



# **ERASMUS+ STAFF MOBILITY (KA-171) 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<sup>1</sup>, 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.

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<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; a 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 SELECTION PROCESS**

The academic and administrative staff who would like to apply can submit their application form and required documents to our Office via email at ([udio-k@gelisim.edu.tr](mailto:udio-k@gelisim.edu.tr))

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

- 1)** To be the staff who is responsible for teaching at their university.
- 2)** Bilateral agreement for teaching mobility.

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

- 1)** The staff who wants to carry out staff mobility must be employed staff at the university.
- 2)** Bilateral agreement for training mobility.

“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:**

Academic staff from the relevant departments, or administrative staff from the International Office as well as Academic or administrative staff, will be eligible to apply.

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

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



Successful candidates will be selected according to the ranking based on the total score obtained from the following criterias:

<b>Standard</b>		<b>Score</b>
The staff who hasn't benefited 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 in the university	10 Year or more	+10 Points
	7-10 Year	+7 Points
	4-7 Year	+5 Points
	2-4 Year	+3 Points
Foreign language result document (PTE / TOEFL / Cambridge)	70-80 out of 100	+10 Points
	80-90 out of 100	+15 Points
	90-100 out of 100	+20 Points
People with physical disabilities (must be documented)	+10 Points	
The document proving that the mobility activity is considered to be within the scope of digital skills development	+10 Points	
Participating in mobility in a country of citizenship	-10 Points	

Evaluation is made by taking into account the total score of the evaluation criteria. The staff with the highest scores are listed separately as teaching and training. The determined lists are evaluated by the IEKO 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-171 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-171 Erasmus Training Mobility;**

- Acceptance / Invitation Letter from the host institution
- A training program that is accepted by both sending and receiving institutions (signed and stamped) and includes a program for a minimum of 5 working days.

#### **DOCUMENTS TO BE DELIVERED TO INTERNATIONAL EXCHANGE AND COOPERATION OFFICE BEFORE STARTING MOBILITY:**

- Erasmus Training and Teaching Mobility Grant Contract (The grant contract will be prepared by the IECO upon submitting the documents to the IECO after receiving your visa and before starting the mobility.)
- A photocopy of EURO bank account
- A photocopy of the passport
- A photocopy of flight ticket
- Health Insurance
- CV



**DOCUMENTS TO BE DELIVERED TO INTERNATIONAL EXCHANGE AND  
COOPERATION OFFICE DURING MOBILITY:**

1. Original documents of Teaching / Training Agreements
2. Participant Report (It will be sent to your e-mail address when you submit your documents to the IECO completely.)
3. Travel Documents
  - Used ticket (s)
  - Flight Cards / Boarding Passes
  - Passport Entry-Exit

**DOCUMENTS TO BE RECEIVED FROM INTERNATIONAL EXCHANGE AND  
COOPERATION OFFICE DURING MOBILITY:**

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

**KA-171 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.

<b>Sending Country</b>	<b>Receiving Country</b>	<b>Daily Grant Amount (Euro)</b>
Kosovo	Türkiye	140
Bosnia and Herzegovina	Türkiye	140
Bangladesh	Türkiye	140
USA	Türkiye	140

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.
- 2022 Project Year KA-171 Mobility grant is for the mobilities carried out by the **31<sup>st</sup> of July 2025**.
- The staff can benefit from the Training and Teaching Mobility without grant with the approval of the rectorate and within the quotas of the agreement that we signed with the related university.
- 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.

Obtained “km” value	Amount of Grant (Euro)	Green Travel Amount of Grant (Euro)
Between 10-99 KM	20	
Between 100 - 499 KM	180	210
Between 500 - 1999 KM	275	320
Between 2000 - 2999 KM	360	410
Between 3000 - 3999 KM	530	610
Between 4000 - 7999 KM	820	
8000 KM and over	1500	

*Table 1. Distance Band and Travel Grants Table*



- 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.

#### **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. To benefit from the mobility without the grant, an application must be made as well. 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.