

Checklist/ Outgoing Staff Mobility

Kindly go through this checklist to prepare for your mobility. Please note that the duration of the mobility should be a minimum of five working days, with additional two travel days that do not count towards the total number of working days.

Before Mobility:

- You need to apply via Ritaj under the Academic Mobility, fill the application form and submit the required documents, particularly the invitation letter form of the concerned unit or department at the partner university, CV, motivational letter and the proposed teaching or training program.
- Upon nomination by the selection committee, you will be nominated to our partner university to proceed with their procedures.
- You need to have an official invitation letter signed by the partner university.
- You need to fill the mobility agreement and to ensure that it is signed by all three parties, noting that Birzeit University section in the agreement should be signed by the External Academic Relations Office.
- You will be receiving the grant agreement from the host university.
- You need to arrange travel logistic, including visa, accommodation, flight, health insurance, etc.
- You need to fill the required internal forms on Ritaj. Administrative staff should complete form no. 55, while academic staff should complete form no. 67.
- You need to arrange for a meeting with the External Academic Relations Office before your mobility.

During Mobility:

- Submit the grant agreement and mobility agreement to the international office at the host university.

After Mobility:

- Submit a report about your mobility to the External Academic Relations Office at BZU.

For more, please contact us via:

- Dr. Amir Khalil, Director of External Academic Relations
Email: external.relations@birzeit.edu / amkhalil@birzeit.edu
<https://www.birzeit.edu/en/about/external-academic-relations>