**YILDIZ TEKNİK ÜNİVERSİTESİ**

**YILDIZ TECHNICAL UNIVERSITY**

**INTERNATIONAL CREDIT MOBILTY-ICM**

**STAFF MOBILITY CHECK LIST**

|  |  |  |
| --- | --- | --- |
| **Name-Surname:** |  | **Photo**  |
| **Department:** |  |
| **Telephone-E-mail:** |  |  |
| **Mobility dates:** | Start: .. / ../ …. End: .. / ../ …. |
| **Mobility type:** | ❒ Teaching ❒ Training |
| **Host University/Country:** |  |

**FORMS BEFORE THE MOBILITY**

*Try to complete the forms minimum 20 days before your mobility so that the grant contract can be prepared and the grant can be transferred on time.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Forms (click on it to download)** |  | **Explanations** | **Instructions** |
| Check List | 🞎 | It is the check list explaining the details of the required forms.  | Before preparing other documents, go through it first. |
| Mobility Agreement for Teaching | 🞎 | It is the agreement for the teaching plan agreed on both universities. *\*Only for teaching mobility* | Please get in touch with the responsible person stated on the inter-institutional agreement to discuss the teaching plan. When you agree, fill it out electronically and make it signed&stamped by both universities.  |
| Mobility Agreement for Training | 🞎 | It is the agreement for the training plan agreed on both universities. *\*Only for training mobility* | Please get in touch with the responsible person/IRO officer stated on the inter-institutional agreement to discuss the training plan. When you agree, fill it out electronically and make it signed&stamped by both universities. |
| Letter of Acceptance | 🞎 | It is the letter (signed&stamped by host university) proving that you are accepted for the mobility by the host university.  | Please get in touch with the responsible person/IRO officer stated on the inter-institutional agreement to ask for a Letter of Acceptance by sending your teaching/training agreement as well. |
| Bank Account (Euro) | 🞎 | It is the bank account to which the grant will be transferred.  | It has to be a Euro account opened at a branch of T.C. Ziraat Bank in Istanbul. |
| Assignment Letter (by rectorship) | 🞎 | It is the official confirmation by Rectorship. | After you complete the procedures, it will be send to Erasmus Program Unit by EBYS. |
| Grant Contract (3 copies) | 🞎 | It is the contract for the grant that you will receive for the mobility.  | When you deliver all the forms mentioned above to Erasmus Program Unit, you will be sent the contract by e-mail. Please check the information and make three copies, sign them and deliver them to the Erasmus Program Unit. Without a grant contract you will not be transferred the grant. |

*Upon completion of the “forms before the mobility” the participant will be paid the %80 of the grant calculated for the total duration and the travel support calculated by distance calculator (*[*http://www.ua.gov.tr/distance*](http://www.ua.gov.tr/distance)*).*