# 2022-1-TR01-KA131-HED-000064006/2022-1-TR01-KA131-000064039 Project Period

## ERASMUS+ STAFF MOBILITY ANNOUNCEMENT

**Application Date: 07 March 2024 Time: 00.00**

**Extended Deadline for Application and Document Submission: 09 April 2024 at: 23.59**

**Erasmus+ Applications will be made on https://turnaportal.ua.gov.tr/ system.**

### How to apply?

By logging into the related web site, click on the "Login with E-Devlet" section on the right side of the page. On the screen to be opened, enter the T.R. Identity Number and e-devlet password and click on the "Giriş Yap" tab. On the screen to be opened, first click on the "Bireysel" tab and then click on the "Giriş Yap" tab. On the screen to be opened, click on the "Başvurularım" tab under the "Bireysel" menu in the upper left corner. There you can see all the application announcements that have been announced. Select 2022-1-TR01-KA131-HED-000064006 Staff Mobility for Teaching or Training Announcement and click on the "Başvur" button. After reading the text and clicking "Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum", click on the "Devam Et" button. In the following steps, the application is completed by filling in the requested information. Applicants who do not complete their application will be deemed invalid.

### Application process:

In the first application, there is no requirement to submit any documents to our Office. Required documents will be uploaded to **https://turnaportal.ua.gov.tr/** system.

**After the selection results are announced;** applicants selected for the 2022-1-TR01-KA131-HED-000064006 project period teaching and training mobility must have completed their mobility by **31 July 2024.**

# ASSESSMENT CRITERIA FOR ERASMUS+ STAFF TEACHING MOBILITY

## 1. Number of times participated in Erasmus+ Mobility (Last 5 Project Periods)

| 0 | Once | 2 Times | 3 Times or more |
|---|---|---|---|
| + 20 Points | + 10 Points | + 5 Points | + 3 Points |

## 2. English Score;

Within the scope of Erasmus + Staff Mobility, the English score will be based on the scores obtained from the exams accepted as equivalent by ÖSYM *(YÖK equivalence table will be used.) (English certificate must be uploaded to the site)* **or** if the staff who graduated from 100% English higher education department *(The graduation certificate must include the phrase "in English")*, upload a graduation certificate, they will be considered as **B2 level and +10 points will be added.**

## 3. The duration of experience at Üsküdar University,

The duration of experience of the staff applying for Erasmus+ Staff Mobility at Üsküdar University will be taken on a year basis. *(The score that a participant will receive in the experience year is limited to a maximum of **10 points**.) (E-devlet Hitap Hizmet Döküm Document is valid and must be uploaded to the system)*.

## 4. Concluding bilateral agreements within the scope of Erasmus+ KA131 and KA171 projects

Within last one year;

| | |
|---|---|
| In case of concluding bilateral agreements with the universities in Finland, Denmark, Ireland, the Netherlands, Sweden, Iceland, Liechtenstein, Luxembourg, Germany, Austria and Norway | **+20** |
| In case of concluding bilateral agreements with the universities in Belgium, France, Spain, Italy, Malta, Portugal and Greece | **+10** |
| In case of concluding bilateral agreements with the universities in the 3rd Group and 1-12th Region Countries | **+5** |

The points are valid for staff who will conclude agreements with the universities in these countries for the first time.

5. **+10** points will be added to the score of Erasmus+ department coordinators if there was an active incoming student/outgoing staff mobility within the scope of Erasmus+, **+5** points will be added to the score of Erasmus+ department coordinators if there was an active outgoing student mobility within the scope of Erasmus+ in the previous academic year.

6. **+3** points will be added to the score of academic/administrative staff working in activities related to Artificial Intelligence within the scope of the Digital Transformation or Artificial Intelligence Strategy.

7.

| | |
|---|---|
| Veterans, spouses and/or children of martyrs or veterans | **+10 Points** |
| Disabled | **+10 Points** |
| Those who themselves or their 1st degree relatives receive disaster victim support from AFAD. | **+10 Points** |

8. **-10** points will be applied for the staff cancelling their application without a reason accepted by the Commission, although they were entitled to go in the previous application period.

**NOTES:**

**Quota:**

Estimated Erasmus+ Teaching Mobility & Training Mobility: **10 Staff**

The number of people mentioned above **may vary according to the grant amount of the country.**

a. Within the scope of Training Mobility, "Administrative staff are prioritised in the Training Mobility and +20 points are applied." (See Erasmus+ Handbook for the 2022 Contract Year)

b. 2023 Project Period; The duration of the activity for Erasmus+ Staff Teaching and Training Mobility is determined as at least 2 working days (8 hours of working activity) excluding travel and the grant payment will be made as 2 days of activity + 2 days of travel.

c. Staff who have benefited from Erasmus+ Staff Teaching/Training Mobility in the last 2020 project year (does not include those who benefited in the 2021, 2022 project period) and before will be considered as applying for the first time.

d. If all scores are equal in Erasmus+ Staff Teaching Mobility applications, the higher language score will be prioritised, and if all scores are equal in Training Mobility applications, the longer experience period at Üsküdar University will be prioritised.

e. Those who need Inclusion Support for Staff Teaching and Training Mobility; please read the Turkish National Agency 2022 Application Handbook for the necessary information.

f. Erasmus+ Staff Teaching Mobility; There must be a valid and existing "Erasmus+ Bilateral Agreement" between the higher education institution and Üsküdar University for the department to be applied for (See Erasmus+ Application Handbook for the 2022 Contract Year).

g. The staff who will participate in the mobility for training mobility should find a letter of acceptance for training in their field of study. (The subject, scope, start and end dates of the mobility should be specified in the acceptance letter. In addition, it must be written on the letterhead paper of the institution, signed and sealed, and the title of the signing official must be specified).

h. In case the documents proving participation in the mobility are not submitted (Attendance certificate, entry-exit pages in the passport), the mobility will be deemed invalid, and the grant will not be paid to the staff, the grant that was initially paid will be refund.

i. The related staff receives 80% of the individual grant to be paid before mobility, in addition to the travel expenses. After mobility, will receive 20% of the remaining individual grant. However, in case of a situation where there is a missing document, grant will be deducted (See Erasmus+ Handbook for Contract Year 2022).

j.  To encourage our staff participating in Erasmus+ Staff Teaching/Training mobility to increase visibility and participate in mobility, pictures from the mobilities took during the activity are requested.

k.  If it is determined that the declared information is not correct, **-20 points** will be deducted.

**Daily Grant Amounts by Countries**

The daily amount to be paid to the staff who will participate in the staff mobility is calculated by the amounts specified in the table below according to the country of destination and the duration of the visit. The amounts shown in the table are in EUR.

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

* It is only used for staff invited to teach at an enterprise or higher education institution abroad that does not have ECHE.

** For staff mobility activities lasting longer than 14 days; 80% of the daily grant amount given above for the 15th and subsequent days should be taken as a daily basis.

**Travel Expense Calculations**

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

Using the distance calculator, the kilometres between the 2 points from the place of residence of the staff member to the place of mobility should be determined and the travel grant should be calculated using the table below. The grant equivalent of the kilometres 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 connecting flight, it does not affect the distance reached with the distance calculation mentioned above.

| Seyahat Mesafesi | Standart Seyahat Hibe Tutarı (Avro) | Yeşil Seyahat Hibe Tutarı (Avro) |
|---|---|---|
| 10 ila 99 KM arasında | 23 | |
| 100 ila 499 KM arasında | 180 | 210 |
| 500 ila 1999 KM arasında | 275 | 320 |
| 2000 ila 2999 KM arasında | 360 | 410 |
| 3000 ila 3999 KM arasında | 530 | 610 |
| 4000 ila 7999 KM arasında | 820 | |
| 8000 KM veya daha fazla | 1.500 | |

The starting point of the mobility is assumed to be the location of the sending organisation and the location of the activity is assumed to be the location of the host organisation.

If the starting point of the mobility is in a city other than the city where the sending organisation is located or the activity takes place in a city other than the city where the host organisation is located, mobility receipts are requested and the grant is awarded according to the actual distance range, if the change causes the mobility to cover a different distance band.

If a different starting point or activity location is reported, the reason for this difference is stated in the report, and the documents and receipts showing the starting and ending points of the mobility are kept in the staff file to be presented in possible audits. 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 staff in the file. However, if the higher education institution has decided to award a grant for the days of travel, the appropriate documents from among the options such as flight tickets, bus/train tickets/passport entry and exit documents should be kept in order to determine the days of the round trip. Staff who prefer the Green Travel type are provided with individual support for travel days. (See Erasmus+ Implementation Handbook for Contract Year 2023)

**Non-Grant ("0" Grant) Staff Status**

If the staff wants to participate in a teaching or training activity without a grant, they can do so. In order to participate in the mobility without a grant, an application must be made and the application must be evaluated with other applications. The difference of the non-grant staff is

that the staff is not included in the budget calculations and is not paid. Not receiving a grant is not a reason for not being included in the selection process.

**Assessment:**

- Applications will be assessed 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+ teaching and training mobility principal and substitute lists will be announced on the Erasmus+ Office's website (https://erasmus.uskudar.edu.tr/en).