

# ERASMUS+ PROGRAM TEACHING AND TRAINING MOBILITY OF STAFF WORKFLOW

## Preparation Process

The program guide and the application manual of the relevant year are examined.

Announcements, application forms and quota list are prepared.

Announcements and forms are approved.

Announcements are published on the web and social media.

## Application and Evaluation

Academic / administrative staff provide an invitation letter from the place where they want to carry out the mobility.

Academic / administrative staff applications are received personally within 20 days.

Applications are listed separately for training and teaching.

TOGÜ prepares an evaluation list according to the criteria specified in the announcement.

Erasmus Commission determines the main and reserve list.

The results are published on the web and social media.

## Process Before Mobility

Selected academic / administrative staff are informed via e-mail sent to them.

The staff prepares the Teaching / Training Mobility Agreement and sends them to the counterparty institution for signature.

The staff prepares the documents requested by the counterparty within the given time and delivers them to the office and sends them to the counterparty when signed.

The staff provides passports and visas and sign a grant contract.

80% grant payment of the staff is prepared and sent to the Head of Strategy Department. When the payment is made, staff is informed.

## During Mobility

Staff information who has started mobility is specified on the Mobility Tool.

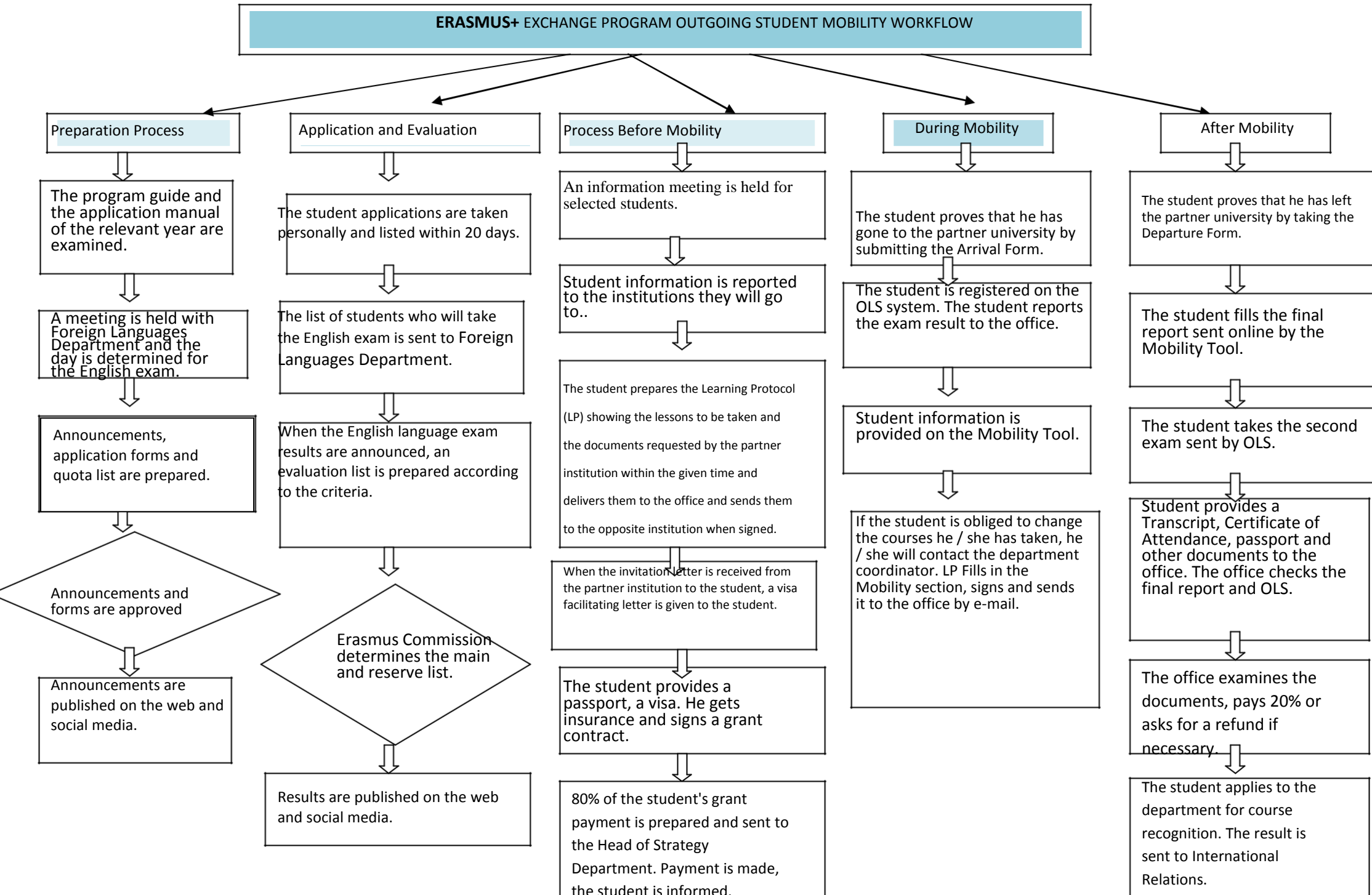
## After Mobility

Staff fills in the final report sent online by the Mobility Tool to their email addresses.

The staff presents the Attendance Certificate, passport, boarding passes and other documents to the office.

The office examines the documents of the staff, pays 20% or requests a return if necessary.

# ERASMUS+ EXCHANGE PROGRAM OUTGOING STUDENT MOBILITY WORKFLOW



# ERASMUS+ STUDENT TRAINING MOBILITY WORKFLOW

## Preparation Process

The program guide and the application manual of the relevant year are examined.

A meeting is held with Foreign Languages Department and the day is determined for the English exam.

Announcements, application forms and quota list are prepared.

Announcements and forms are approved.

Announcements are published on the web and social media.

## Application and Evaluation

The student applications are taken personally and listed within 20 days.

The student applications are listed.

The list of students who will take the English exam is sent to Foreign Languages Department.

When the English language exam results are announced, an evaluation list is prepared according to the criteria.

Erasmus Commission determines the main and reserve list.

Results are published on the web and social media.

## Process Before Mobility

An information meeting is held for selected students.

After the meeting, students are required to prepare the relevant documents.

The student prepares the signed Learning Agreement (LA) and other documents containing the internship content and the information of the firm where he / she will perform the internship before the internship start date and delivers it to the office.

The student is given a visa facilitating letter when he / she completes all the documents he / she has to bring before going.

The student provides a passport, a visa. He gets insurance and signs a grant contract.

80% of the student's grant payment is prepared and sent to the Head of Strategy Department. Payment is made, the student is informed.

## During Mobility

The student proves that he has gone to an internship by sending an Arrival Form.

The student is registered on the OLS system. The student reports the exam result to the office.

Student information is provided on the Mobility Tool.

The student contacts the department coordinator regarding any changes in the content of the internship. He completes the LA During the Mobility section, signs it and sends it to the office by e-mail.

## After Mobility

The student proves that he / she has left the company / organization by taking the Departure Form.

The student fills the final report sent online by the Mobility Tool.

The student takes the second exam sent by OLS.

The student submits the Learning Agreement, After the Mobility, Certificate of Attendance, passport and other documents to the office. The office checks the final report and OLS.

The office examines the documents, pays 20% or asks for a refund if necessary.

The student applies to the department with related documents regarding the crediting of the internship mobility. The result is sent to Foreign Relations by faculties.