Erasmus+ KA131 Staff Exchange Program

Teaching Mobility (Academic Staff) @Koç University

Frequently Asked Questions
What is the context of Erasmus+ Teaching Mobility?
If you work in higher education as an academic staff in an Erasmus+ Programme country, you can spend time teaching at KU through the KA131 projects. A teaching period must last a minimum of 2 days and cannot last more than 2 months. This excludes travelling time. During your stay at KU, the teaching activity must comprise a minimum of 8 hours per week (or any shorter period of stay) of actual teaching time. Staff mobility for teaching can be in any study field.

Who can apply? / Can I apply?
To be able to apply to KU for a Teaching Mobility, your home institution and KU are required to have an inter-institutional agreement for teaching mobility. If you consider participating a Teaching Mobility at KU, please make sure to check if your home institution and KU have an inter-institutional agreement for teaching mobility, and if yes, the departments that are covered on the agreement.
3. What are the application dates? / When can I apply?
There are no set application dates at KU for incoming Erasmus staff applications. We collect the applications on a rolling basis. For the internal applications of your home institutions, please contact your home institution's Erasmus+ Office.

4. Is there a specific period of the year that you accept Erasmus+ Teaching Mobility Participants (Fall, Spring etc)? / When can I conduct my mobility?
There is no specific period of the year that we accept incoming Erasmus+ teaching staff. Participant can visit KU anytime of the academic year as long as the host department/faculty is available to host the participant and sufficient number of teaching hours can be conducted.

5. What are the academic departments/programs I can conduct my Teaching Mobility at?
Please see the Colleges and Schools for Undergraduate programs and Graduate Schools for Master's and PhD programs. You can also see our Research Centers and Forums here.
6 If my home institution does not have an Erasmus+ agreement with Koc University, can I still apply for a Teaching Mobility at KU?
If your home university and KU don’t have an inter-institutional agreement, you cannot participate in a Teaching Mobility at KU as per the Erasmus Programme rules. However, there may be some other options for you (Please see Q8)

7 If my home university and KU don’t have an Erasmus+ Agreement, does it mean there is no way to visit Koc University within the scope of Erasmus+ Program?
In some cases, it may be possible to sign an inter-institutional agreement. To be able to form a collaboration covering teaching mobility, the request must come through your home university’s Erasmus office and we need the approval of the relevant College or Graduate School at KU after thoroughly reviewing your home institution’s curriculum.
Are there any other programs to visit KU for a Teaching Mobility or to become a visiting professor at KU?

It is possible to visit KU within the Visiting Scholar Program, as well. You can also directly contact the Colleges, Graduate Schools or Research Centers to be a visiting professor at KU.

How can I get Erasmus+ grant (financial support) for my mobility?

For your teaching or training period at KU as a higher education staff, your home institution will be responsible for providing you Erasmus+ financial grant (unless you are not a zero-grant participant). Therefore, you need to contact the Erasmus+ Office of your home institution to find out about the opportunities available to you.
Is it possible to visit KU within the scope of Erasmus+ Teaching Mobility Program without receiving Erasmus+ grant?

It is possible to visit KU within the scope of Erasmus+ Teaching Mobility Program as a zero-grant participant. In this case, all expenses need to be covered by you. For further details, please contact your home institution's Erasmus+ Office.

Who can assist me with my Erasmus+ paperwork?

As the coordinator institution will be your home university for your Erasmus Teaching Mobility, they should inform you about the required paperwork, and when and how to submit the documents. If you need a signature or confirmation document from our Office as the host institution, you can contact us via incoming@ku.edu.tr.

Are there any minimum or maximum number of days for my Erasmus+ mobility to be valid?

A teaching period must last a minimum of 2 days and cannot last more than 2 months. This excludes travelling time.
Are there any minimum or maximum number of teaching hours for my Erasmus+ mobility to be valid?
During your stay at KU, the teaching activity must comprise a minimum of 8 hours per week (or any shorter period of stay) of actual teaching time. Teaching hours and context (lecture title, etc.) need to be indicated on Mobility Agreement for Teaching clearly.

What is considered as "teaching hours"?
In this context, participant is required to teach a course with the students or give lectures throughout the mobility totaling eight hours in a five-day-long mobility. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week (e.g. since it is compulsory to carry minimum 8 hours of teaching per week, this should be minimum 16 hours for a two weeks-activity).
How can I find a place at KU to conduct my teaching mobility?
If you have a colleague or contact person at KU already or through your own initiatives, you can apply to us with this information. If not, we will assist you with finding a host person or departments upon receiving your CV and Letter of Intent.

How can I apply? / What is the application procedure?
You can apply through the Erasmus+ Office of your higher education institution. And after you are selected by them or during the application round at your home university, you can contact us via incoming@ku.edu.tr for an Erasmus+ Teaching Mobility at KU.

You can send an e-mail to incoming@ku.edu.tr with your CV and letter of Intent attached to your message. It would be highly appreciated if you could state the departments you wish to visit and topics you wish to be covered during your mobility in your motivation letter. There will also be online application process after placement.
Do I need to prepare/submit any documents for the application?
For the internal application in your home institution, please contact your institution’s Erasmus+ Office.
For your application to KU, we need your CV and letter of intent/motivation letter that indicates objectives of your visit and department(s) you wish to visit. After placement/acceptance by a host department/person, you will need to upload your CV, letter of intent and a scanned copy of your passport’s ID page during your online application on our system.

What is the next step after the application through email?
If you have a colleague or contact person at KU already or through your own initiatives, you can apply to us with this information. If not; once our Office receives your nomination or application, we will pass your CV and motivation letter on to the relevant departments to find you the most convenient host person. After finding the right host person for you, you will be notified and put in contact with your host. From this point on, we kindly ask you to stay in touch with your host and our Office to set your mobility dates and schedule.
After being accepted by a KU Department, what is the next step?

After finding the right host person for you, you will be notified and put in contact with your host. From this point on, we kindly ask you to stay in touch with your host and our Office to set your mobility dates and schedule. You will also be shared the online application instructions on our application system.

Do you provide any assistance with travel arrangements (flight, accommodation etc)?

Please note that all travel arrangements are expected to be made by the participant. Participants are advised to arrange their accommodation prior to their arrival. To see our recommendations, please visit the relevant web page here.
Do you provide any assistance on international travel insurance?

International visitors are required to have a health insurance that is valid in Turkey and covers the complete duration of their specific academic program or research, and as an Erasmus+ Programme participant, it is your own responsibility to make sure that you are covered during your stay in Turkey. On this page, you will find several health insurance options you have, the closest health services offered around the campus, KU Hospital, obtaining a health report and more to help you when getting ready for your mobility at KU.

Do you provide any assistance on visa or entry to Turkey?

In most cases, participants of the Erasmus+ KA131 Teaching or Training Mobility Programme can enter Turkey with a touristic visa or a valid passport. Please click here to check what type of document you need in order to enter Turkey. If you need to apply for a visa and need a document, such as acceptance letter, that will support your visa application, you can contact us via incoming@ku.edu.tr.
Do you have on-campus housing option?
Koc University has two Guesthouses, one at the Main Campus and the other at Istinye Campus. If you are interested in staying in one of the guesthouses during your mobility, please send an email to incoming@ku.edu.tr and we will put you in contact with the Guesthouses to check the availability and fees.

Are there any websites or other types of resources that I can check for pre-arrival and arrival?
You can check Pre-Arrival Resouces by our International Community Services Office (ICO) here.
Will I receive an orientation program in the beginning of my Teaching Mobility?
Our Office will organize a quick orientation/introduction KU session for you on the first day of your mobility, and yet will be shown on your mobility schedule.

If I stay on campus, can I use the facilities and services open to all staff (Library, Gym etc)?
If you stay on campus, you can use the facilities and services open to students and staff unless they require you to be a full-time employee at KU. To see the campus services and facilities at the Main (Rumelihfenier) Campus, please follow this link and for Istinye Campus, please click here.

Are there any procedures or documents I need to complete before or at the end of my mobility?
If you stay on campus, you should check-out on time and return your room key or card to Housing Office. We would also highly appreciate if you fill out our satisfaction survey regarding your mobility at KU and submit a short testimonial and some photos. As for the Erasmus Programme, you should contact your home university for procedures and documents.
General Info & Contact
For incoming students & staff (to KU): incoming@ku.edu.tr
For international cooperation & partnerships: partner@ku.edu.tr
Erasmus Code: TR ISTANBU17
Mailing Address: Rumelifeneri Yolu, 34450, Sarıyer, İstanbul, Turkey

Links
Office of International Programs Website
Website for Erasmus+ Teaching Mobility at KU
Colleges and Schools
Graduate Schools
Research Centers & Labs
Pre-Arrival Resources

Social Media