Erasmus+ KA131 Staff Exchange Program
Training Mobility
(Administrative & Academic Staff)
@Koç University
1. **What is the context of Erasmus+ Training Mobility?**
   With Erasmus+ KA131, administrative or academic staff of Higher Education Institutions (HEIs) can take part in a Training Mobility at KU. The mobility can comprise of training, job shadowing, staff weeks or observation activities.

2. **Who can apply? / Can I apply?**
   Training Mobility between the staff members of two HEIs holding an Erasmus Charter is possible without an inter-institutional agreement. If your home university holds an Erasmus Charter, you can apply to KU for a training mobility.

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 institution, please contact your home institution's Erasmus+ Office.
Is there a specific period of the year that you accept Erasmus+ Training Mobility Participants (Fall, Spring etc)? / When can I conduct my mobility?
There is no specific period of the year that we accept incoming Erasmus administrative staff. Participant can visit KU anytime of the academic year as long as the host department is available to host the participant.

What are the departments I can conduct my Training Mobility at?
Please click here to see the Administrative Offices at Koc University. Teaching Staff can also participate in a training mobility in an academic department. Please see our Colleges/Schools, Graduate Schools and Research Centers & Labs.

If my home institution does not have an Erasmus+ agreement with Koc University, can I still apply for a Training Mobility at KU?
Training Mobility between the staff members of two higher education institutions holding an Erasmus Charter is possible without an inter-institutional agreement. If your home university holds an Erasmus Charter, you can apply to KU for a training mobility.
Are there any other programs to visit KU for a Training Mobility or to become a visiting staff at KU?

As KU Office of International Programs (OIP), we provide assistance only within the scope of Erasmus+ Staff Exchange Program. If you would like to visit a KU Office without the Erasmus+ Program, you should individually contact the departments you are interested in.

Some administrative offices also organize International Staff Weeks. Please see the past and upcoming ones here.

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 (if 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+ Training Mobility Program without receiving Erasmus+ grant?

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

Who can assist me with my Erasmus+ paperwork?

As the coordinator institution will be your home university for your Erasmus+ Training 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 KU OIP as the host institution, you can contact us via incoming@ku.edu.tr.
11 Are there any minimum or maximum number of days for my Erasmus+ mobility to be valid?
A training period must last a minimum of 2 days and cannot last more than 2 months. This excludes travelling time.

If the participant plans to participate in a blended mobility, which is the combination of a physical mobility with a virtual component, physical part of the participation must last minimum 5 days.

12 Are there any minimum or maximum number of training/working hours for my Erasmus+ mobility to be valid?
There is no minimum or maximum number of training or working hours for Erasmus Training Mobility. However, you need to have a scheduled training session or work-related activity for all mobility dates and those sessions/activities need to be indicated on the Mobility Agreement for Training clearly.
How can I apply? / What is the application procedure?
You can apply through the Erasmus+ Office of your home 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+ Training Mobility at KU.

You can send an e-mail to incoming@ku.edu.tr with your CV and Letter of Intent/Motivation Letter 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 Letter of Intent/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/Motivation Letter 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 contact person/host at KU already or you found one through your own initiatives, you can apply to us with this information. If not, once our Office receives your nomination or application through email, we will pass your CV and letter of Intent/Motivation Letter on to the relevant departments to find you the most convenient host. After finding the right host 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 the schedule.
After being accepted by a KU Department, what is the next step?
After finding the right host 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 through email.

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 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?
KU does not offer on-campus housing option for incoming administrative staff at the Main Campus. However, Koc University’s Istinye Campus is 20-25 minutes away from Koc University main campus by taxi. You may contact istinye@ku.edu.tr to check availability. Address: Cayir Caddesi No: 65 34460, Istinye / Istanbul

If I cannot stay on campus, where can I stay?
On the link here, please see some recommendations.

Are there any websites or other types of resources that I can check for pre-arrival and arrival?
You can check Pre-Arrival Resources by our International Community Services Office (ICO) here.

Will I receive an orientation program in the beginning of my Training Mobility?
Our Office will organize a quick orientation/introduction KU session for you on the first day of your mobility, and it will be shown on your mobility schedule.
Are there any procedures or documents I need to complete before or at the end of my mobility?

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, Istanbul, Turkey

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

Social Media