

➤ Selection Process

- *The Selection process of academic and administrative staff is based on:*
 - ❖ *The similarity between BHOS and receiving university's administrative and academic units*
 - ❖ *The availability of mobility spots*
 - ❖ *The suitability of possible academic or administrative staff to available spots*

➤ Preparation for Mobility

- *After the academic or administrative staff have been chosen their connection with the administrative coordinator from receiving university will be provided*
- *Then the lists of offered courses and faculty coordinators are sent to them too choose their related fields for teaching in Receiving Institution.*
- *Required Documents for Mobility (Some of mentioned documents can vary related to requirements of receiving university)*
 - ❖ *Invitation Letter*
 - ❖ *Mobility Agreement*
 - ❖ *Reference Letter*
 - ❖ *Language Certificate*
 - ❖ *Acceptance Letter*
 - ❖ *Grant Agreement*
 - ❖ *Passport*
 - ❖ *The letter for Visa from Rector*
 - ❖ *Reference letter from Work*
 - ❖ *Bank statement*
 - ❖ *Visa copy*
 - ❖ *Work reference letter from Electron Portal*
- *The required documents for Visas vary according to the countries and they can be changed as time passes.*
- *Outgoing staff must be provided with Mobility Guidelines before the mobility*
- *Also, they will be given the BHOS bag with booklets, Sustainability Report, Alumni Whereabouts journals, flags, and wine.*