



# ISTANBUL GELISIM UNIVERSITY

2021/2022 Academic Year

## ERASMUS+ Staff Mobility Handbook



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## **STAFF MOBILITY (ST)**

Erasmus + Staff Mobility is divided into two groups: Staff Mobility for Teaching and Staff Mobility for Training.

### **1.1 Staff Teaching Mobility**

Staff Teaching mobility is a field of mobility that the staff, who is obliged to give lectures to the students in a higher education institution that has ECHE (Erasmus Charter for Higher Education) in Turkey, they are able to give lectures, to perform academic/educational mobilities in higher education institutions in one of the program countries that has ECHE.

It is possible to invite the staff under the "Staff Mobility for Teaching Assignments"-who is working in a settled administration of program countries- for giving lessons to students in a Higher Institution of Turkey that has ECHE under the mobility program. The Staff, who will be invited for teaching, must have been employed in a business center, training center, research center, or any other organization that refers the definition of the business. In this context, an appropriate enterprise means any private or public institution, regardless of size, legal status and economic sector in which they operate, and any kind of economic mobility including social economy. However, the Staff to be invited by paying the grant cannot be from higher education institutions.

Staff teaching mobility is a day-based mobility and grants are paid for the days that are taught. Therefore, the Staff Mobility for Teaching should specify the teaching program on a day-by-day basis.

### **1.2 Staff Training Mobility**

The Staff Training Mobility Program is a field of mobility that provide the staff who is employed in a higher institution that has own ECHE in Turkey- to get education in another higher institution that has ECHE in one of the program countries. Within the scope of this mobility, it is possible for the person to take various trainings (on-the-job trainings,

observation processes, etc.) in order to develop the skills he / she has in his / her current job. Conference participation cannot be supported within the scope of the mobility.

Within the scope of the Staff Training Mobility Program, it is also possible for staff, employed in an ECHE-owned higher education institution, to go to an ECHE-owned higher education institution or business organisation for training. The training institution can be an education center, research center, higher education institution or any other institution that corresponds to the definition of business. Within this scope, what is meant by corresponding institution is any private or public institution/organization and any enterprise engaged in any kinds of economic mobility, including social economy, regardless of their size, legal status and the economic sector in which they operate. Staff training is a full-time mobility and grant is paid for the days of full-time training. For this reason, the training program should be specified on a daily basis in the Staff Mobility for Training - Mobility Agreement.

### 1.3 Minimum and Maximum Duration for Staff Teaching Mobility

The mobility duration for staff teaching mobility is determined as a minimum of 2 consecutive working days and a maximum of 2 months, excluding travel. Within this scope, in order for the mobility to be considered a valid mobility, at least 8 course hours must be given. In cases where the mobility takes place longer than 1 week, the required course hours should increase in comparatively to the duration (for example, since 8 hours of lectures are obligatory in a mobility that will last for 1 week, at least 16 hours of lectures must be given in a mobility that will last 2 weeks). Maximum granted mobility period is limited to 5 days by our university.

In staff teaching mobility, in cases where the beneficiary's certificate of participation shows that she/he has been operating for less than 2 days and/or teaching less than the required number of hours, except for a force majeure, the mobility is deemed invalid and no grant payment is made to the beneficiary.

<sup>1</sup> "Force majeure" which is unavoidable and unpredictable despite all the care and attention, that is not caused by the fault or negligence of the parties, their subcontractors, affiliates or third parties involved in the implementation, which prevents any of the parties from fulfilling any of their contractual obligations. Failure of providing a service, defecting in equipment or materials, or their failure of making them available on time cannot be invoked as force majeure unless it is directly caused by force majeure, as well as labor disputes, strikes or financial difficulties.



With the condition of a force majeure to be certified, the mobilities, which the minimum period cannot be completed are accepted; Grant is given for the spent mobility time and travel expenses are paid according to the distance calculator.

#### **1.4 Minimum and Maximum Duration for Staff Training Mobility**

The mobility duration for staff training mobility is determined as a minimum of 2 consecutive working days and a maximum of 2 months, excluding travel days. The maximum granted mobility period is limited to 5 days by our university.

In the event that the beneficiary has been operating for less than 2 days except for force majeure, the mobility is deemed invalid and no grant payment is made to the beneficiary.

With the condition of a force majeure to be certified, the mobility, which the minimum period cannot be completed, are accepted; Grant is given for the spent time and travel expenses are covered according to the distance calculator.

### **2. BASIC PRINCIPLES REGARDING THE APPLICATION, EVALUATION AND ELECTION PROCESS**

The Academic and Administrative Staff who wants to apply has to fill the online application form which is included in the website of <https://persis.gelisim.edu.tr/login.aspx>.

#### **Application requirements for teaching mobility are below:**

- 1) To be the staff that take responsibility for teaching at Istanbul Gelisim University,
- 2) Bilateral agreement for teaching mobility.
- 3) A score of at least 70.0 from the Foreign Language Proficiency Exam (YDS, YÖKDİL) or equivalent score of an exam (TOEFL, PTE, etc.) accepted by OSYM. (In countries where the official language is English, the language score of the Staff who has completed their undergraduate or doctoral degree is accepted as YDS 80 equivalent.)



## **Application requirements for training mobility are below:**

The staff who wants to carry out staff mobility must be full-time or part-time employed staff at Istanbul Gelisim University and must be actually working as a staff. There is no cadre requirement for the staff employed in the higher education institution.

A score of at least 50.0 from the Foreign Language Proficiency Exam (YDS, YÖKDİL) or equivalent score of an exam (TOEFL, PTE, etc.) accepted by OSYM.

“The selection process is carried out among the applicants using the evaluation criteria that are determined by the higher education institution within the framework of the rules and priorities of the European Commission and the Center and which can be implemented equally to all the staff.”

### **2.1 Conformity Assessment:**

At least one of the two countries involved in the mobility must be an EU member state.

The staff who want to benefit from staff mobility must submit a Staff Mobility Agreement - teaching / Staff Mobility Agreement - training and an acceptance letter prepared after taking into account the minimum requirements in the handbook after qualifying for mobility.

The staff who want to benefit from staff mobility, must be employed as full / part-time staff in a ECHE-owner higher education institution in Turkey and must be actually working in that institution. There is no cadre requirement for the staff employed in the higher education institution, the staff who has a contract with the higher education institution can benefit from the mobility. Since there is no contract between the staff and higher education institution, employed through service procurement, these people cannot benefit from the staff mobility.

### **2.2 Evaluation Criteria and Weighted Scores:**

Selection and evaluation criteria and ratings for Teaching and Training mobility are below:



Successful candidates are determined by the gradating according to the total score obtained by the calculation of the points to be added or subtracted according to the following criteria to 50% of the applicant's language score.

Standard		Score
The staff who has benefit from mobility before	The person who has never benefit before	+10 Points
	The person who has benefit 5 years ago and before	+7 Points
	The person who has benefit 3 or 5 years ago	+3 Points
Seniority at University	10 years and more	+10 Points
	7-10 years	+7 Points
	4-7 years	+5 Points
	2-4 years	+3 Points
The staff of departments / programs that have never participated in Staff mobility program before		+5 Points
The staff who will go to an abroad institution that has never been visited before		+5 Points
The staff who provide a new inter-institutional agreement <sup>2</sup>		
Agreement with countries which we have no agreements (Austria, Finland, Netherlands, Sweden, Norway, Malta)		+15 Points
Agreement with countries which we have 1.2 and 3 agreements (Belgium, Denmark, Czechia, Estonia, France, Croatia, Latvia, Slovenia, Greece)		+10 Points
Agreement with countries which we have 4.5 and 6 agreements (Germany, Italy, Spain, Lithuania, Hungary, Slovakia)		+7 Points
Countries with 7 or more agreements (Bulgaria, Poland, Portugal, Romania)		+5 Points
The staff who is Erasmus Fac./Ins./HE./ Department Coordinator ( for staff teaching mobility application)		+10 Points

<sup>2</sup> The agreement must be made within the last year, based on the application date.

To be in the Administrative Staff of our University (Those who are in the academic staff and have administrative assignments are not included in this scope)	+10 Points
People with physical disabilities (must be documented)	+10 Points
Martyr / Veteran relatives or veteran staff <sup>3</sup> ( must be documented)	+10 Points
Participating in mobility in a country of citizenship	-10 Points
The staff who had given up to participate in Erasmus Mobility in the previous year without a valid reason although s/he was qualified to go.	-15 Points

Evaluation is made by taking into account the total score of the evaluation criteria and 50% of the Foreign Language Score. The staff with the highest scores are listed separately as teaching and training. The determined lists are evaluated by the Erasmus Commission and the placements are made.

### 3. REQUIRED DOCUMENTS

After qualifying for mobility, the staff must obtain the following documents from the university they have been selected for.

#### 3.1. 2021-2022 Requirements of Erasmus Teaching Mobility;

- Acceptance / Invitation Letter from the host institution,
- A teaching agreement, which is accepted by both the sending and receiving higher education institution (signed and stamped) and includes at least 8 course hours for 5 working days,

#### 3.2 2021-2022 Requirements of Erasmus Training Mobility;

<sup>3</sup> In addition to the combat veterans and their spouses and children, as well as the spouses and children of the war martyrs, according to Article 21 of the Anti-Terrorism Law dated 12/4/1991 and numbered 3713, "public officials are exempt from performing their duties at home and abroad, even if their titles have been removed. The coup attempt and the terrorist act carried out on 15/07/2016, pursuant to Article 7 of the Decree Law No.

A training program that is accepted by both the sending and the host institution (signed and stamped) and includes a program for a minimum of 2, maximum 5 working days.

### **DOCUMENTS TO BE DELIVERED TO ERASMUS OFFICE BEFORE STARTING MOBILITY:**

Acceptance Letter/ Invitation Letter

Erasmus Staff Mobility Agreement for Teaching or Erasmus Staff Mobility Agreement for Training (signed by 3 sides)

Erasmus Training and Teaching Mobility Grant Contract (The grant contract will be prepared by the Erasmus office after submitting the documents to the Erasmus Office after receiving your visa and before starting the mobility.)

A photocopy of EURO bank account from any bank

Photocopy of the passport visa page

Photocopy of flight ticket

### **DOCUMENTS TO BE DELIVERED TO ERASMUS OFFICE AFTER RETURNING FROM MOBILITY:**

**1.** Certificate of Participation from receiving institution (signed, stamped, original document which includes the starting and ending dates of your mobility).

**2.** Original documents of Teaching / Training Agreements submitted during application.

**3.** Final Participant Report (It will be sent to your e-mail adress when you submitted your documents to the Erasmus Office completely.)

**4.** Travel Documents

Ticket (s) used

Flight Cards

## 4. GRANT INFORMATION

### 4.1 General Information

The calculation of the grant deserved by the staff of the higher education institution benefiting from the Mobility of Teaching and Training is carried out by the higher education institution of the staff within the framework of the rules of grant calculation determined by the Center (National Agency).

The grant is given to the staff who benefits from the Training and Teaching Mobility partakes of support; it is not intended to cover all the expenses for the period spent abroad.

80% of the Erasmus grant is paid before the departure and the remaining 20% is deposited after the returning and completing the necessary steps, will be paid in the Euro account specified by the participant in the contract signed with the staff who will benefit from the Training and Teaching Mobility.

2021-2022 Academic Year Mobility Grant is for the mobilities carried out between the dates of January 1, 2022, and May 31, 2023.

The staff can benefit from the Training and Teaching Mobility without grant.

In the Training and Teaching Mobility, the training period is determined to be a minimum of 2 working days and a maximum of 2 months. However, in order to ensure that more staff can benefit from mobility with the relevant amount of grant, our office has limited the duration of the grant payment within the scope of Erasmus staff mobility to a minimum of 2 working days and a maximum of 5 working days.

The staff benefiting from the training and teaching mobility are paid travel expenses according to the daily / weekly per diem and travel distance within the rules determined by the Center. This period is a support to travel and per diem expenses for the period spent abroad. Travel expenses payment contributes to the travel cost of the participants to travel to and from the place of residence.

- The amount of travel expenses to be paid to the staff benefiting from the Staff mobility is calculated by using the “Distance Calculator”. The distance calculator is available at the following link:  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
- Using the “Distance Calculator”, the km value of the two points from the place where the staff is located to the place of mobility is determined and the travel grant is calculated by using the table below.
- The mileage shown in the distance calculator is the round-trip figure for grants in the table below. The relevant amount is not multiplied by two. The traveling distance of the staff does not affect the distance reached by the distance calculation mentioned above.

• Obtained “km” value	Amount of Grant (Euro)
Between 10-99 KM	20 €
Between 100 - 499 KM	180
Between 500 - 1999 KM	275
Between 2000 - 2999 KM	360
Between 3000 - 3999 KM	530
Between 4000 - 7999 KM	820
8000 KM and over	1500

*Table 1. Distance Band and Travel Grants Table*

No grant will be paid for the days that do not include any mobility or cannot be certified that the mobility is appropriate for the type of mobility carried out.

#### ERASMUS + STAFF MOBILITY GRANTS 2021-2022 TERM

The group of Countries	Host countries in mobility	Grant Amounts per day (Euro)
1st Group Program Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway	153
2nd Group Program Countries	Germany, Austria, Belgium, France, South Cyprus, Netherland, Spain, Italy, Maltha, Portugal, Greece	136

3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey *,	119
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*Table 2. Staff Mobility Daily Individual Support Grant Amounts Table*

#### **4.2. Requirements for Grant Payment**

- In case of the mobility is not carried out or in the participation certificate is not clearly visible that the academic beneficiary has taught for at least 8 hours and/or the administrative and technical staff have received at least 2 working days, no grant payment is made to the beneficiary.
- The total amount of the grant which is written in the contract, should be signed between the staff who will benefit from the teaching mobility and the higher education institution, is determined by considering the training/teaching agreement and estimated travel expenses approved by the parties.
- The payment of the total grant which is written in the contract of the staff who will benefit from the teaching mobility is made in 2 installments. The first payment can be 80% of the total grant. For the days of travel (supported by travel documents and in case of eligibility of grant), grant payment is made on condition that it is not longer than 2 days.
- At the end of the mobility period, the second payment is made by evaluating the documents **Academic Approved Teaching / Training Program, Certificate of Participation, documents showing passport entry-exit and travel expenses** (Airplane boarding cards and tickets) submitted by the participant.
- In order for the second payment to be made, the staff must complete the online PARTICIPANT REPORT.



