Erasmus+ Incoming Staff Mobility

Staff Mobility / Incoming (KA131)

Within the scope of Erasmus+ Mobility, academic and administrative staff can carry out two types of mobility.

Erasmus+ Staff Mobility for Teaching

Academic staff may carry out mobility at Istanbul Atlas University for a minimum of 2 working days and a maximum of 2 months by completing at least 8 teaching hours per week, and may teach at associate degree, bachelor's or postgraduate level. In order to organize Staff Mobility for Teaching, there must be a valid Erasmus+ Inter-institutional Agreement between the two institutions.

Erasmus+ Staff Mobility for Training

Within the scope of this activity, academic or administrative staff have the opportunity to improve their personal skills and contribute to the internationalization of their home university. The activity duration is set as a minimum of 2 working days and a maximum of 2 months.

How to Apply

Participation in Erasmus Staff Mobility for Teaching

Teaching staff who wish to come apply to the Erasmus Office at their own university. Istanbul Atlas University Erasmus Office is then contacted and the information of the relevant academic staff member is provided. The incoming teaching staff member and the Erasmus+ Departmental Coordinator correspond to prepare the teaching programme. This document is signed by the programme authorities of both institutions and by the incoming teaching staff member. The Erasmus+ Office sends an invitation letter for the incoming teaching staff member.

Participation in Erasmus Staff Mobility for Training

Staff who wish to come apply to the Erasmus+ Office at their own university. Istanbul Atlas University Erasmus+ Office is then contacted, and the arrival date, work plan and unit responsible for the training are determined together. The Erasmus+ Office sends an invitation letter for the incoming staff member.

Before the Mobility

Before the mobility, the participant must prepare the following document and submit it to the Erasmus+ Office: Staff Mobility Agreement for Teaching/Training. The signature and stamp section must be completed.

KA171 Staff Mobility for Teaching / Incoming

Within the scope of Erasmus+ International Credit Mobility, staff eligible for teaching mobility are academic staff employed at universities in third countries not associated with the Programme that have signed an inter-institutional agreement with Istanbul Atlas University for this type of mobility. The inter-institutional agreement must be signed before the mobility begins.

The selection of incoming academic staff is carried out at the university in the third country not associated with the Programme according to the rules set out in the Erasmus+ Programme Guide. Universities in third countries not associated with the Programme send the list of applicants they consider suitable to the Istanbul Atlas University Erasmus+ Office at least 4 weeks before the start of the mobility. Selected academic staff apply to the Istanbul Atlas University Erasmus+ Office with the required documents.

Istanbul Atlas University Erasmus+ Unit Coordinators and Unit Heads approve candidates for teaching mobility and evaluate the following criteria:

- the general objectives of the mobility
- the content of the teaching/training programme
- expected outcomes and impact
- the added value of the mobility

After receiving the list of approved candidates, the Erasmus+ Office immediately informs the university in the third country not associated with the Programme and the approved candidates. A participant may begin travel one day before the mobility starts or return one day after it ends; however, when calculating individual support, a grant is paid for no more than two additional days, namely one day before and one day after completion of the mobility.

Istanbul Atlas University Erasmus+ Office provides documents required for the visa process, such as an invitation letter. The teaching staff member selected for teaching mobility benefits from the Erasmus+ programme by signing the grant agreement on which the grant payment is based.

After the Mobility

Before returning, incoming academic staff are given an Erasmus+ Certificate of Attendance by the academic unit in which they taught, indicating the activities they carried out. Incoming administrative

staff are given an Erasmus Certificate of Attendance by the relevant unit before returning, indicating the activities they carried out.

KA171 Staff Mobility for Training / Incoming

Within the scope of Erasmus+ International Credit Mobility Staff Mobility for Training, eligible staff are academic or administrative staff employed at universities in third countries not associated with the Programme that have a project with Istanbul Atlas University and have signed an inter-institutional agreement for this type of mobility. The inter-institutional agreement must be signed before the mobility begins. The selection of incoming academic or administrative staff is carried out at the university in the third country not associated with the Programme according to the rules set out in the Erasmus+ Programme Guide.

Universities in third countries not associated with the Programme send the list of applicants they consider suitable to the Istanbul Atlas University Erasmus+ Office at least 4 weeks before the start of the mobility. Selected academic or administrative staff apply to the Istanbul Atlas University Erasmus+ Office with the required documents.

Istanbul Atlas University unit coordinators and unit managers evaluate candidates for Staff Mobility for Training according to the following criteria:

- the general objectives of the mobility
- the content of the teaching/training programme
- expected outcomes and impact
- the added value of the mobility

After receiving the list of approved candidates, the Erasmus+ Office immediately informs the higher education institution in the third country not associated with the Programme and the approved candidates. A participant may begin travel one day before the mobility starts or return one day after it ends; however, when calculating individual support, a grant is paid for no more than two additional days, namely one day before and one day after completion of the mobility. Istanbul Atlas University Erasmus+ Office provides the documents required for the visa process, such as an invitation letter, and the Certificate of Attendance.

Third Countries Not Associated with the Programme by Region

Region 1 - Western Balkans: Albania, Bosnia and Herzegovina, Kosovo, Montenegro.

Region 2 - Eastern Partnership: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine.

Region 3 - Southern Mediterranean Countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia.

Region 4 - Russia: Russia.

Region 5 - Asia: Bangladesh, Bhutan, Brunei, Cambodia, China, North Korea, Hong Kong, India, Indonesia, Japan, South Korea, Laos, Macao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam.

Region 6 - Central Asia: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

Region 7 - Middle East: Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen.

Region 8 - Pacific: Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu.

Region 9 - Sub-Saharan Africa: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

Region 10 - Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

Region 11 - Caribbean: Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

Region 12 - USA and Canada: United States of America, Canada.

For detailed information and applications: erasmus@atlas.edu.tr