HAKKARI UNIVERSITY
INTERNATIONAL COOPERATION OFFICE
ERASMUS+ INSTITUTIONAL COORDINATION
OID: E10064166 | Erasmus Code: TR HAKKARI01

WELCOME TO HAKKARI

YOUR MOBILITY STARTS HERE

Incoming Erasmus+ Staff Guide

Teaching & Training | KA131 & KA171





PLAN • ARRIVE • TEACH / TRAIN • CONNECT

A practical companion for invited teaching and training staff: the activity agreement, travel preparation, hosting arrangements, documentation and completion.

Hakkari University welcomes eligible visiting academic and administrative staff. Mobility is subject to institutional approval, project conditions and the receiving unit's capacity.

START HERE

Your mobility at a glance

A clear route from institutional approval to the final attendance certificate.

01

Confirm eligibility

Your sending institution approves your mobility and identifies the applicable KA131 or KA171 project.

02

Contact our office

Describe the proposed activity, dates, field and preferred host unit using your institutional email.

03

Agree the programme

The receiving unit approves the plan; complete the Mobility Agreement for Teaching or Training.

04

Prepare your visit

Obtain an invitation where needed; confirm grants, entry rules, insurance and accommodation.

05

Carry out the mobility

Meet your host contact, deliver the agreed activities and report any changes without delay.

06

Close the mobility

Check actual dates and teaching hours where relevant; obtain the Certificate of Attendance.

Two routes to Hakkari

KA131

Incoming grant arrangements are normally handled by your **sending institution**. Duration and eligibility depend on the applicable project.

KA171

Mobility is limited to the approved partner, project and quota. For Hakkari-funded visits, the **Grant Agreement** is arranged by our university.

WHO IS RESPONSIBLE?

Your home institution handles selection and normally recognition/reporting obligations. The Hakkari host unit approves academic or professional activities; the Erasmus+ office coordinates documents and institutional support.

CHOOSE YOUR ACTIVITY

Teaching or training?

Confirm the right mobility type and the relevant Erasmus+ requirements before approval.

TEACHING MOBILITY

For eligible staff who are authorised to teach at their home higher education institution.

Examples
Lectures, seminars, workshops and joint teaching agreed with the receiving academic department.

Evidence
Approved teaching programme, activity days and actual teaching hours.

TRAINING MOBILITY

For academic or administrative staff seeking structured work-related professional development.

Examples
Job shadowing, observation, structured training and exchange of professional practices.

Evidence
Approved training programme, dated activities and expected outcomes.

Standard physical mobility duration

KA131

2–60 days of consecutive activity for mobility involving Programme-associated countries.

KA171

5–60 days of consecutive activity involving non-associated partner countries.

Minimum teaching hours

Teaching normally requires **8 hours per week** (or for any shorter period). In a formally combined teaching + training mobility, the minimum is **4 teaching hours**. For longer periods, the threshold is prorated as required.

Inter-Institutional Agreements

Teaching: An applicable IIA is required between higher education institutions. **Training:** KA131 does not always require an IIA, while KA171 training between two higher education institutions does. In all cases, formal host approval is needed.

REMEMBER

Travel days do not count towards minimum activity duration. Conference attendance alone does not qualify as a Training Mobility activity. Verify the rules that apply to your specific project and period.

STEP 01

Apply & get invited

There is no separate compulsory incoming staff application form for the initial enquiry.

01

Send an institutional request

Email erasmus@hakkari.edu.tr from an official account. State your name, sending institution, position, activity type, KA131/KA171, proposed dates, field and preferred receiving unit.

02

Receive host-unit approval

A relevant academic or administrative unit checks capacity, content and dates. An enquiry or informal invitation is not final acceptance.

03

Approve your Mobility Agreement

Select the Teaching or Training template. Clearly state objectives, planned activity days, content and expected outcomes; include teaching hours where applicable.

04

Obtain official documents

After approval, Hakkari University issues an Invitation Letter where needed. Grant arrangements are completed by the responsible institution before mobility.

Documents at each stage

TO COMPLETE	**Mobility Agreement for Teaching OR Training** Participant and participating institutions
TO COMPLETE	**Incoming Staff Pre-Arrival Information Form** Participant, once travel details are confirmed
OFFICE ISSUES	**Invitation Letter / Confirmation of Arrival (if needed)** Hakkari University after relevant approval
OFFICE ISSUES	**Certificate of Attendance – Teaching or Training** Hakkari University at the end of the activity

Download templates: Teaching | Training | Pre-arrival

IMPORTANT

Unsigned invitations and attendance-certificate templates are not public forms. They are prepared and issued by our office after the relevant checks. A participant's grant agreement is handled by the institution responsible for the grant.

STEP 02

Before you arrive

Check entry rules, grant arrangements and your practical needs well before travelling.

01

Approval and dates

Check that the approved Mobility Agreement, invitation where needed, planned activity dates and grant documents are consistent.

02

Passport, visa and residence

Entry conditions depend on nationality, passport type, purpose and duration. Consult Turkish diplomatic/immigration authorities; do not infer mobility eligibility from tourist entry rules.

03

Insurance

Arrange appropriate health, travel and accident coverage as required. Check that Türkiye and the full stay are covered.

04

Accommodation

Ask early about the University Guest House, subject to availability, prior reservation and written confirmation. Alternatives may be needed.

05

Travel and arrival details

Consider Yüksekova Airport (YKO) or Van Airport (VAN), then plan onward transport. Send the Pre-Arrival Information Form after travel details are confirmed.

Pre-departure checklist

- ☐ Host unit and activity dates are confirmed in writing.
- ☐ Approved Mobility Agreement and funding arrangements are in place.
- ☐ Passport/visa and appropriate insurance are checked.
- ☐ Accommodation and onward transport are arranged.
- ☐ Pre-arrival form and contact details are shared with the office.

DO NOT TRAVEL ON AN UNCONFIRMED PLAN

A proposed date or informal message is not sufficient. Wait for confirmation of the host programme and any required formal documents before purchasing non-refundable tickets.

STEP 03

During your mobility

Keep your approved programme, host contacts and evidence of the activity up to date.

01

Check in

Notify your Hakkari University host department/unit and follow the Erasmus+ office's arrival instructions. Confirm the actual start and end dates.

02

Follow the agreed plan

Carry out the programme in the signed Mobility Agreement. Teaching staff should keep accurate records of teaching days and hours.

03

Document professional learning

Training staff should participate in structured activities, observation and professional exchange with the designated unit.

04

Report changes quickly

Any change to activity dates, hours, programme or host arrangements must be communicated to the host unit, Erasmus+ office and sending institution.

TEACHING

Deliver lectures, seminars or agreed teaching sessions; keep a record of actual teaching hours. Ensure the academic host confirms completion.

TRAINING

Follow the structured observation, job-shadowing or development schedule; note the dates, activity content and expected outcomes.

If something changes

Late arrival, early departure, missed sessions or a change of unit may affect the eligible mobility duration and final documents. Report problems immediately; the relevant institutions may need to update the Mobility Agreement or Grant Agreement.

KEEP YOUR EVIDENCE

Keep the approved programme, important institutional correspondence and travel evidence. The Certificate of Attendance will record the actual eligible activity period—not simply the originally planned dates.

STEP 04

Complete your mobility

Final certificates and financial procedures must match what actually took place.

01

Confirm actual activity days

Review the real starting and ending dates with your host unit and the Erasmus+ office. Distinguish activity days from travel days.

02

Receive your Certificate of Attendance

Hakkari University issues the Teaching or Training certificate. Teaching certificates also reflect the actual teaching hours.

03

Retain your travel evidence

Keep tickets, boarding passes, passport stamps and any eligible green-travel documents required for grant verification.

04

Close your grant and reporting obligations

Send the signed certificate and evidence to the responsible grant institution; complete the online Erasmus+ Participant Report if invited.

Who manages the Erasmus+ grant?

KA131

Your **sending institution** normally manages the grant, final calculation and payment. Follow its reporting and evidence requirements.

KA171

For incoming staff funded by Hakkari University, the **KA171 project** confirms the eligible period and grant adjustment under the signed agreement.

CHECK BEFORE DEPARTURE

Verify spelling, mobility type, actual dates and (for Teaching) recorded teaching hours on the attendance certificate. An additional day is not automatically an eligible or funded activity day.

Read the detailed End of Mobility requirements

KEEP THIS PAGE

Hakkari & useful contacts

Practical links and contact details to keep with your travel documents.



Hakkari and its surrounding mountains | Hakkari University photo archive

ARRIVING IN HAKKARI

Yüksekova Airport (YKO) and Van Airport (VAN) are potential entry points; both require onward road transport. Confirm your route and arrival timing in advance. Guest House arrangements must be confirmed before travel. During your stay, Hakkari also offers memorable outdoor opportunities such as mountain scenery, trekking, rafting, skiing and seasonal nature activities.

Essential links

- Incoming Staff overview
- Teaching Mobility
- Training Mobility
- Incoming Staff Forms
- Departmental Coordinators
- Before You Arrive
- During the Mobility
- End of Mobility
- Partner Universities
- Course Catalogue

HAKKARI UNIVERSITY

International Cooperation Office | Erasmus+ Institutional Coordination

Zeynel Bey Campus, Central Classroom Building
Keklikpınar Mah., Kampüs Caddesi, 30000 Hakkari, Türkiye
OID: E10064166 Erasmus Code: TR HAKKARI01
erasmus@hakkari.edu.tr +90 438 212 12 12 | Ext. 6500 / 6501 / 6505

Important: This guide is an informational resource. The approved Mobility Agreement, relevant grant documents, applicable Erasmus+ rules and official Turkish entry requirements take precedence. Details may change.