**ERASMUS+ STAFF MOBILITY FOR TEACHING**

**CHECK LIST**

**HAREKETLİLİK ÖNCESİ / BEFORE MOBILITY**

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| **YAPILMASI GEREKENLER**  **TO-DO LIST** |  |
| KARŞI KURUMDAN DAVET MEKTUBU ALINMALI VE MAIL OLARAK HKÜ ERASMUS OFISINE İLETİLMELİDİR.  *THE INVITATION LETTER SHOULD BE RECEIVED FROM THE RECEIVING INSTITUTION AND SENT TO THE HKU ERASMUS OFFICE VIA MAIL.* |  |
| MOBILITY AGREEMENT (MA) DOLDURULMALIDIR. DOLDURULMUŞ FORM ÖNCE HKÜ ERASMUS KOORDINATÖRÜNE İMZALATILMALI DAHA SONRA KARŞI KURUMDAKİ KOORDİNATÖRE İMZALATILMALIDIR.  *THE MOBILITY AGREEMENT SHOULD BE FILLED IN. THE FILLED FORM SHOULD FIRST BE SIGNED BY THE HKU ERASMUS COORDINATOR AND THEN SIGNED BY THE COORDINATOR/RESPONSIBLE PERSON AT THE RECEIVING INSTITUTION.* |  |
| KURUMLARARASI SÖZLEŞME HER İKİ KURUM TARAFINDAN İMZALANMALIDIR.  THE BILATERAL INTER-INSTITUTIONAL AGREEMENT SHOULD BE SIGNED BY BOTH INSTITUTIONS. |  |
| PASAPORTUN İLK İKİ SAYFASI TARATILIP MAIL OLARAK HKÜ ERASMUS OFİSİNE GÖNDERİLMELİDİR.  *PASSPORT INFO PAGE SHOULD BE SCANNED AND SENT TO HKU ERASMUS OFFICE VIA E-MAIL.* |  |
| DENİZBANK EURO HESABI IBANI MAIL OLARAK GÖNDERİLMELİDİR.  *DENIZBANK EURO IBAN NUMBER SHOULD BE SENT TO HKU ERASMUS OFFICE VIA E-MAIL.* |  |
| KATILIMCININ DEKANINDAN VEYA MÜDÜRÜNDEN RESMİ İZİN ALINMALIDIR.  THE OFFICIAL PERMISSION MUST BE TAKEN FROM THE APPLICANT’S DEAN OR DIRECTOR. |  |
| SEYAHAT BİLETİ İÇİN FATURA VEYA ÖN REZERVASYON BELGESİ OFİSE MAIL OLARAK GÖNDERİLMELİDİR.  *INVOICE OR PRE-BOOKING FOR A TRAVEL TICKET SHOULD BE SENT TO HKU ERASMUS OFFICE VIA E-MAIL* |  |
| TÜM BELGELER TAMAMLANDIKTAN SONRA OFIS HİBE SÖZLEŞMESİ İÇİN ÇAĞIRACAKTIR.  *AFTER ALL THE DOCUMENTS HAVE BEEN COMPLETED, THE OFFICE WILL LET YOU KNOW TO SIGN THE GRANT CONTRACT.* |  |
| VİZE KOLAYLAŞTIRICI BELGENİN TÜM ONAYLARDAN SONRA ALINMASI  *OBTAINING VISA CONFIRMATION SHEET DOCUMENT AFTER ALL OF THE APPROVALS* |  |

**HAREKETLİLİK SONRASI / AFTER MOBILITY**

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| **YAPILMASI GEREKENLER**  **TO-DO LIST** |  |
| HAREKETLİLİĞİN BİTTİĞİNE DAIR KARŞI KURUMDAN ONAY MEKTUBU  *CONFIRMATION LETTER FROM THE RECEIVING INSTITUTION INDICATING THAT MOBILITY IS OVER* |  |
| GİRİŞ-ÇIKIŞ DAMGASINI GÖSTEREN TARANMIŞ PASAPORT FOTOĞRAFI  *SCANNED PHOTO OF PASSPORT STAMP* |  |
| BİNİŞ KARTLARI ERASMUS OFİSİNE VERİLMELİDİR.  *FLIGHT BOARDING PASSES SHOULD BE GIVEN TO ERASMUS OFFICE* |  |
| ULUSAL AJANS TARAFINDAN GÖNDERİLEN EU ANKETİNİN EN GEÇ 1 AY İÇERİSİNDE TAMAMLANMASI GEREKMEKTEDİR.  *THE EU SURVEY SENT BY THE TURKISH NATIONAL AGENCY SHOULD BE COMPLETED WITHIN 1 MONTHS AT THE LATEST.* |  |

Her bir adım Erasmus Ofisine mail yoluyla bildirilmelidir: [iro@hku.edu.tr](mailto:iro@hku.edu.tr)

Each step must be informed to the Erasmus Office via e-mail: [iro@hku.edu.tr](mailto:iro@hku.edu.tr)