



DICLE UNIVERSITY INCOMING STAFF WORKFLOW

Doküman Kodu	DIŞ-İA-05
Yürürlük Tarihi	21.03.2024
Revizyon Tarihi/No	.../.../.../00
Baskı Tarihi/No	.../.../.../00

RESPONSIBLE UNIT	WORKFLOW	DOCUMENTS
International Office Departments	<p>Related staff writes to International Office of Dicle University.</p> <p>↓</p> <p>Mobility Agreement is asked from the participant.</p> <p>↓</p> <p>Based on what is written on Mobility Agreement, confirmation and availability is asked to departments.</p> <p>↓</p> <p>Mobility Agreement is signed and Acceptance Letter is issued or rejection e-mail is posted to the participant.</p> <p>↓</p> <p>Necessary teaching programme is prepared if it is teaching mobility/Necessary activities are planned for training mobility.</p>	Inter Institutional Agreement Mobility Agreement (LA)
Departmental Coordinators International Office	<p>Upon arrival, International Office informs the related Departmental Coordinator.</p> <p>↓</p> <p>Activities/teachings are carried out by the participants.</p> <p>↓</p> <p>Social programmes are organized.</p> <p>↓</p> <p>Certificate of Attendance and wet ink signed Mobility Agreement is prepared.</p>	Erasmus Handbook Mobility Agreement (LA) Certificate
International Office Press	<p>Evaluation of the mobility questionnaire is filled.</p> <p>↓</p> <p>News statement is issued in the university website.</p>	Evaluation Questionnaire Website