



**2022-2023 ACADEMIC YEAR**  
**ERASMUS+ STAFF MOBILITY FOR TEACHING/TRAINING APPLICATION ANNOUNCEMENT**  
**ERASMUS PROJECT - 2022-1-TR01-KA131-HED-000064006**  
**CONSORTIA PROJECTS - 2021-1-TR01-KA131-HED-000009211 AND**  
**2022-1-TR01-KA131-HED-000064039**

Staff Mobility activity can be carried out in two ways:

1. Staff Mobility for Teaching Assignments (STA)
2. Staff Mobility for Training (STT)

### Definition of the Mobilities

#### 1. Staff Mobility for Teaching Assignments (STA)

**Staff Mobility for Teaching Assignments** is a field of activity that enables a staff member who is obliged to teach at an ECHE holding higher education institution in Turkey to teach students at an ECHE holding higher education institution in one of the program countries and to carry out academic/educational activities jointly with the other institution to lecturing.

Within the scope of staff mobility for teaching, it is also possible to invite a staff member working in an establishment located in one of the program countries to teach students at an ECHE holding higher education institution in Turkey. The staff to be invited to give lessons from the enterprise must be employed in a foreign enterprise, training center, research center or another institution that fits the definition of enterprise. In this context, what is meant by an eligible enterprise is any private or public institution/organization and any enterprise engaged in any economic activity, including social economy, regardless of their size, legal status, and the economic sector in which they operate.

Staff mobility for teaching is an activity that is centered on days, and the grant is paid for the days that lectures are given. Therefore, the lecturing program must be specified on the basis of days in the Staff Mobility for Teaching- Mobility Agreement.

**NOTE: There must be an Inter-Institutional Agreement between the department you are working at and the department to be visited. Please visit <https://erasmus.uskudar.edu.tr/en/partner-universities> for the Inter-Institutional Agreements we have signed with other institutions in the Programme countries.**

#### 2. Staff Mobility for Training (STT)

Staff training mobility is a field of activity that enables any staff employed in an ECHE-holding higher education institution in Turkey to receive training in one of the program countries. Within the scope of this activity, it is possible for the person to receive various training (such as on-the-job training, and observation periods) in order to improve the skills they have in their current job.



Within the scope of staff mobility for training, it is also possible for the staff employed in an ECHE-holding higher education institution to go to another ECHE-holding higher education institution or related institution to receive training. Staff working in higher education institutions can train at organizations including businesses, training centres, research centres, chambers and associations of commerce, schools, foundations, non-profit organisations, career guidance providers, professional counselling and guidance organizations, higher education institutions, and other organizations specified in the Erasmus+ Program Guide. In this context, what is meant by an eligible enterprise is any private or public institution/organization and any enterprise engaged in any economic activity, including social economy, regardless of their size, legal status, and the economic sector in which they operate. Staff training mobility is a full-time activity and grants are paid for full-time training. For this reason, the training program should be specified on a daily basis in the Mobility Agreement (Staff Mobility for Training).

**NOTE: There is no requirement to have an Inter-Institutional Agreement between our university and the institution where the mobility will be carried out for the training activity.**

#### **Minimum and Maximum Periods for Staff Mobility for Teaching Assignments (STA)**

The duration of STA that will be carried out in Program countries ranges from 2 consecutive business days (min.) to 2 months (max.), excluding travel time. The duration of STA activity that will be carried out in Partner countries ranges from 5 business days (min.) and 2 months (max.). A minimum of 8 teaching hours per week are mandatory for the activity to be considered eligible. If the mobility lasts longer than one week, the minimum teaching hours must be increased in proportion to duration. (for example, as 8 hours of teaching are mandatory for a one-week activity, a two-week activity must cover minimum 16 hours of teaching.) In order for more staff to get benefit from mobility, grant payments are planned to be made for a maximum of 5 working days.

If it is observed in the certificate of attendance that the participant performs an activity for less than 2 days and/or if the teaching activity/teaching hours are less than the minimum requirements, the activity is considered void and the grant will not be paid to the participant.

The activities for which minimum duration could not be completed due to force majeure are accepted provided that the force majeure is documented, and the grant is paid for the completed mobility period and the travel costs are paid based on the distance calculator. The participants are expected to contact our office as soon as possible in the case that a force majeure occurred.

#### **Minimum and Maximum Periods for Staff Mobility for Training**

The duration of STT that will be carried out in Program countries ranges from 2 consecutive business days (min.) to 2 months (max.), excluding travel time. The duration of STA activity that will be carried out in Partner countries ranges from 5 business days (min.) and 2 months



(max.). In order for more staff to get benefit from mobility, grant payments are planned to be made for a maximum of 5 working days.

If it is observed in the certificate of attendance that the participant performs an activity for less than 2 days, the activity is considered void and the grant will not be paid to the participant.

The activities for which minimum duration could not be completed due to force majeure are accepted provided that the force majeure is documented, and the grant is paid for the completed mobility period and the travel costs are paid based on the distance calculator. The participants are expected to contact our office as soon as possible in the case that a force majeure occurred.

## **Evaluation Process**

### **Minimum Requirements**

The staff who will participate in the mobility must meet the following minimum requirements:

The staff wishing to carry out staff mobility must be full/part-time staff employed in an ECHE-holding higher education institution in Turkey and currently working in that institution.

It is not required for the staff member, who is employed at a higher education institution, to be a tenured staff; all staff members who have a contract with the higher education institution can benefit from the program.

A staff who is tenured at a different institution and works at another higher education institution under contract should apply for mobility through the institution where they actually work, not at the institution where they are tenured. A staff who is hired at a higher education institution by service procurement cannot benefit from staff mobility as he/she does not have a contract with that institution.

### **Evaluation Criteria**

Higher education institutions are obliged to ensure an unbiased selection of staff who will benefit from mobility, ensure that transparency and justice are observed, and keep documentation in a manner to provide all kinds of information about the selection process when necessary.

The evaluation process needs to be fair, transparent, impartial, and consistent. Criteria cannot be determined to completely exclude a certain person or category of personnel or to select only a certain person or category of personnel. The positive or negative weight of the determined criterion should not be such that this criterion can determine the whole evaluation result.



The selection of the persons who will participate in the staff mobility activity is made by a committee determined by the Rectorate of Istanbul Üsküdar University, taking into account the annual Call for Proposals by the European Union Commission and the priorities determined annually by the National Agency.

| DEĞERLENDİRME KRİTERLERİ   |                   |
|--|-------------------|
| 1. Candidates who do not have a language exam result must attend the English Proficiency exam which will be held by the Foreign Languages Department. The participants get Erasmus points according to their exam results. The minimum passing exam score is 60. | 60-70 +10 points  |
|  | 71-80 +20 points  |
|  | 81-90 +30 points  |
|  | 91-100 +40 points |
| 2. Having been working at the university for 1 year and more<br>Having been working at the university for 3 years and more<br>Having been working at the university for 5 years and more   | +3 points         |
|  | +6 points         |
|  | +10 points        |
| 3. Participating in the mobility program for the first time  | +10 points        |
| 4. Having contributed to building a partnership between our university and one of the higher education institutions abroad by signing an inter-institutional agreement.***   | +20 points        |
| 5. Staff with disabilities   | +10 points        |
| 6. Veteran staff; staff who are spouses or children of veterans  | +10 points        |
| 7. Being a citizen of the host country   | -10 points        |
| 8. Having participated in the mobility program before (with or without grant)  | -10 points        |
| 9. Applying for both Erasmus+ and Consortia Projects in the same contract period (Deduction will be applied to the staff's preferred mobility application)   | -10 points        |

The types of exams to be accepted are as follows;

- YDS, YÖKDİL (Validity period is 5 years.)

- TOEFL IBT (Validity period is 2 years.)

\*The equivalent Erasmus points of the relevant exam results are indicated in the table above.

\*\*The validity periods of international exams are taken into account.

\*\*\*The staff who have contributed to building a partnership between our university and one of the higher education institutions abroad should let us know about their contribution by sending an e-mail to [erasmus@uskudar.edu.tr](mailto:erasmus@uskudar.edu.tr)

-The minimum passing English Exam Score is 60. The staff who submitted an exam score that is below 60 will not be considered eligible for the program. The staff who had previously taken the English Language Exam for Erasmus Staff Mobility held by Üsküdar University Coordinatorship of Foreign Languages on 19 August 2022 will be able to use their scores for this application call as well.



## Grant Support

### Basic Information

The grant given to the staff who will benefit from the staff mobility is a contribution: the grant is not intended to cover all the expenses related to the period spent abroad.

### Daily Grant Amounts by Host Countries

The daily amount to be given to the staff who will benefit from the staff mobility is calculated considering the host country and the period of travel. The amounts shown in the table are in Euros.

| Country Groups     | Hosting Countries   | Daily Grant Amount (Euro) |
|--------------------|---|---------------------------|
| 1. Group Countries | Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway<br>Region 14 Countries  | 162                       |
| 2. Group Countries | Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece<br>Region 13 Countries                          | 144                       |
| 3. Group Countries | Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey* | 126                       |

\*Used only for staff invited to teach from a foreign company or non-ECHE higher education institution.

### Grant Calculations

#### Daily Cost Calculations

Mobility duration and the amount of the grant that will be received by the participant are calculated inferentially before the mobility starts. Upon the mobility is completed, the actual mobility duration and grant amount will be calculated again.

A grant is awarded partly or wholly for the mobility period of the staff, or no grant is given in the case of “zero-grant” mobilities. If a grant is awarded partly for the mobility period, the period to be awarded grant cannot be less than 2 days as part of staff mobility. (It cannot be shorter than 1 day for the staff invited from the enterprises).



## Travel Cost Calculations

The amount of travel expenses to be paid to the staff benefiting from the staff mobility activity should be calculated using the "Distance Calculator". The distance calculator is available at the link below:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The distance between the location where the staff member resides and the place where the mobility will take place must be noted in km by using the distance calculator and the travel grant must be calculated as indicated in the table below. The amount of the grant corresponding to the kilometer is given for the round trips. The amount will not be multiplied by two. The fact that the staff makes a connecting journey does not affect the distance calculated by the distance calculation below.

| The Travel Distance | Standard Travel Grant Amount (Euro) | Green Travel Grant Amount (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      | -                                   | -                                |
| 8000 KM and over    | -                                   | -                                |

The starting point of trip must be the location of sending institution and the place of mobility is the location of the host institution. In case of the starting point of the trip is a city other than the city of sending institution or the activity takes place in a city is other than where the host institution is located, and if this change makes it necessary to take another distance band into consideration, then the travel invoices are demanded and a grant is given according to the distance covered. If another starting point or place of activity is reported, the reason for this difference is specified in the report. In addition, documents and invoices showing the starting and ending points of travel are kept in staffs' file to be submitted in potential audits.

Beneficiaries who prove that the travel grant allocated based on the distance band in Table does not cover at least 70% of total travel expenses may demand the remaining amount as exceptional costs, provided that the situation is documented. Additional grant in this scope cannot exceed 80% of total travel expenses. In this case, an additional grant payment calculated according to the distance calculator is not awarded to the participant.

The staff who choose to travel in the Green Travel type are given individual support for up to 4 days for travel days if there is sufficient grant for the travel days.

## Payment to The Staff



If it is possible, the higher education institution gives the grant to the beneficiary before the mobility starts or before they go abroad, provided that the grants paid by the EU Commission reach the Center and the Center transfers this grant to the beneficiary institution.

Grant payments are made in Euros, taking into account the tax exemption provisions in the agreements signed between the EU and Turkey regarding the execution of the Erasmus+ program.

In the case the mobility was not actualized, no grant is paid to the participant staff. Refunds will be taken if payment has been made.

### **Deduction in Payment**

If the documents that prove the participation in the mobility are not delivered (certificate of attendance), the mobility will be invalid and the grant will not be paid to the staff, the grant paid at the beginning will be refunded. In addition, grant deductions are made for activities that are less than planned or inappropriate. Although it was foreseen to be paid in the initial planning, the amounts that are not paid and/or requested back from the personnel after the payment should be reported and refunded back to the Center.

### **Getting Grant for The Second Time**

In accordance with the national priorities determined by the EU Commission and the Center, it is foreseen that a staff member will benefit from the mobility of teaching staff once and receiving training once within the same contract period, in order for more staff to benefit from the program.

However, if there is no application to evaluate and this is documented, it may be possible for the same personnel to participate in the same type of personnel mobility activity more than once within the same contract period.

### **Zero Grant ("0" Grant) Staff**

If the staff wishes, they can participate in the activity without receiving a grant. In order to benefit from the activity without a grant, an application must be made and the application must be evaluated together with other applications.

The difference between the non-granted staff and granted staff is that the non-staff is not included in the budget calculations and they are not financially supported. Even if the staff stated his/her willingness to participate in the program without a grant, they will be included in the selection process.

### **Returning to Home Country Before the Planned Activity Period is Completed**



In case the participant ended his/her mobility before the planned date and the total duration doesn't meet the minimum requirements, the relevant mobility will be considered void and no grant payment will be made.

If the staff returns back to the home country earlier than the planned end date of the mobility due to force majeure, the daily grant for the period of stay in the host country and the total amount of the travel grant calculated with the distance calculator is paid to the staff. If the amount that is paid to the staff beforehand exceeds the amount that is calculated for the completed period of the mobility, a refund of the excess amount will be requested.

Staff who could not complete the minimum staff mobility period of two days (excluding travels) due to force majeure are allowed to compensate and take part in another activity at the same or a different institution by signing a new staff mobility agreement within the same agreement period and without being subject to the selection process again.

In this case, the interrupted mobility and the compensation (second) mobility must be reported on the BM separately, and travel and daily grants must be paid according to the dates of mobilities carried out. The number of days of the compensation mobility duration cannot be more than the number of days of the first planned mobility, and the right to participate in the compensation mobility cannot be transferred to the next agreement periods.

If a staff who stayed more than the minimum activity period has to return due to a personal force majeure, they are not allowed to return to compensate the incomplete activity.

With regards to the incidents involving staff returning before completing the stipulated activity period due to general force majeure (disasters, strikes, COVID- 19 etc. in host region), the National Agency and the European Commission examines each case separately to make a collective decision for situations such as the acceptance or repeating of the activity.

### **Visiting Country of Citizenship**

It is possible for a staff member who is a citizen of one of the Program Countries but residing in Turkey to go to the country of his/her citizenship through mobility activity; however, in the evaluation process, this personnel is given low priority in accordance with the relevant article.

### **Using Electronic Documents**

First of all, the personnel are asked to submit documents with an original wet signature or secure electronic signature. However, in cases where wet or secure electronically signed documents cannot be obtained, documents whose authenticity is not in doubt are accepted in electronic formats such as photocopy, pdf, and JPEG. However, grant contracts must be signed wet or secure e-signed.

### **Evaluation Results**



Evaluation Result List including the confirmed and substitute participants will be announced on Üsküdar University's Main Web page and in the 'announcements' section at <http://erasmus.uskudar.edu.tr/>

In case of an increase in the budget reserved for our university, substitute participants will be provided with a grant. If the confirmed candidates do not fulfill their responsibilities, their rights to receive the grant will be allocated to the next substitute participant upon the decision of the election commission appointed by the Rectorate.

If it is understood that the mobility will not be able to be carried out, this should be reported to our Directorate without delay. Since unused and refunded grants will have a negative impact on the next year's grant distribution results, our University acts with the goal of maximizing the usage of the allocated public resources.

### Application Documents and Information

1. Applying via <https://erasmusbasvuru.ua.gov.tr/giris>,

\*According to the decision of the Turkish National Agency, new applications are made through the address <https://erasmusbasvuru.ua.gov.tr/giris>

2. Acceptance Letter,

*\*Applications of staff who do not have an "Acceptance Letter" received from the institution to be visited at the time of application will not be accepted.*

*\*\*The letter of acceptance must be signed and stamped and must include the mobility type (Teaching/Training) and mobility dates on a letterhead paper of the institution where the mobility will take place. **The duration of the mobility must be minimum 2 working days and maximum 5 working days.** (Example: 03/04/2023- 07/04/2023)*

3. **Approved EBYS Permission Form** (The type of permission must be selected as 'Educational Permit/Eğitim İzni'. The dates on the permission form must match with the dates on the invitation letter. (While uploading documents on e-Devlet, please upload this document to the **other document** section.)

**The permission form of the administrative staff** should include the paraps of their Manager, Director, Secretary-General respectively, and the signature of the Chairman of the Board of Trustees.

**The permission form of the academic staff** should include the paraps of their Head of Department and Dean/Manager respectively and the signature of the Rector.

4. All academic and administrative staff can apply to the program.  
*\*Administrative staff are prioritized in the Training Mobility.*



## 5. Quotas

Staff Mobility for Teaching: 5

Staff Mobility for Training: 5

6. If the confirmed participants cancel their application or there is a surplus in the budget, substitute participants will be contacted.
7. The candidate participants will be listed according to their Erasmus Score and the quota (Staff Mobility for Teaching: 3, Staff Mobility for Training: 3) will be allocated to the ones with the highest scores regardless of the departments the candidates work at.
8. In order for more staff to get benefit from mobility, grant payments are planned to be made for a maximum of 5 working days.
9. In the case two candidate participants got the same Erasmus Score, the length of service/seniority will be the determining factor.
10. In the following year's call, 10 points will be deducted from the total Erasmus score of the participants who did not cancel their application within 30 days following the announcements of the Evaluation Lists even though they decided not to participate in the program.
11. The staff who have contributed to building a partnership between our university and one of the higher education institutions abroad should forward their correspondence with the relevant institution or the Inter-Institutional Agreement to our e-mail address [erasmus@uskudar.edu.tr](mailto:erasmus@uskudar.edu.tr)

## IMPORTANT DATES

1. Application start date: 13 January 2023.
2. Application deadline: 15 Şubat 2023.
3. English exam date for candidates who do not submit a language proficiency document: 28 February 2023.
4. The latest date that the planned mobility can end: **1 October 2023.**

For your questions, you can contact us via our e-mail address, [erasmus@uskudar.edu.tr](mailto:erasmus@uskudar.edu.tr).