



ISTANBUL
GELISIM
UNIVERSITY



ERASMUS+

**STAFF MOBILITY (KA-107) GUIDE
BOOK**

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ERASMUS+ **STAFF MOBILITY (KA-107) GUIDE**

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1. STAFF MOBILITY (ST)

Erasmus + Staff Mobility is divided into two groups: Staff Mobility for Teaching Assignments (STA) and Staff Mobility for Training (STT).

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, are able to give lectures, perform academic/educational mobilities in higher education institutions in the partner country that has ECHE.

Staff teaching mobility is day-based mobility and grants are paid for the days that are taught (and for travel days, depending on the university's decision). For this reason, in the Staff Mobility for Teaching - Mobility Agreement, the teaching program must be specified on a day-to-day basis.

1.2 Staff Training Mobility

Staff Training Mobility Program is a field of mobility that provides the staff who is employed in a higher institution that has ECHE in Turkey- to get education in another higher institution that has ECHE in one of the partner countries. Within the scope of this mobility, it is possible for the person to take various training (on-the-job training, observation processes, etc.) in order to develop the skills the staff has in the current job. Conference participation cannot be supported within the scope of mobility. Within the scope of staff training mobility, it is not possible for the staff, employed in a higher education institution with ECHE, to go to any other institution in the partner country to get training.

Staff training mobility is day-based mobility and grants are paid for the training days (and for travel days, depending on the university's decision). For this reason, in the Staff Mobility for Training - Mobility Agreement, the training program must be specified on a day-to-day basis.



1.3 Minimum and Maximum Duration for Staff Teaching Mobility

The mobility duration for staff teaching mobility is determined as a minimum of 5 consecutive working days and a maximum of 2 months, excluding travel. In addition to this, in order for the mobility to be considered 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 comparison to the duration (for example, since 8 hours of lectures are obligatory in mobility that will last for 1 week, at least 16 hours of lectures must be given in mobility that will last 2 weeks). The maximum granted mobility period is limited to 5 days.

In staff teaching mobility, in cases where the beneficiary's certificate of participation shows that the staff has been participating for less than 5 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.

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 5 consecutive working days and a maximum of 2 months, excluding travel days. The maximum granted mobility period is limited to 5 days.

In staff training mobility, in cases where the beneficiary's certificate of participation shows that the staff has been participating for less than 5 days except for a 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 mobilities, which the minimum period cannot be completed, are accepted; a grant is given for the spent time and travel expenses are covered according to the distance calculator.

¹ "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.



2. BASIC PRINCIPLES REGARDING THE APPLICATION, EVALUATION, AND SELECTION PROCESS

The academic and administrative staff who would like to apply can apply through the E-Government Career Gate. Applications are made by filling out the online application form at <https://portal.ua.gov.tr/>.

Application requirements for teaching mobility are below:

- 1) To be the staff who is responsible 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 from an exam (TOEFL, PTE, etc.) accepted by OSYM. (the language score of the staff who has completed their undergraduate or doctoral degree in a country where the official language is English, is accepted as YDS 80 equivalent.)*

Application requirements for training mobility are below:

- 1. 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.*
- 2. 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:

- *The country in which the mobility will be carried out, must be Azerbaijan.*
- *The staff who would like 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 would like to benefit from staff mobility, must be employed as full/part-time staff in an 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 institutions, 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 grading 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.



CRITERIA		POINTS
<i>The staff who hasn't benefited from mobility before</i>	<i>The person who has never benefited before</i>	+10 Points
	<i>The person who has benefited 5 years ago and before</i>	+7 Points
	<i>The person who has benefited 3 or 5 years ago</i>	+3 Points
<i>Seniority at University</i>	<i>10 years and more</i>	+10 Points
	<i>7-10 years</i>	+7 Points
	<i>4-7 years</i>	+5 Points
	<i>2-4 years</i>	+3 Points
<i>The staff of departments / programs that have never participated in Staff mobility program before</i>		+5 Points
<i>The staff who will go to an abroad institution that has never been visited before</i>		+5 Points
<i>The staff who provide a new inter-institutional agreement ²</i>		
<i>Agreement with countries which we have no agreements (Austria, Finland, Netherlands, Sweden, Norway, Malta)</i>		+15 Points
<i>Agreement with countries which we have 1.2 and 3 agreements (Belgium, Denmark, Czechia, Estonia, France, Croatia, Latvia, Slovenia, Greece)</i>		+10 Points
<i>Agreement with countries which we have 4.5 and 6 agreements (Germany, Italy, Spain, Lithuania, Hungary, Slovakia)</i>		+7 Points
<i>Countries with 7 or more agreements (Bulgaria, Poland, Portugal, Romania)</i>		+5 Points
<i>The staff who is Erasmus Fac./Ins./HE./ Department Coordinator (for staff teaching mobility application)</i>		+10 Points
<i>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)</i>		+10 Points
<i>People with physical disabilities (must be documented)</i>		+10 Points
<i>Martyr / Veteran relatives or veteran staff³ (must be documented)</i>		+10 Points
<i>Staff who contributed to the writing of the relevant project</i>		+30 Points
<i>Participating in mobility in a country of citizenship</i>		-10 Points
<i>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.</i>		-15 Points

2 "The agreement must be made within the last year, based on the application date.

3 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.



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 THE SELECTION

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

3.1. Requirements for KA-107 Erasmus Teaching Mobility;

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

3.2 Requirements for KA-107 Erasmus Training Mobility;

- *Acceptance / Invitation Letter from the host institution*
- *A training program that is accepted by both sending and the receiving institutions (signed and stamped) and includes a program for a minimum of 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 upon submitting the documents to the Erasmus Office after receiving your visa and before starting the mobility.)*
- *A photocopy of EURO bank account from Albaraka*
- *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. *Participant Report (It will be sent to your e-mail address when you submit your documents to the Erasmus Office completely.)*
4. *Travel Documents*
 - > *Used ticket (s)*
 - > *Flight Cards / Boarding Passes*
 - > *Passport Entry-Exit*



**Acceptance
Letter
Invitation
Letter**



KA-107 ERASMUS+ STAFF MOBILITY GRANTS

4. GRANT INFORMATION

The daily grant amount to be given to staff who will benefit from the staff mobility is calculated by taking the amounts specified in the table below into consideration, according to the country of destination and the period of travel. The amounts shown in the table are in Euros.



Sending Country	Receiving Country	Daily Grant Amount (Euro)
TURKIYE	Partner Country	180



Grant payment is not made for the days that do not include any activity or that cannot be documented in accordance with the type of mobility carried out.

4.1 General Information

- The grant is given to the staff who benefit 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.
- 2020 Project Year KA-107 Mobility grant is for the mobilities carried out between the dates of **August 8, 2020**, and **July 31, 2023**.
- The staff can benefit from the Training and Teaching Mobility without grant with the approval of the rectorate.
- In the Training and Teaching Mobility, the training period is determined to be a minimum of 5 working days and a maximum of 2 months. However, the allocated grant for our university is **limited to 5 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 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

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 5 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 the condition that it is no longer than 2 days.*
- *At the end of the mobility period, the second payment is made by evaluating the documents **TEACHING / TRAINING PROGRAM APPROVED BY THE PARTNER INSTITUTION, 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 **PARTICIPANT REPORT**.*

4.3 Payment Deduction

If the documents proving participation in the mobility are not submitted (certificate of participation), the mobility will be deemed invalid and the staff will not be paid a grant, the paid grant will be refunded.

4.4 Participation without Grant (with “0” grant)

If the staff wishes, they can participate in the mobility without a grant. In order to benefit from the mobility without the grant, an application must be made as well. And the application must be evaluated together with other applications. The difference between the non-grant staff is that the staff are not included in the budget calculations and they are not granted. Failure to receive a grant is not a reason for the staff not to be included in the selection process.



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