

ERASMUS+ KA171 INCOMING STAFF MOBILITY WORKPLAN

1. At least 20 days before the application deadline for Erasmus+ KA171 Incoming Staff Mobility, the Erasmus Coordinator's Office or International Office of the host institution should be contacted via email to exchange general information about the project initiation and implementation process. Information should be requested regarding the host institution's selection criteria.
2. A draft Erasmus+ KA171 Incoming Staff Mobility announcement should be prepared based on the Implementation Handbook and budget for the relevant project period, and approval should be obtained from the ADÜ Erasmus Selection Committee.
3. The announcement should be published on the ADÜ International Student Relations (IAS) website. All details regarding the announcement should be sent to the Erasmus Coordinator's Office or International Office of the host institution via email.
4. Applications should be received by the host institution on the dates specified in the announcement, and the host institution should evaluate the applications according to the evaluation criteria specified in the announcement.
5. Application results and information about the main candidates should be notified to ADÜ International Student Relations (IAS) on the dates specified in the announcement via email.
6. ADÜ International Office (ADÜ UIK) prepares and sends an "Invitation Letter" to the main candidates who have completed their documents at the host institution. During this time, participants' mobility information is entered into the Beneficiary Module system and payment approval is obtained from the Rectorate.
7. The mobility process begins with the participants' arrival at ADÜ.
8. ADÜ UIK checks the incoming participants' documents and prepares their grant agreements. Ziraat Bank also opens a EURO account for participants to facilitate grant payments. Grant agreements are signed at UIK, and 100% grant payments are made to participants within the same week following the mobility.
9. Participants are reminded that they must complete the EU survey at the end of the mobility.
10. Participants who successfully complete their mobility will be issued their Participation Certificates by ADÜ UIK on the last day of the mobility.