**…………………………….. UNIVERSITY**

**ACADEMIC STAFF GRANT AGREEMENT**

*The part hereafter referred to as “institution”*

|  |  |
| --- | --- |
| The Name of the Home Institution |  |
| Adress |  |
| Mevlana logo-ing-sbThe Name of the Legal Representative |  |
| Position of the Legal Representative |  |
|  | |

*The other part hereinafter referred to as “beneficiary”*

|  |  |
| --- | --- |
| The Name of the Academic Staff |  |
| Faculty and Department |  |
| Contact Information |  |
| Duration of the planned mobility (week) |  |
| The Name of the Host Institution |  |

Both of the parties have agreed on the conditions and annexes of the agreement as the basic parts of the agreement to perform the exchange mobility in the abovementioned university as planned and written above.

Annexes :

Annex I MEVLANA EXCHANGE PROGRAMME PROTOCOL

Annex II ACADEMIC STAFF MOBILITY PROGRAMME

Annex III MEVLANA EXCHANGE PROGRAMME REGULATION

Annex IV MEVLANA PRINCIPLES AND PROCEDURES

Annex V CERTIFICATE OF ATTENDANCE (After the mobility)

Annex VI FINAL REPORT FORM (After the mobility)

**CONDITIONS**

**ARTICLE 1 – THE AIM OF THE FINANCIAL SUPPORT**

1.1 The institution may pay the grant amount as determined by The Council of Higher Education to the beneficiary academic staff in the scope of MEVLANA exchange programme to carry out his/her mobility according to the Travel Expense Law no.6245.

1.2 The beneficiary receives the grant and accepts the conditions to carry out the academic staff mobility under his/her responsibility as defined in Annex-II

1.3 The beneficiary declares that s/he accepts the terms and conditions stated in this agreement

1.4 Every change regarding the conditions of the agreement will be done as written or annex form

**ARTICLE 2 - DURATION**

2.1 The agreement goes in effect as soon as it is signed by the institution.

2.2 The academic staff mobility starts on September 1 earliest, and ends on August 31 latest.

**ARTICLE 3 – FINANCIAL SUPPORT**

3.1 Within the scope of Mevlana Exchange Programme, travel allowance stated in the Travel Expense Law no.6245 may be paid to incoming and outgoing academic staff while travel allowance and additional course fees may be paid as stated in Travel Expense Law no.6245 and article 10 of the Law no.2547. CHE Executive Board is authorized to determine additional course fees due to the countries and titles.

 3.2 Final payment in the scope of Mevlana Exchange Programme is calculated according to the duration of the mobility with regard to the Travel Expense Law no.6245. The beneficiary is obliged to submit a document (Certificate of Attendance) showing the starting and ending dates of the mobility.

**ARTICLE 4 – PAYMENT**

4.1 The realized duration taking place in the certificate of attendance is considered in the payment process of the academic staff mobility in the scope of Mevlana Exchange Programme according to the Travel Expense Law no.6245. In determining the realized duration taking place in the certificate of attendance, the starting end ending dates of the mobility is also taken into account.

**ARTICLE 5 – BANK ACCOUNT**

The payments are made to the student’s abovementioned bank account:

|  |  |
| --- | --- |
| Name of the bank |  |
| Bank branch |  |
| The name of the account holder |  |
| TC/YU Number |  |
| Total bank account number  (Branch Code-Bank Account Number) |  |

**SIGNATURES**

|  |  |
| --- | --- |
| Beneficiary   ……………………………… | Institution  ……………………………………. |
| Signature | Signature |
| Place | Place |
| Date ……/……/…… | Date ……/……/…… |