

Sending Organization	Istanbul Arel University							
Before Mobility								
		Act.No.	Date/Month	Duration	Location	Activity Name	Activity Details	Person To Do
		1	October 17,2018	1,5 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 1	Pre-Orientation about KA 107, Introduction meeting	Arel Staff
		2	October 24,2018	2 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 2	Comission Selection Process, Preparing a to do list, Assigning main headings to staff.	Arel Staff
		3	November 1, 2018	3 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 3	Brainstorming about the topic, deciding on partner countries, studying the KA 107 application form.	Arel Staff
		4	November 9, 2018	2 hours	Arel Uni. Sefaköy Campus	KA 107 Meeting 4	Deciding the topic, assigning responsibilities and roles for the topic, getting feedback about the form.	Arel Staff

		5	November 21, 2018	3,5 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 5	Working on quality questions (relevance, dissemination...e tc.)	Arel Staff
		6	November 29, 2018	2,5 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 6	Focusing on documentary process, decided on the partner institution, getting into contact with project partners.	Arel Staff
		7	December 4, 2018	1,5 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 7	Getting information about target country and culture, exchanging ideas and documents with the partner institution.	Arel Staff
		8	December 5, 2018	1 day	Üsküdar State Public Trainig Center	Signing contract with State Public Trainig Center	Contract signed for the dissemination period.	Arel Staff
		9	December 10, 2018	1 day	Express Publishing HQ	Signing contract with Express Publishing	Contract signed for the dissemination period and for international use of outcomes.	Arel Staff

		10	December 11, 2018	2 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 8	Discussion about contracts, deciding to take spanish courses.	Arel Staff
		11	December 14, 2018	1 hour	Arel Uni. Tepekent Campus	Meeting with the Spanish Teacher.	Agreed on a 10 hour spanish course with the Spanish Teacher Angelica Lolita Aydın.	Arel Staff
		12	December 18, 2018	1,5 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 9	Getting in touch with the Colombian Embassy, Decided to contact a 5 stars hotel for dissemination.	Arel Staff
		13	December 24, 2018	a day	Büyükçekmece Municipality	Signing cooperation agreement with Büyükçekmece Municipality.	A training will be given to the municipality staff after the mobility.	Arel Staff
		14	January 7, 2019		Arel Uni. Tepekent Campus	Mailing with the Consulate General	Getting in touch with the Ecuador Consulate ce.vog.eerrmm @ aiuqrutucee and asking for info about the target country.	Arel Staff

	After Project Approval	15	November, 2019	4 hours	Arel Uni. Tepekent Campus	Roundtable meeting	General evaluation after approval of the project. Deciding on the roadmap until mobility.	Arel Staff
	After Project Approval	16	February, 2020	a month	Arel Uni. Tepekent Campus	Selection Process	Selection Process will be finalized during February according to National Agency Selection Criteria.	Arel Staff
	After Project Approval	17	February, 2020	4 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 10	Pre-Orientation meeting, preparing documents before visit.	Arel Staff
	After Project Approval	18	March, 2020	4 hours x 2 days	Arel Uni. Tepekent Campus	KA 107 Meeting 11	Preparing curriculum and other academic documents.	Arel Staff
	After Project Approval	19	April, 2020	3 hours	Arel Uni. Tepekent Campus	KA 107 Meeting 12	Last meeting before mobility, preparing all documents like passport and insurance. Final ideas and thoughts before mobility.	Arel Staff
During Mobility								
		Act.No.	Date/Month	Duration	Location	Activity Name	Activity Details	Person To Do

		1	May, 2020	Day 1	Ecuador	Welcoming Event Orientation	Getting to know the university and staff. Giving information about the sending university.	Arel Staff
		2	May, 2020	4 hours Day 2	Ecuador	Workshop 1	Course Details will be studied at the hosting organisation	Arel+UIDE staff
		3	May, 2020	4 hours Day 3	Ecuador	Workshop 2	Course Details will be studied at the hosting organisation.	Arel+UIDE staff
		4	May, 2020	2 hours Day 4	Ecuador	Presentation 1	Lecture on Ecuadorian culture and tourism in Ecuador at the sending organisation.	UIDE staff
		5	May, 2020	4 hours Day 5	Colombia	Workshop 3	Course Details will be studied at the hosting organisation. Sending org.staff will meet Toruism department students and apply a questionnare.	Arel Staff+Students

		6	May, 2020	3 hours Day 6	Ecuador	Presentation 2	Class on intercultural communication and the importance of developing intercultural competencies in students through their participation in the "Global Engagement Certificate" at the hosting organisation.	UIDE staff
		7	May, 2020	6 hours Day 7	Ecuador	Roundtable meeting 1	A large scale meeting in which rector and deans will attend. General principles and academic level of both parties will be discussed.	Arel+UIDE staff
		8	May, 2020	4 hours Day 8	Colombia	Workshop 4	workshop about English curriculum development in the area of EFL	UIDE staff

		9	May, 2020	4 hours Day 9	Ecuador	Roundtable meeting 2	A large scale meeting will be organized to finalize the curriculum and the final report will be prepared.	Arel+UIDE staff
		10	May, 2020	4 hours Day 10	Ecuador	Final workshop+leaving process	The final report will be announced, certificates will be given to attendees.	Arel+UIDE staff
After Mobility								
		Act.No.	Date/Month	Duration	Location	Activity Name	Activity Details	Person To Do
		1	June, 2020	2 days	Arel Uni. Tepekent Campus	Submitting report	Preparing and submitting the report of the project to the Rectorate.	Arel Staff
		2	June, 2020		Arel Uni. Tepekent Campus	Web site announcement	Announcing the report on the web site and sharing the link with the hosting organisation.	Arel+UIDE staff
		3	July, 2020	4 hours	Arel Uni. Tepekent Campus	Workshop	Discussing the project outcomes with the department and other English Lecturers.	Arel Staff

		4	July, 2020	3 hours	Arel Uni. Tepekent Campus	Presentation1-rectorate	Presenting the outcomes and experience with the rector and deans.	Arel Staff
		5	September, 2020	4 hours	Arel Uni. Tepekent Campus	Presentation2-students	Presenting the outcomes and experience with the related dep. Students.	Arel Staff
		6	September, 2020	2 hours	Arel Uni. Tepekent Campus	Presentation3-lecturers	Presenting the outcomes and experience with Lecturers.	Arel Staff
		7	October, 2020	20 hours	Üsküdar Public Training Center	Tourism English Course	A 20 hour General English Course will be carried out by Üsküdar Public T.C. in order to disseminate the outcomes.	Arel Staff
		8	October, 2020		Express Publishing	Sharing outcomes with Publishers.	Arel University will share the outcomes with the publisher in order to publish books on Academic English with a new curriculum.	Arel Staff

		9	November, 2020	8 hours	Büyükçekmece Municipality	English Course	An 8 hour course to Municipality staff for dissemination. The course outcomes will directly meet the sector itself.	Arel Staff
		10	November, 2020	2 hours	Arel TV&Radio	Interview	An interview with the staff who attended the mobility. Especially the experience will be shared with the university staff an students.	Arel Staff