



2023 CONTRACT PERIOD ERASMUS+ STAFF MOBILITY GUIDE

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1. STAFF MOBILITY (ST)

Erasmus Staff Mobility is divided into 2 groups: Staff Mobility for Teaching Assignments(STA) and Staff Mobility for Staff Training(STT).

1.1 Staff Training Mobility

Staff Training Mobility is the mobility field where the staff employed in a Higher Education Institution that has ECHE; gets an education in one of the program countries. Within the scope of this mobility, it is possible for the person to get various pieces of training(on-the-job training, observation process) in order to improve the skills that he/she has in a current job.

Within the scope of the Staff Training Mobility, it is possible for the staff who is employed in a Higher Education institution that has ECHE, to go to Higher Education Institution that has ECHE or institution. The training enterprise may be an education center, research center, higher education institution, or any other institution that complies with the definition of 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 activity including the social economy. Staff Training Mobility is full-time mobility and grants are paid for the days of full-time training. Therefore, the Staff Mobility for Training should specify the training program on a day-by-day basis.

1.2 Minimum and Maximum Duration for Staff Training Mobility

The mobility duration for the staff teaching mobility; is determined as a minimum of 2 consecutive working days and a maximum of 2 months. The maximum granted mobility period is limited to 5 days by our university.

In staff training mobility, in cases where the beneficiary has been operating for less than 2 days, except for a force majeure, the mobility is deemed invalid and no grant payment is paid to the beneficiary.

With the condition of a force majeure to be certified, the mobility, which the minimum period cannot be completed, is accepted; the 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 would like to apply has to fill out the application form by logging into the application portal (<https://turnaportal.ua.gov.tr/>)

Application requirements for training mobility are below:

1) The staff who would like to carry out staff mobility must be full-time or part-time employed at Istanbul Gelisim University and must be actually working staff. There is no cadre requirement for the staff employed in Higher Education Institution, the staff who has a contract with our university can benefit from the mobility.

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

The selection process is made among the staff who has applied for mobility by the Higher Education Institution within the framework of the rules and priorities that are determined by The European Commission and center. In addition, the selection is carried out using the evaluation criteria applied equally to all applicants.

2.1 Conformity Assessment:

- The countries involved in the mobility must be EU member states.
- 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 considering 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 Türkiye and must be actually working as staff 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 mobility. Since there is no agreement between the higher education institution and staff who are employed through service procurement, these people cannot benefit from 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 ranking to be made according to the total reached 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 benefited from mobility before	The person who has never benefited before	+10 Points
	The person who has benefited 5 years ago and before	+7 Points
	The person who has benefited 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 programs before ¹	+5 Points	
The staff who will go to an abroad institution that has never been visited before ¹	+5 Points	
The staff who provide a new inter-institutional agreement ²		
Agreement with countries with which we have no agreements (Austria, Finland, Netherlands, Sweden, Norway, Malta)	+15 Points	
Agreement with countries with which we have 1,2 and 3 agreements (Belgium, Denmark, Estonia, Latvia, Slovenia)	+10 Points	
Agreement with countries with which we have 4,5 and 6 agreements (Slovakia, N.Macedonia, Serbia, Czechia, Hungary, France, Greece, Croatia)	+7 Points	
Countries with 7 or more agreements (Germany, Lithuania, Italy, Spain, Bulgaria, Poland, Portugal, Romania)	+5 Points	
The staff who is Erasmus Fac./Ins./HE./ Department Coordinator	+10 Points	
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)	+15 Points	
People with physical disabilities (must be documented)	+10 Points	
Martyr / Veteran relatives or veteran staff ³ (must be documented)	+10 Points	
Activities for the development of digital skills (for training mobility)	+5 Points	
Artificial Intelligence-related activities within the scope of the national AI strategy	+5 Points	
Participating in mobility in a country of citizenship	-10 Points	
Those applicants who themselves or their first-degree relatives receive disaster aid from AFAD	+10 Points	

¹ Even if mobility has not been carried out to the selected institution, it is considered as having been carried out if the other staff has already gained the right from other projects related to the institution

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

The staff who had given up to participating in Erasmus Mobility in the previous year without a valid reason although she/he was qualified to go.	-15 Points
Applying to more than one type of mobility at the same time (reduction is applied to the type(s) of mobility preferred by staff)	-10 Points
Benefiting from mobility within 5 years (An additional deduction is made for each benefit.)	-5 Points

Evaluation is made by considering the total score of the valuation 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 International Exchange and Cooperation Commission the placements are made.

3.REQUIRED DOCUMENTS AFTER THE SELECTION

After the staff became entitled to participate in the mobility, he/she must obtain the following documents from the university where she/he has been selected for.

3.1 2023 Contract Period Requirements of Erasmus Training Mobility

- Acceptance / Invitation Letter from the host institution (Since the academic year 2016-2017, even if there is no bilateral agreement between the universities, administrative staff can participate in mobility if they receive an acceptance letter.)
- A training agreement that is accepted by both the sending and the host institution (signed and stamped) and includes a training program for a minimum of 2 working days and a maximum of 5 working days.

DOCUMENTS TO BE DELIVERED TO INTERNATIONAL EXCHANGE AND COOPERATION 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)

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.

- Erasmus Training Mobility Grant Contract (The grant contract will be prepared by the International Exchange and Cooperation Office after submitting the documents to the Office after receiving your visa and before starting mobility.)
- A photocopy of the EURO Bank account from **Türkiye Halkbank** for AYBU Smart Consortium and the EURO bank account from **QNB Finansbank** for TIMEF Small Steps Big Results Consortium
- Photocopy of the passport visa page
- Photocopy of flight ticket
- Administrative Leave Form for academic/administrative staff obtained from EBYS
- Faculty decision

DOCUMENTS TO BE DELIVERED TO THE INTERNATIONAL EXCHANGE AND COOPERATION OFFICE AFTER RETURNING FROM MOBILITY:

The Staff Who Participated in TIMEF Small Steps Big Results Project:

1. Certificate of Participation from receiving institution (signed, stamped, an original document which includes the starting and ending dates of your mobility).
2. Final Participant Report (It will be sent to your e-mail address when you submitted your documents completely).
3. Travel Documents
 - Passport Entry-Exit

The Staff Who Participated in AYBU Smart Consortium Project:

1. Certificate of Participation from receiving institution (signed, stamped, an original document which includes the starting and ending dates of your mobility).
2. Final Participant Report (It will be sent to your e-mail address when you submitted your documents completely).
3. Travel Documents
 - Passport Entry-Exit
 - Flight Cards
 - Travel Invoice

4. GRANT INFORMATION

4.1 General Information

- The grant deserved by the Higher Education Institution Staff who benefits from Training and Teaching Mobility is calculated by the higher education institution of staff, within the framework of the rules of grant calculation determined by the Center (National Agency).
- The grant that is given to the staff who benefits from 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 mobility and after returning and completing the process, the remaining 20% is deposited to Euro Account specified by the participant in the contract signed with the staff who will benefit from Teaching and Training Mobility.
- **2023 Contract Period Mobility Grant is for the mobilities carried out between the dates of December 15, 2024, and July 31, 2025.**
- The staff can benefit from the Training and Teaching Mobility without the 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 supported 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-point from the place where the staff is settled to the mobility place 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 connecting traveling of the staff does not affect the distance reached by the distance calculation mentioned above.

• Obtained “km” value	Amount of Grant(Euro)	Green Travel Amount of Grant (Euro)
10-99 KM	23 €	
100 - 499 KM	180	210
500 - 1999 KM	275	320
2000 - 2999 KM	360	410
3000 - 3999 KM	530	610
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.

2023 CONTRACT PERIOD ERASMUS+ STAFF GRANTS

The group of countries	Host countries in mobility	Grant Amounts per day (Euro)
1st Group Program Countries	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway	162
2nd Group Program Countries	Germany, Austria, Belgium, France, South Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	144

3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Türkiye *	126
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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 participation certificate 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 grant specified in the contract which is signed between the staff who will benefit from the training mobility and the higher education institution is determined by considering the curriculum 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 **Certificate of Participation, documents showing passport entry-exit, 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**.