/Faculty/Institute must have a valid Erasmus+ Faculty exchange agreement with the partner institution you intend to visit. The current list of our partners is provided in the [Institutional Partner List](#). If you wish to visit an institution that is not yet our partner, we urge you to contact the Office of International Programs ([partner@ku.edu.tr](mailto:partner@ku.edu.tr)) to initiate the procedure for signing a new agreement. Please note that an institution must have an Erasmus Charter to be able to take part in this mobility.

### **STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)**

Erasmus agreement is not required for administrative staff exchange program. Therefore, administrative staff members can identify the institution before the application procedure.





# ERASMUS+ Faculty & Staff Exchange Quotas for the 2019-2020 Academic Year

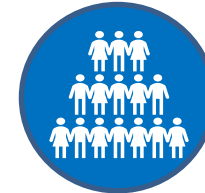


Faculty members are advised to find a host university among our Faculty Exchange partners: <https://oip.ku.edu.tr/?q=search-results&keyword=&type=126>

The total quota for Academic staff exchange is **15** and distributes among colleges and institutes as follows:

|               |   |
|---------------|---|
| CASE or GSB   | 2 |
| SOM or GSSH   | 2 |
| CSSH or GSSSH | 2 |
| CE            | 2 |
| CS, GSSE      | 2 |
| CL            | 3 |
| SON           | 2 |

The total quota for Administrative staff exchange is **13**.



\*Unused faculty quotas will be transferred to the applicants with the highest eligibility scores. Quotas are subject to change.







# ERASMUS+ Faculty & Staff Exchange

Please refer to OIP's Application and Selection [Calendar](#).

First Call: Open until 22.11.2019

In case some grants/quotas are not exhausted after the first round of application, a second round of application will be announced.





# ERASMUS+ Faculty & Staff Exchange

## Application & Selection

### Who is Eligible to Apply?

Faculty / Administrative staff members

- Full-time / part-time employees of Koc University.
- Who has a contract with Koc University can also participate in the program despite the fact that the employee does not have a tenure at KU.





## ERASMUS+ Faculty & Staff Exchange Evaluation Criteria for Faculty members

First applications: **+10 points**

Mobility Agreement (Teaching) providing a detailed program and plan for mobility: **+10 points**

• Job experience at Koç University:

➤ 1-3 years: **+ 3 points**

➤ 3-5 years: **+ 5 points**

➤ 5 years +: **+ 10 points**



Erasmus Faculty/Department Coordinators at the time of application:  
**+10 points**

Members of the Department/Faculty/Graduate School taking part in the program for the first time:  
**+10 points**

Disabled staff members receive **+10 points** if proving documents are provided in the application.

Spouse and/or Children of martyr people and/or veteran staff members receive **+10 points** if proving documents are provided in the application.





# ERASMUS+ Faculty & Staff Exchange

- Former applicants: -5 points
- Holding a residence for outgoing country: -5 points
- Applicant who was selected but cancelled his/her application after the timeline given by OIP in his/her previous application (without a force majeure situation) will lose 10 points in the new application.

## Application Documents:

### FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)

- Invitation Letter from the host institution
- [Mobility Agreement for Teaching](#) signed by the participant and the host institution
- CV in English
- Special Needs Statement (if applicable)
- Documentation proving the status of being a Spouse and/or Children of martyr people ,and/or veteran staff members (if applicable)





## ERASMUS+ Faculty & Staff Exchange Evaluation Criteria for Administrative Personnel

First applications: **+10 points**

Staff Mobility for Training Agreement: providing a detailed program and plan for mobility: **+10 points**

- Job experience at Koç University:
  - 1-3 years: **+ 3 points**
  - 3-5 years: **+ 5 points**
  - 5 years +: **+ 10 points**
- English Certificate of Competence (min. B1 level)
  - B2 level English **+5 points**
  - C1 level English **+7 points**
  - C2 level English **+10 points**

Members of the Department taking part in the program for the first time: **+10 points**

Disabled staff members receive **+10 points** if proving documents are provided in the application.

Spouse and/or Children of martyr people and/or veteran staff members receive **+10 points** if proving documents are provided in the application.





# ERASMUS+ Faculty & Staff Exchange

## Evaluation Criteria for Administrative Personnel

- Former applicants: -5 points
- Holding a residence for outgoing country: -5 points
- Applicant who was selected but cancelled his/her application after the timeline given by OIP in his/her previous application (without a force majeure situation) will lose 10 points in the new application.

### **Important Notes:**

In case more than 1 applicant receives the same score;

- Priority is given to the applicant who has no prior or less participation in Erasmus+ KA103 staff mobility program
- Priority is given to the applicant who has more job experience at KU (calculation is made based on year, month and day)





# ERASMUS+ Faculty & Staff Exchange

## Application Documents

### STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)

- Invitation Letter from the host institution
- [Mobility Agreement for Training](#) signed by the participant and the host institution
- CV in English

### For Administrative Staff Members only:

- Confirmation letter stating you can participate in the Erasmus+ training mobility program for the proposed date/duration, signed by your supervisor. (Only for administrative staff)
- English Language Certificate
- Special Needs Statement (if applicable)
- Documentation proving the status of being a Spouse and/or Children of martyr people ,and/or veteran staff members (if applicable)





# Important Notes

In case more than 1 applicant receives the same score;

Priority is given to the applicant who has no prior or less participation in Erasmus+ KA107 staff mobility program

Priority is given to the applicant who has more job experience at KU (calculation is made based on year, month and day)

**IMPORTANT:** If an applicant is applying to both Erasmus+ KA103 and Erasmus+ Worldwide KA107 Faculty & Staff Exchange Programs, there will be a deduction of - 5 points in one of the programs upon the applicant's choice.







# ERASMUS+ Faculty & Staff Exchange

## English Language Certificate for administrative staff:

- The staff member who studied at English taught university can present a copy of her/his diploma. The level of English proficiency will be considered as B2.
- The staff member who took an English proficiency test by HR can present the result of that test.
- The staff member with no language proficiency test score/document can ask for an interview with the ELC department and receive a document stating his/her level of English.





# Mobility Agreement (Teaching)



Higher Education:  
Mobility Agreement form  
Participant's name

## Mobility Agreement Staff Mobility For Teaching<sup>1</sup>

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: .....

### The teaching staff member

|                                |  |                          |           |
|--------------------------------|--|--------------------------|-----------|
| Last name (s)                  |  | First name (s)           |           |
| Seniority <sup>2</sup>         |  | Nationality <sup>3</sup> |           |
| Gender [Male/Female/Undefined] |  | Academic year            | 20../20.. |
| E-mail                         |  |                          |           |

### The Sending Institution/Enterprise<sup>4</sup>

|  |   |                                       |                   |
|--|---|---------------------------------------|-------------------|
| Name   | Koç University  |                                       |                   |
| Erasmus code <sup>5</sup><br>(if applicable) | TR ISTANBU17  | Faculty/<br>Department                |                   |
| Address                                      | Rumelifeneri Yolu<br>Sarıyer 34450<br>İstanbul                          | Country/<br>Country code <sup>6</sup> | Turkey/ TR        |
| Contact person<br>name and position          | Burcu Sarsılmaz Coşan<br>Director - Office of<br>International Programs | Contact person<br>e-mail / phone      | partner@ku.edu.tr |
|  | Size of enterprise<br>(if applicable)                                   | ☐ <250 employees<br>☑ >250 employees  |                   |

### The Receiving Institution

|                                     |  |                                  |  |
|-------------------------------------|--|----------------------------------|--|
| Name                                |  | Faculty/Department               |  |
| Erasmus code<br>(if applicable)     |  |                                  |  |
| Address                             |  | Country/<br>Country code         |  |
| Contact person<br>name and position |  | Contact person<br>e-mail / phone |  |

For guidelines, please look at the end notes on page 3.

1



Higher Education:  
Mobility Agreement form  
Participant's name

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: .....

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme: .....

Number of teaching hours<sup>8</sup>: .....

Language of instruction: .....

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

2



Higher Education:  
Mobility Agreement form  
Participant's name

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>9</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

**The teaching staff member**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The sending institution/enterprise**

Name of the responsible person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The receiving institution**

Name of the responsible person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, this template should be used and adjusted to fit both activity types.
- In the case of mobility between Programme and Partner Country HEIs, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of invited staff from enterprises to teach in Partner Country HEIs, this agreement must be signed by the participant, the Programme Country HEI as beneficiary, the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For invited staff from enterprises to teach in Programme Country HEIs, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>2</sup> Seniority: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth.

<sup>5</sup> Erasmus Code: A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>6</sup> Country code: ISO 3166-2 country codes available at: <https://www.iso.org/npb/ii/Research/>

3





# Mobility Agreement (Training)



Higher Education:  
Mobility Agreement form  
Participant's name

## Mobility Agreement Staff Mobility For Training<sup>1</sup>

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: .....

### The Staff Member

|                               |  |                          |           |
|-------------------------------|--|--------------------------|-----------|
| Last name (s)                 |  | First name (s)           |           |
| Seniority <sup>2</sup>        |  | Nationality <sup>3</sup> |           |
| Gender<br>(Male/Female/Undef) |  | Academic year            | 20../20.. |
| E-mail                        |  |                          |           |

### The Sending Institution

|  |   |                                       |  |
|--|---|---------------------------------------|--|
| Name   | Koç University  |                                       |  |
| Erasmus code <sup>4</sup><br>(if applicable) | TR ISTANBU17  | Faculty/<br>Department                |  |
| Address                                      | Rumelifeneri Yolu<br>Sarıyer 34450<br>Istanbul                          | Country/<br>Country code <sup>5</sup> | Turkey/ TR   |
| Contact person<br>name and position          | Burcu Sarsılmaz Coşan<br>Director - Office of<br>International Programs | Contact person<br>e-mail / phone      | partner@ku.edu.tr  |
|  |   | Size of enterprise<br>(if applicable) | <input type="checkbox"/> <250 employees<br><input type="checkbox"/> >250 employees |

### The Receiving Institution / Enterprise<sup>6</sup>

|                                      |  |                                       |  |
|--------------------------------------|--|---------------------------------------|--|
| Name                                 |  |                                       |  |
| Erasmus code<br>(if applicable)      |  | Faculty/Department                    |  |
| Address                              |  | Country/<br>Country code              |  |
| Contact person,<br>name and position |  | Contact person<br>e-mail / phone      |  |
|                                      |  | Size of enterprise<br>(if applicable) | <input type="checkbox"/> <250 employees<br><input type="checkbox"/> >250 employees |

1



Higher Education:  
Mobility Agreement form  
Participant's name

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Language of training: .....

|  |
|--|
| <b>Overall objectives of the mobility:</b>   |
| <b>Training activity to develop pedagogical and/or curriculum design skills:</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b>   |
| <b>Activities to be carried out:</b>   |
| <b>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</b>                     |

2



Higher Education:  
Mobility Agreement form  
Participant's name

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

#### The staff member

|            |       |
|------------|-------|
| Name:      |       |
| Signature: | Date: |

#### The sending institution

|                                 |       |
|---------------------------------|-------|
| Name of the responsible person: |       |
| Signature:                      | Date: |

#### The receiving institution/enterprise

|                                 |       |
|---------------------------------|-------|
| Name of the responsible person: |       |
| Signature:                      | Date: |

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, the mobility agreement for teaching template should be used and adjusted to fit both activity types.
- In the case of mobility between Programme and Partner Countries, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

<sup>2</sup> Seniority: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> Erasmus Code: A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> Country code: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

<sup>7</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. |

3






# Application Method

## Application Method

Application is done via OIP's online application system: <https://kuapp.ku.edu.tr/> If you have not applied to any of the Mobility Programs offered by OIP via kuapp.ku.edu.tr, please first create a "Preliminary Application" for yourself as shown on the right:

The screenshot shows a web browser window with the following elements:

- Language:** English (dropdown menu)
- Logo:** KION logo in the top right corner.
- User Input Section:**
  - User Name:** Input field with a note: "Username is KU NET ID for Koc University users. For external users, please enter your email address as username."
  - Password:** Input field with a lock icon to its right.
  - Remember me
  - [Forgot My Password ?](#)
  - (with a right arrow icon)
  - (with a checkmark icon)
- Announcements Section:**
  - Exchange Programs Pre-Application**
  - [Click here to make a preliminary application to the exchange program.](#)
  - 
- Footer:** 2018 © Copyright by KION (left) and Version: 1.18.6851.29436 (right)





# Erasmus Grant & Payment Procedure

Grants are paid to staff members in two instalments.

- 70% of the total grant (daily grant & travel grant) is paid before departure in 30-45 days following the submission of before mobility documents to OIP
- Remaining 30% is paid after the staff member submits all required after mobility documents, depending on the mobility duration as verified by the Certificate of Attendance.

Payments are made in Euros, which requires a Euro bank account in Yapi Kredi Bank.





# Erasmus Grant & Payment Procedure

| Country Group              | Host Country   | Grant Amount Per Day (Euro) |
|----------------------------|--|-----------------------------|
| 1. Group Program Countries | United Kingdom, Denmark, Ireland, Sweden, Finland, Iceland, Lichtenstein, Luxembourg, Norway                                   | 153                         |
| 2. Group Program Countries | Germany, Austria, Belgium, France, Italy, Cyprus, Greece, The Netherlands, Spain, Malta, Portugal,                             | 136                         |
| 3. Group Program Countries | Bulgaria, Latvia, Macedonia, Slovakia, Czech Republic, Poland, Romania, Estonia, Croatia, Lithuania, Slovenia, Hungary, Serbia | 119                         |

## Daily Grant Amount

Erasmus+ Staff mobility program provides daily stipend to staff members based on the table. Koç University holds the right to determine the maximum duration for grant payment. Grant payments are made in Euro without being subjected to tax cuts.

For staff mobility activities lasting more than 14 days; %70 of the specified amounts must be taken into consideration as daily grant after day 15 and more.





# Erasmus Grant & Payment Procedure



## Travel Grant

Calculated via [distance calculator](#) according to the table below.

| Travel Distances      | Amount (€) |
|-----------------------|------------|
| Between 10-99 km      | € 20.00    |
| Between 100-499 km    | € 180.00   |
| Between 500-1999km    | € 275.00   |
| Between 2000-2999 km  | € 360.00   |
| Between 3000-3999 km  | € 530.00   |
| Between 4000- 7999 km | € 820.00   |
| 8000km and more       | € 1,500.00 |

The grant amount is for a round trip and cannot be multiplied.  
Connecting flights are subjected to the same procedure.





# Erasmus Grant & Payment Procedure

## Grant Deduction

- If the participant does not complete the required after mobility documents in line with the terms of the agreement, 30% of the grant based on total duration of mobility shall be deducted.
- If the participant does not submit the approved certificate of participation which is the proof for fulfilment of the mobility, the grant that has been paid before shall be refunded by the participant.
- If the participant does not complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.
- If a participant fails to submit and complete all the required paperwork to Koc University on time, the participant will be obliged to pay the grant received (70%) back to Koc University.
- If the participant does not complete the min. duration of mobility (2 days) and return to home country without any force majeure reason, the mobility activity will be considered void and the participant will be asked to return the initial grant (70%).
- If there is a force majeure situation, the participant has to inform OIP before returning to home country and wait for OIP's confirmation. In such cases, the participant is only paid for the actual duration of stay and may be asked to return a part of the initial grant.







# Erasmus Grant & Payment Procedure

## Zero Grant Participation

Participants are able to participate in Erasmus+ Study program without receiving grant. However, it should be noted that the participants have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.

## Erasmus Disability Grant

- Additional grants are available for participants with disabilities, where participation would not be possible without extra financial support.
- The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.
- Applications for the Erasmus Disability Grant must be submitted to OIP prior to the start of the mobility.
- Participant's application must include a statement from a doctor or other authority confirming the disability or health condition, its severity, the impact on the Erasmus+ mobility, additional requirements and additional costs to be met. A detailed estimate of costs is required.
- The application should provide information on any other sources of financial support that the participant receives and why this is insufficient to cover extra costs.
- If you have any questions please send an e-mail to [kuapp@ku.edu.tr](mailto:kuapp@ku.edu.tr)
- [Special Need Support Request Form](#)





# Before Mobility Procedure & Documents

The participant is required to submit the following documents to OIP before the mobility takes place.

## Academic Staff (Teaching Activity)

- [Commitment Letter \(English\)](#)
- [Teaching Agreement](#) (Detailed teaching plan should be indicated): Teaching Agreement is submitted during the application phase. However, if there is any change in the plan, then an updated version of the agreement has to be submitted to OIP.
- Grant Agreement: will be provided by OIP upon the submission of documents listed above

## Administrative Staff (Training Activity)

- [Commitment Letter \(Turkish\)](#) / [Commitment Letter \(English\)](#)
- [Training Agreement](#) (Detailed training plan should be indicated): Training Agreement is submitted during the application phase. However, if there is any change in the plan, then an updated version of the agreement has to be submitted to OIP.
- Grant Agreement: will be provided by OIP upon the submission of documents listed above





# After Mobility Procedure & Documents

The participant is required to submit the following documents to OIP after the mobility takes place.

## **Academic Staff (Teaching Activity)**

- [Certificate of Participation](#) Has to be signed by the representative at the host institution.
- Copy of the boarding pass/ passport pages that shows the entry & exit to host country
- EU survey (Final report)

## **Administrative Staff (Training Activity)**

- [Certificate of Participation](#): Has to be signed by the representative at the host institution.
- Copy of the boarding pass/ passport pages that shows the entry & exit to host country
- EU survey (Final report)





# After Mobility Procedure & Documents

## Certificate of Attendance/Participation



### **CERTIFICATE OF PARTICIPATION**

Sending Institution: **Koc University, İstanbul, Turkey**

Receiving Institution: \_\_\_\_\_

\_\_\_\_\_ (name) has  
attended Erasmus+ Staff Mobility Program at our institution

from \_\_\_\_\_ to \_\_\_\_\_.

Activities or teaching plan that was carried out during the mobility were indicated in  
Annex I.

Officer's Name \_\_\_\_\_

Signature \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

(Please contact [partner@ku.edu.tr](mailto:partner@ku.edu.tr) if you have any questions)



### **ANNEX I**

#### **WEEK I**

| Time | Day 1<br>(.../.../20..) | Day 2<br>(.../.../20..) | Day 3<br>(.../.../20..) | Day 4<br>(.../.../20..) | Day 5<br>(.../.../20..) |
|------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |
|      |                         |                         |                         |                         |                         |

\*Please multiply the table in case you have spent more than one week at the partner institution.

Signature of the supervisor/international officer at the partner university: \_\_\_\_\_

(Please contact [partner@ku.edu.tr](mailto:partner@ku.edu.tr) if you have any questions)





# Cancellation

To cancel your application after submitting the Commitment Letter, you need to submit the [cancellation petition](#) to OIP.

It should be noted that participants, who cancel their exchange after the “notice period” provided by OIP right after the announcement of selection results, **would lose -10 points** if they apply for Erasmus+ Program again in the future.





# STAY IN TOUCH

For further information about the program please visit

[OIP Erasmus+ Faculty & Staff Exchange Website](#)

Contact us for being a part of this adventure and receive detailed information:

E-mail: [kuapp@ku.edu.tr](mailto:kuapp@ku.edu.tr)

Office Hours:

**From Monday to Friday (11:30-12:30 & 14:00-15:00)**

Office of International Programs

Student Center -3 B396

[ku.edu.tr](http://ku.edu.tr)

[oip.ku.edu.tr](http://oip.ku.edu.tr)

Twitter: [kocunivoip](#)

Facebook: [kocunivoip](#)

Instagram: [kocunivoip](#)

Youtube: [kocunivoip](#)

LinkedIn: [Koç University](#)

