2025 Erasmus+ Staff (Teaching and Training) Mobility Application Announcement

Project Number	2023-1-TR01-KA131-HED-000138215
Application Period	04.03.2025 (00:00) – 07.04.2025 (17:30)
Application Portal	TURNA PORTAL
Announcement for Results	10.04.2025
Estimated Quota for Grant	15 participant (Estimated)
Mobility Period	15th of April – 31st of July 2025

Mobility Duration Qualified for the Grant: Minimum 2 days, maximum 5 days + 2 days travel support. This mobility period depends on the grant amount assigned to Üsküdar University; therefore, the final duration is determined by the Commission decision within the budget.

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1. How to Apply?

Please log in to the application portal and click on the "Login with e-Devlet" tab on the right side of the page. On the screen to be opened, enter the T.C. Identity Number and e-Devlet password and click on the "Log in" tab. On the screen that opens, first click on the "Individual" tab and then click on the "Log in" tab.

On the screen that opens, click on the "My Applications" tab under the "Individual" menu in the upper left corner. Here you can see all the announcements that have been made. Visit 2023-1-TR01-KA131-HED-000138215 Staff Mobility for Teaching or Training Announcement and click on the "Apply" tab. Please read the text of the announcement and check "I have read and accept the above information letter" and click on the "Continue" tab. The application is completed by filling in the information requested in the next steps. Applicants who do not complete their application will be deemed invalid.

2. General Information

The Erasmus+ program offers full/part-time academic and administrative staff the opportunity to carry out a short-term teaching or training visit to a higher education institution or an eligible enterprise/organization in Europe. Funding is provided for travel costs and a grant.

Training Mobility (STT): This mobility supports the professional development of higher education institution staff in the form of training activities (excluding conferences) organized abroad and on-the-job training/observation periods at a partner higher education institution or another relevant organization (e.g. a business, workshop or short-term assignments).

Teaching Mobility: This mobility takes place on a daily basis and grants are paid for the days of teaching. Therefore, under the **Staff - Teaching Mobility (STA) Agreement**, a specific teaching program needs to be specified on a daily basis. In all cases, teaching mobility must include at least 8 hours of teaching per week and you must be a full/part-time faculty member to apply. **There must be an existing and valid "Erasmus+ Bilateral Agreement"** between the higher education institution where the Erasmus+ Staff Teaching Mobility will take place and Üsküdar University for the department to be applied for. On the other hand, conference participation is not supported under this mobility.

Staff mobility can be combined with Teaching and Training mobilities. Teaching or Training mobilities can also be carried out as blended mobility (physical+virtual).

The **Erasmus+ grant budget** is available to fund **approximately** 15 participants **for 5 days of mobility + 2 days of travel support**. However, these numbers may change and depending on the number of eligible applications, unused quotas between different types of mobility may be transferred.

- **Examples of Eligible Training Mobility:**

The following organizations are eligible if they are located in Program Countries:

- Enterprises
- Public institutions
- Social partners
- Research institutes
- Higher education institutions
- Civil society organizations

Suitable activities:

✓ Job shadowing

✓ Participation for International Staff Days

✓ Observation visits

✗ **Conference participation is not eligible for Erasmus+ funding.**

Erasmus Training Mobility offers UU staff the following opportunities:

✓ To gain practical skills relevant to the current position and foster professional development

✓ To acquire new ideas and explore best practices that can be applicable at UU

✓ To develop international network and improve language skills

✓ To develop joint activities with colleagues abroad

3. Mobility Period

The duration of training between the two program countries **must be 5 days**. **Mobilities shorter than 2 days will not be considered valid**, but an exception can be made in case of proven force majeure.

Please note that the mobility must be completed by the **end of July 2025**.

4. Application Procedure

The online application system called **TURNA Portal** will be active between **March 4th - March 25th, 2025** and applications will be made via **e-Devlet**.

⚠️ **Those who do not have an "e-Devlet" password cannot apply.**

The application guide will be shared when the application period starts.

The applicant **must meet the following requirements**:

1. Being an **active full-time or part-time employee** at the university,
2. Having permission from his/her manager for the mobility period,
3. Submitting the **invitation letter within the application period.**

Invitation Letter from the Host Institution (Mandatory)

- **The invitation letter must be signed and stamped by the host institution.**
- **The invitation letter** must include the start and end dates of the mobility **in a day/month/year format.**

- If you plan to upload a language certificate in a language other than English, **the invitation letter must clearly state that the mobility will be carried out in that language.**
- Acceptance letters do not need to be signed at the rectorate/deanery level at the host institution; **approval from the department where the activity will take place is sufficient.** Host organizations can also use their own invitation letter format.
- If your mobility is aimed at improving your digital skills, **this purpose should be clearly stated in the invitation letter.**

Mobility for Digital Skills

A mobility is considered as mobility for digital skills when it covers one or more of the following tasks:

- **Digital marketing** (e.g. social media management, web analytics)
- **Digital graphic, mechanical or architectural design**
- **Application, software, script or website development**
- **Installation, maintenance and management of IT systems and networks**
- **Cyber security**
- **Data analytics, data mining and visualization**
- **Programming and training of robots and artificial intelligence applications**

⚠️ **General customer support, order processing, data entry or office tasks are not included in this category.**

Important Notes

- **Applications can only be submitted through the TURNA Portal.** Username and password is required to log in to the TURNA Portal.
- The applicant **must fill in the application form on the TURNA Portal** and **upload the above-mentioned documents to the system.**
- **Applicants are responsible for uploading their application documents completely and correctly for the correct mobility type. If incorrect/incomplete documents are uploaded or if the application is submitted for the wrong mobility type and region, the applications will be considered invalid.**
- **In order to increase the visibility of our staff participating in Erasmus+ Staff Teaching/Training mobility and to encourage them to participate in the mobility, a photo of the activities carried out during the activity is requested.**

5. Evaluation Criteria

For more information on the selection criteria used for Erasmus+ Staff Mobility applications, please see below.

ERASMUS+ STAFF MOBILITY
EVALUATION CRITERIA

CRITERIA	SCORE	EXPLANATION
Previous Participation in the Program		
First Participation	+20	Previous staff mobility applications for teaching and training mobility programs are evaluated together. Those who were selected in previous calls for applications and have not yet completed their mobility are also considered as previous participants.
Withdrawing		
Previous Application Period	-10	Participants who were selected and received a grant in the previous application period but withdrew from the program due to force majeure or health problems will be applied a deduction of -10 points for each withdrawal. Withdrawals from teaching and training mobility are evaluated together.
Applying for more than one mobility program in the same application period		
Applying for more than one mobility program in the same application period	-10	Applicants who apply for both Erasmus+ Teaching and Training Mobility programs in the same application period will be applied a deduction of -10 points for the mobility program they do not prioritize.
Working years at Üsküdar University**		
More than 10 years	+10	Year of experience at UU of the applicant in all departments and positions (Only years of service at Üsküdar University is valid).
5-9 years	+8	
2-4 years	+6	
0-1 years	+5	
Other Criteria		
Applicants with disabilities	+10	A medical report proving disability must be submitted at the time of application.
Veteran staff or spouse/child of veteran/martyr	+15	Documents proving the situation must be submitted during the application.
The applicant or first-degree relatives of the applicant who received disaster aid from AFAD	+10	

CRITERIA	SCORE	EXPLANATION
Mobilities related to artificial intelligence within the scope of the National Artificial Intelligence Strategy*	+5	
Mobilities to improve digital skills*	+5	
Administrative staff applying for training mobility	+10	
Taking part in international projects (Erasmus+, Horizon, ESC, TUBITAK, etc.) carried out in the last 2 years	+5	Documents proving the situation must be submitted during the application.
Language Score		
Those who graduated from a 100% English-taught university	B2 and more+15	Documents proving the situation must be submitted during the application.
YÖKDİL, E-YDS, YDS, E-YÖKDİL	B1 and more	Documents proving the situation must be submitted during the application.
Applicants applying for mobility to a country of nationality	-10	
Department/Faculty Coordinators	+5	
Previous Department/Faculty Coordinators	+3	
To conclude bilateral agreements within the scope of Erasmus+ KA131 and KA171 projects	+10	Documents proving the situation must be submitted during the application.

Prioritization Criteria in Case of Equal Scores

1. Priority is given to applicants participating in the program for the first time.
2. Priority is given to applicants who have been working at Üsküdar University for a longer period of time.
3. Priority is given to staff applying from a faculty/department that has not participated in mobility before.
4. Administrative staff are prioritized in the Training mobility.
5. English language level is prioritized.

📌 *The details of activities to improve artificial intelligence and/or digital skills are explained in the selection criteria sheet. Applicants who will participate in such an mobility must clearly indicate the type of task in their invitation letters and teaching/training documents. Applicants whose documents do not include details of AI or digital skills improvement activities will not receive additional points in this category.*

📌 *The year of experience at UU of the staff applying for Erasmus+ Staff Mobility will be taken on a year-by-year basis (The points that a participant will receive in the year of experience at UU are limited to a maximum of 10 points.) (E-Devlet Hitap Hizmet Dökümü Document is valid and must be uploaded to the system).*

📌 *Prioritization will be applied as a plus score during the evaluation, not as a direct acquisition of rights.*

6. Daily Grant Amounts by Program Countries

The amount of per day to be paid to the staff who will participate in staff mobility is calculated by taking into account the amounts specified in the table below according to the country of destination and the duration of the mobility. The amounts shown in the table are in Euro.

Country Groups	Country	Daily Grant (EURO)
1.Group Countries	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein,Luxembourg, Norway 14. Region countries	162
2.Group Countries	Germany, Austria, Belgium, France, South Cyprus, The Netherlands, Spain, Italy, Malta, Portugal, Greece 13. Region Countries	144
3.Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Lativa, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye*	126
Other Countries	1-12 Region countries	180

Only for staff invited to give lectures from an institution abroad or from a higher education institution that does not have ECHE.

- **Before departure, the staff receives 80% of the individual grant plus the travel grant. After return, the staff will receive 20% of the remaining individual grant. However, in case of a situation where it is seen/realized that there is a deficiency in the documents, the grants will be deducted and a refund will be requested.**

7. Travel Expense Calculations

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 KM	23	
Between 100 and 499 KM	180	210
Between 500 and 1999 KM	275	320
Between 2000 and 2999 KM	360	410
Between 3000 and 3999 KM	530	610
Between 4000 and 7999 KM	820	
8000 KM or more	1.500	

The amount of travel expenses to be paid to the staff participating in the staff mobility should be calculated using the "Distance Calculator". The distance calculator can be accessed from the link below.

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

A distance calculator should be used to calculate the kilometers between the 2 locations from the staff's place of residence to the place of mobility and the travel grant should be calculated using the table below. The grant equivalent of the kilometers calculated in the distance calculator in the table below is the round-trip amount and this amount is not multiplied by two. If the staff travels with a transfer, it does not affect the distance calculated with the distance calculation mentioned above.

The starting point of the trip is assumed to be the location of the sending institution and the location of the activity is assumed to be the location of the host institution. If the starting point of the trip is in a city other than the city where the sending institution is located, or the activity takes place in a city other than

the city where the host institution is located, travel invoices are requested and the grant is awarded according to the actual distance band, if the change causes the trip to fall within a different distance band. If a different starting point or mobility location is reported, the reason for this difference shall be stated in the report, and the documents and invoices showing the start and end points of the travel shall be kept in the staff file to be presented in case of possible inspections. Except for the above-mentioned cases, since the travel grant will be awarded on a lump sum basis, there is no need to keep the documents showing the travel expenses of the personnel in the file. However, if the higher education institution has decided to provide a grant for travel days, the appropriate documents from options such as flight cards, bus/train tickets/passport entry/exit documents should be kept in order to identify the round-trip days. Individual support for travel days is provided to staff who prefer the Green Travel type. (See Erasmus+ Implementation Handbook for Contract Year 2023)

8. Support for Individuals with Special Needs (Inclusion Support)

The Erasmus+ program encourages the participation of disadvantaged participants in the program. A person with limited means is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility activity without additional financial support. In addition to the standard grants that underprivileged beneficiaries participating in the Erasmus+ Program receive, additional grants may be provided to help with their specific needs.

Additional grant support will be provided to disadvantaged participants in addition to the grant for which they are eligible. A disadvantaged participant who is eligible for a grant is defined as economically and socially disadvantaged and must cover one of the following sub-categories

1. Those within the scope of Law No. 2828 **(individuals who have been given a protection, care or housing decision by the Ministry of Family and Social Services)**
2. **Students who have been given a protection, care or housing decision within the scope of Child Protection Law No. 5395**
3. **Receivers of orphan / death pension**
4. **Martyr / veteran spouses and children and veterans**
5. **Those who have been provided with a needy pension or their families**
   o It is sufficient to submit a document showing that they receive financial support from municipalities, public institutions, ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc. during the Erasmus application.
6. **Individuals with disabilities**
7. **Students whose parent or guardian receives a disabled or needy pension** within the scope of Law No. 2022 (Within the scope of Law No. 2022 dated 01.07.1976, students who fall within the scope of the pension tied to needy, weak and orphaned Turkish citizens over the age of 65 and disabled and needy individuals)
8. **Those who themselves or their first-degree relatives receive disaster support from AFAD**
9. **Credit and Dormitories Institution scholarships, other grants, aids and scholarships (merit scholarships, one-time aids, etc.) are not accepted within the scope of this financial assistance.**

9. Staff Mobility without grant ("0" Grant)

Staff can participate in a teaching or training mobility without receiving a grant if they wish. In order to participate in the mobility without a grant, an application must be submitted and the application must be evaluated together with the other applications. The difference for staff without a grant is that the staff member is not included in the budget calculations and is not paid. Not receiving a grant is not a reason for staff not to be included in the selection process.

Evalutation:

- Applications will be evaluated according to the selection criteria mentioned above.
- Within the scope of Erasmus+ teaching and training mobility, 1 (one) week objection week will be given after the draft result list is published. Objections will be sent to us with a petition. Objections received after the objection week will not be taken into consideration.
- Erasmus+ Mobility for Teaching and Training (Erasmus+ Teaching and Learning Mobility) full and substitute lists will be announced on the Erasmus+ Coordinatorship's web site (https://erasmus.uskudar.edu.tr/en).