2026-2027 Academic Year
Erasmus+ KA171 Staff (Teaching and Training) Mobility
Application Announcement

Project No	**2024-1-TR01-KA171-HED-000203891** **2025-1-TR01-KA171-HED-000324612** **2026-1-TR01-KA171-HED-000447942**
Application Period	**26.10.2026 (00:00) – 26.11.2026 (17:30)**
Application Portal	**TURNA PORTAL**
Erasmus English Proficiency Exam	**30.11.2026 (Details will be announced.)**
Announcement of the Results	**18.12.2026**
Erasmus Grant Quota	**13 Participant**
Final Withdrawal Deadline	**It will be specified in the announcement of the results.**
Mobility Period	**Until 31.07.2027**

The mobility period between two program countries must be **5 days**. **+ 2 travel days are funded**. Participants who are entitled to receive a grant must participate in the mobility for a total of 7 consecutive days, including the mobility and travel days, in order to receive the grant for 5 days of mobility + 2 travel days. For travel days to be funded, the travel days must take place one day before and one day after the mobility period. Grant payments are made for the dates during which the participant is physically present in the mobility country.

This mobility period depends on the grant amount allocated to Üsküdar University; therefore, the final period is determined by the Commission's decision within the budget.

📌 **Mobility Period Examples:**

4 April 2027, Sunday – Departure

10 April 2027, Saturday – Return

5 days of mobility + 2 days of travel = calculated as 7 consecutive days, with the grant payment made including the 2 travel days.

*Grant payment examples are provided under the grant amounts table.

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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 **2024-1-TR01-KA171-HED-000203891 - 2025-1-TR01-KA171-HED-000324612 - 2026-1-TR01-KA171-HED-000447942 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-time/part-time academic and administrative staff the opportunity to undertake short-term teaching or training visits to a higher education institution or eligible enterprise/organization in Europe. Funding is provided for travel expenses and mobility grants.

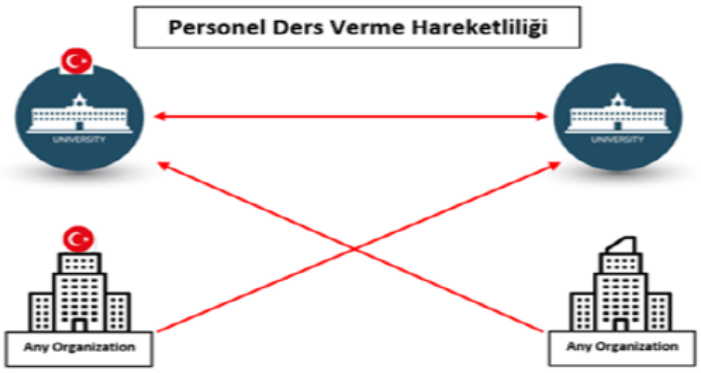
Mobility Type	Minimum Duration (without travel)	Mandatory Teaching Hours	Purpose
Teaching Mobility (STA)	Minimum 5 consecutive days	A minimum of 8 teaching hours	Teaching mobility of academic staff (with teaching obligation) at the partner institution.
Training Mobility (STT)	Minimum 5 consecutive days	None	Staff (including those without a teaching obligation) receiving training to improve skills relevant to their current job. Conference attendance is not supported.

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

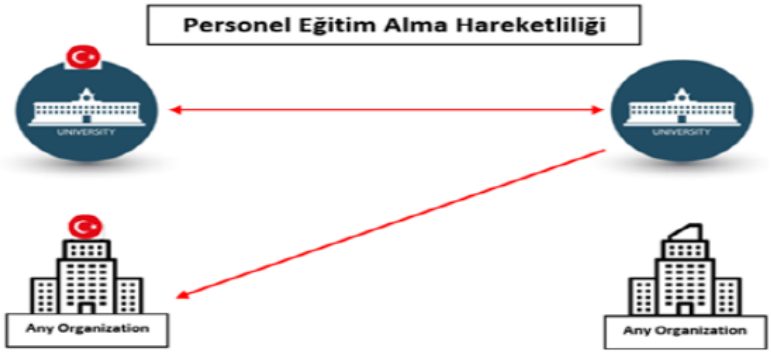
Teaching Mobility: This mobility activity takes place daily, and grant payments are made for the days on which teaching mobility takes place. Therefore, under the **Staff Mobility – Teaching Mobility (STA) Agreement,** a specific teaching program must be specified daily. In all cases, **a teaching mobility must include at least 8 hours of teaching per week**, and you must be a full-time or part-time faculty member to apply. **There must be a 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 which the application will be made. On the other hand, **conference participation is not supported under this mobility.**

The Erasmus+ grant has a **budget that can provide funding for approximately 13 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 can be transferred.

Examples of Eligible Staff Training Mobility Activities:



✓ Üniversite personeli, programla ilişkili olmayan üçüncü ülkelerdeki üniversitelere ders vermeye gidebilir.
✓ Programla ilişkili olmayan üçüncü ülkelerdeki üniversite personeli Türkiye'deki üniversitelere ders vermeye gelebilir.
✓ Türkiye'de yer alan akademik olmayan bir kurumun personeli, programla ilişkili olmayan üçüncü ülkelerdeki üniversitelere davet üzerine ders vermeye gidebilir.
✓ Programla ilişkili olmayan üçüncü ülkelerdeki akademik olmayan bir kurum personeli, Türkiye'de yer alan üniversitelerin daveti üzerine ders vermeye gelebilir.



✓ Üniversite personeli, programla ilişkili olmayan üçüncü ülkelerdeki üniversitelere eğitim almaya gidebilir.
✓ Programla ilişkili olmayan üçüncü ülkelerdeki üniversite personeli, Türkiye'de yer alan üniversitelere eğitim almaya gelebilir.
✓ Programla ilişkili olmayan üçüncü ülkelerdeki üniversite personeli, Türkiye'de yer alan akademik olmayan bir kuruma eğitim almaya gelebilir.
✗ Üniversite personeli, programla ilişkili olmayan üçüncü ülkelerdeki akademik olmayan bir kuruma eğitim almak için gidemez.

Eligible mobilities:

✓ Job Shadowing
✓ Participation to International Staff Weeks
✓ Observation visits

✗ **Conference participations are not accepted for Erasmus+ fundings.**

Erasmus mobility for study offers ÜÜ staff the following opportunities:

✓ Gaining practical skills related to their current job and advanced their professional development
✓ Acquiring new ideas and discovering best practices that can be implemented at ÜÜ

✓ Develop an international network and improve language skills
✓ Develop joint activities with colleagues abroad

3. Mobility Period

The mobility period between the two program countries **should be 5 days**. Mobility periods **shorter than 2 days will not be considered valid**, and in exceptional cases, force majeure must be proven with documentation.

For the grant to be shared equally, 7 consecutive days must be completed. For travel days to be eligible for the grant, they must take place one day before and one day after the mobility period.

Please remember that **all mobilities must be completed by July 31, 2027**.

4. Application Step

The TURNA Portal online application system will be active between 26.10.2026 (00:00) – 26.11.2026 (17:30) and applications will be submitted via e-Devlet.

⚠ **Applicants without an "e-Devlet" password cannot apply.**

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

The applicant must meet the following conditions:

1. Being an **active full-time staff** at the university,
2. **Having obtained permission from their directors** for the duration of the mobility,
3. **Having achieved a sufficient score on the Erasmus English Proficiency exam organized by the Foreign Languages Coordinatorship or submitting a valid language certificate.**

Required Documents:

- **Passport copy (scanned PDF)**
- **EBYS-approved leave document (must be an educational leave).**
- **Yapı Kredi Bank Euro Bank Account (PDF)**

📌 Notes:

- If the applicant is administrative staff, a copy of their institutional ID card proving their administrative status may be uploaded.
- If a graduation certificate (diploma) is to be uploaded, a document must be uploaded that proves that the department from which the staff graduated is 100% English. Diplomas from Turkish departments are not accepted.
- Erasmus Academic Department/Faculty/Institute Coordinators must submit the official appointment letter as supporting documentation in order to receive additional points.
- Staff members are **not required to obtain an acceptance letter** from the institution in the country they select for their mobility. Following the completion of the application process, invitation letters will be obtained from the relevant institutions by the Erasmus+ Office.
- Participants who have completed the application process and have been selected for the mobility will be further informed by the Erasmus Office regarding the Mobility Agreement and Acceptance Letter procedures.

Important Notes

- **Applications must be submitted only via the TURNA Portal. An e-Devlet username and password are required to log in to the TURNA Portal.**
- **The applicant must complete the application form on the TURNA Portal** in full and upload the documents specified above to the system.
- **Applicants are responsible for uploading their application documents completely and correctly under the correct type of mobility.** Applications will be considered invalid if incorrect/incomplete documents are uploaded or if the application is made for the wrong type of mobility and area. **Additionally, if the participant makes an incomplete or incorrect statement in the criteria area for which they will receive additional points, any objection after the application will not be considered.**
- **No documents can be uploaded after the application deadline.**
- **Staff participating in Erasmus+ Staff Teaching/Training mobility are requested to provide photographs from the mobilities during the mobility period** to promote visibility and encourage participation in mobility.

5. Evaluation Criteria

The selection of personnel will be carried out in accordance with the national priorities set by the Turkish National Agency and the internal criteria of our university.

CRITERIA	SCORE	EXPLANATION
Number of Previous Applications to the Program		
First participation	+20	Staff mobility applications previously submitted for teaching and training mobilities will be considered together. Those selected in previous calls for applications who have not yet completed their mobility will also be considered as previous participants.
Withdrawals		
Withdrawals from previous applications	-10	Participants who have previously participated in the programme, or who were selected and received a grant in the previous application period but withdrew from the programme for reasons other than force majeure or health issues, will receive a penalty of -10 points for each withdrawal. Withdrawals from Teaching and Training mobilities are evaluated together.
Applying to Multiple Mobilities During the Same Application Period		
Applying to Multiple Mobilities During the Same Application Period	-10	Applicants who apply for both the Erasmus+ Teaching Mobility and Training Mobility during the same application period will receive a -10 point deduction for the mobility program they did not prioritize.
Years of Service at Üsküdar University**		
10 years and more	+20	The applicant's years of service in all departments and positions
7-9 years	+15	

4-6 years	+10	**(Only years of service at Üsküdar University are valid)**
1-3 years	+5	
Staff who have not yet completed one year	-10	
Other Criteria		
Applicants with disabilities	+10	The medical report proving the disability status must be submitted at the time of application.
Veteran staff or veteran/martyr spouse/child	+15	Documents proving the situation must be submitted during the application.
Applicants receiving disaster aid from AFAD or their first-degree relatives	+10	
Visiting universities ranked in the top 1000 in the "Times Higher Education List" or "QS World University Ranking" in the relevant academic year	+5	
Administrative staff applying for training mobility	+15	Documents proving the situation must be submitted during the application.
Having a visa for the that already covers the mobility period	+5	Documents proving the situation must be submitted during the application.
Participation in international projects (Erasmus+, Horizon, ESC, TÜBİTAK, etc.) carried out in the last 2 years	+5	Documents proving the situation must be submitted during the application.
To carry out mobility in a country/institution that has not been applied to before	+5	Documents proving the situation must be submitted during the application.
Language Score		
***Staff may only obtain points from either their diploma certifying graduation from a department with 100% English education or from one of the valid YÖKDİL, E-YDS, YDS, or E-YÖKDİL exams they have taken.**		
Graduation from department with 100% English-language education (The diploma must state that the education was in English)	+15	Documents proving the situation must be submitted during the application.
50 points or above on YÖKDİL, E-YDS, YDS, E-YÖKDİL	B1 and above (20% of the total score will be counted)	Documents proving the situation must be submitted during the application.
Applications for mobility to a country of which the applicant is a citizen	-10	Documents proving the situation must be submitted during the application.
Erasmus Department/Institution Coordinators (if they have served for 1 year or more)	+5	Documents proving the situation must be submitted during the application.

To conduct bilateral agreements within the scope of Erasmus+ KA131 and KA171 projects	+10	Documents proving the situation must be submitted during the application.
Departments that have not previously been involved in staff mobility	+5	The relevant field must be selected during the application process and reported to the Erasmus Coordinatorship.

The criteria listed above have been approved by our university's Erasmus Committee.

FOREIGN LANGUAGE PROFICIENCY AND ERASMUS EXAMINATION

The Erasmus English Proficiency Examination will be held by the School of Foreign Languages on 30 November 2026. (Further details will be announced to staff members who have completed their applications and are eligible to take the examination.)

Staff members who have not uploaded a graduation certificate/diploma indicating that they graduated from a 100% English-medium programme, or a language test result with a score of 50 or above from YÖKDİL, E-YDS, YDS, or E-YÖKDİL as part of their application, are required to take the examination. Applications of staff members who achieve a minimum score of 60 points in the examination will be considered.

Personnel who have taken the Staff Mobility English Proficiency Exam within the last two years and wish to use their existing score must contact the Erasmus+ Coordinatorship via e-mail.

Prioritization Criteria in the Case of Equal Scores

1. Priority is given to applicants participating in the mobility 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 Training Mobility.
5. Foreign language proficiency is prioritized.

📌 *Details of mobilities to develop artificial intelligence and/or digital skills are specified in the selection criteria. Staff participating in such mobilities must clearly indicate the type of mobility in their invitation letters and teaching/training documents. Applicants whose documents do not contain details of artificial intelligence or digital skills development mobilities cannot receive additional points in this category.*

Mobilities related to Artificial Intelligence are prioritized within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency of the Digital Transformation Office. (Provided that it is stated in the Acceptance Letter and in the relevant field and that there is no change in the institution)

https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf

📌 *The year of service of staff applying for Erasmus+ Staff Mobility will be taken on an annual basis (The maximum points a participant can receive for their year of service is limited to 20 points.) (The E-Devlet Service Statement is valid and must be uploaded to the system).*

📌 *Prioritization will be applied as additional points during the evaluation process, not as a direct right.*

📌 *Have been actively involved in the implementation of Erasmus+ KA131, KA171, KA2, and KA3 Projects for at least 1 year.*

📌 *Staff working as Rresearch Assistant at our institution who have not completed their doctorate (PhD) may only apply for the Training Mobility.*

📌 *Expanding the scope of an existing bilateral agreement with a higher education institution that already has an agreement with our university shall not be considered as establishing a new bilateral agreement.*

⚠ **NOTE: Documents proving your status must be submitted during the application process. The application of bonus points for criteria without submitted documents is invalid.**

6. Daily Grant Amounts by Mobility Country & Sample Grant Calculations

The daily grant to be paid to staff participating in staff mobility shall be calculated based on the amounts specified in the table below, taking into account the country visited and the duration of the visit. The amounts shown in the table are in Euros.

Sending Country	Receiving Country	Daily Grant Amounts (Avro)
Türkiye	Non-associated Third Countries Located in Regions 1–12	190,00 €

Before the mobility, the participant will receive 80% of the individual grant and the travel grant. After the mobility, they will receive the remaining 20% of the individual grant. However, if any deficiency is observed/noticed in the documents, the grant may be deducted and its return may be requested.

7. Travel Expenses Calculations

Personel 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 via the link below.

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

Using the distance calculator, the distance in kilometers between the staff member's place of home university and the place of mobility should be determined, and the travel allowance should be calculated using the table below. The kilometer value obtained from the distance calculator corresponds to the round-trip allowance amount in the table below, and this amount is not multiplied by two. If the staff member travels with transfers, this does not affect the distance calculated as described above.

Travel Distance	Standard Travel Grant (EUR)	Green Travel Grant (EUR)
10 to 99 KM	28	56
100 to 499 KM	211	285
500 to 1999 KM	309	417
2000 to 2999 KM	395	535
3000 to 3999 KM	580	785
4000 to 7999 KM	1188	1188
8000 KM or more	1735	1735

As a general rule, participants are expected to travel using low-emission transportation for distances under 500 km.

Green travel: The use of low-carbon public transportation for travel. Buses, trains, and car sharing are considered green travel. To be eligible for green travel support, green travel must be used for both the trip to and from the destination, and more than half of the entire trip must be made using green vehicles. It is mandatory to provide bus/train tickets/flight information showing the method of transportation used for the trip to and from the destination.

The starting point of the trip is assumed to be the location of the sending organization, and the location where the mobility takes place is assumed to be the location of the host organization. If the starting point of the trip is in a city other than the city where the sending organization is located, or if the mobility takes place in a city other than the city where the host institution is located, and if this change results in the trip falling into a different distance band, travel invoices are requested and the grant is awarded according to the distance band in which the trip took place. If a different starting point or mobility location is reported, the reason for this difference is stated in the report, and documents and invoices showing the travel start and end points are kept in the personnel file for possible audits. Except for the situations mentioned above, since the travel grant will be paid on a lump-sum basis, there is no need to keep documents showing the staff member's travel expenses in the file. However, if the higher education institution has decided to grant a subsidy for travel days, appropriate documents such as flight tickets, bus/train tickets, or passport entry/exit stamps should be kept determining the departure and return

KA-171 Teaching Academic Staff with Partner Countries Other than Program Countries Contracted Universities and Quotas within the Scope of Mobility

Project Period	Destination Country	Accepting Institution	Mobility Type and Grant Quota	Individual Grant Support	Travel Grant	Total Grant	Amount of Grant Days
2024-1-TR01-KA171-HED-000203891	Montenegro	The University of Donja Gorica	Staff Teaching Staff Training Total: 4 Quotas	1.330,00 €	309,00 €	1.639,00 €	7 days (2 days travel grant)
2024-1-TR01-KA171-HED-000203891	South Africa	Durban University	Staff Teaching Staff Training Total: 4 Quotas	1.330,00 €	1.188,00 €	2.518,00 €	7 days (2 days travel grant)
2025-1-TR01-KA171-HED-000324612	Nigeria	University of Ibadan	Staff Teaching Staff Training Total: 1 Quotas	1.330,00 €	1.188,00 €	2.518,00 €	7 days (2 days travel grant)
2025-1-TR01-KA171-HED-000324612	Hong Kong	Chu Hai College of Higher Education	Staff Teaching Staff Training Total: 2 Quotas	1.330,00 €	1.735,00 €	3.065,00 €	7 days (2 days travel grant)
2026-1-TR01-KA171-HED-000447942	Tunisia	Private Institute for Science and Technology In Applied Informatics of Sousse	Staff Teaching Staff Training Total: 1 Quotas	1.330,00 €	309,00 €	1.639,00 €	7 days (2 days travel grant)
2026-1-TR01-KA171-HED-000447942	Azerbaijan	Baku State University	Staff Teaching Staff Training Total: 1 Quotas	1.330,00 €	309,00 €	1.639,00 €	7 days (2 days travel grant)

🇪🇺 Summary of Sample Grant Calculations

Erasmus+ KA171 Staff Mobility grant calculations vary according to the duration of mobility and the status of travel days. Calculations include the daily grant amount for mobility days and the standard travel grant, which is determined by distance.

In these examples, the **mobility period was** taken as 5 days and the daily grant amount **was calculated over** 190,00 €

Mobility Status	Sample Country	Mobility Period	Travel Days Amount (Granted)	Total Number of Individual Days Granted	Standard Travel Grant Amount	Total Grant Support
1. Standart Mobility Process	South Africa	5 days (5-9 April 2027)	2 day (Arrival: April 4th, Departure: April 10th)	7 days(190,00 € x 7)	1.188,00 €	2.518,00 €
2. Standart Mobility Process	Montenegro	5 days (10-14 May 2027)	2 day (Arrival: May 9th, Departure: May 15th)	7 days(190,00 € x 7)	309,00 €	1.639,00 €

Standard Mobility (South Africa Example)

• Mobility Dates: Monday, 5 April – Friday, 9 April (5 days of activity).
• Travel Days (Funded): Sunday, 4 April (Departure) and Saturday, 10 April (Return).
• Total Funded Days: 7 days (5 activities + 2 travel).
• Individual Support Grant: 190,00 € × 7 days (1,330.00 €).
• Travel Grant: Standard amount 1,188.00 €.

Important Notes:

• **Travel Grant:** The travel grants listed in the tables represent round-trip amounts calculated based on distance and are provided in addition to the individual support grant.

• **Funding of Travel Days:** In order for travel days to be funded, they must take place one day before and one day after the mobility period. Additionally, the mobility days plus the travel days must constitute a consecutive total of 7 days to be eligible for funding.

8. Support for 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 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**

    - 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. Participation Without a 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.

10. Staff Withdrawal from Mobility

If a staff member who has been selected to participate in the mobility withdraws after the deadline specified in the announcement of results without a valid force majeure reason, **10 points will be deducted from their score in subsequent Erasmus+ Staff Mobility applications**.

Staff members who withdraw must send a signed withdrawal letter stating the reason for withdrawal via email to erasmus@uskudar.edu.tr. The Erasmus+ Selection and Evaluation Commission will assess whether the stated reason for withdrawal constitutes a force majeure circumstance.

Evaluation:

- Applications will be evaluated in accordance with the selection criteria specified above.
- **A five (5)-day appeal period will be granted following the publication of the draft results for Erasmus+ Teaching and Training Mobility.** Appeals must be submitted to the Erasmus+ Coordinatorship by email in the form of a formal request. Appeals submitted after the end of the appeal period will not be considered.
- The final lists of selected and reserve candidates for Erasmus+ Teaching and Training Mobility will be announced on the Erasmus+ Coordinatorship's official website: (https://erasmus.uskudar.edu.tr/en)
- The positive or negative weighting of any individual evaluation criterion may not exceed 20% of the total score.
- In the event of an insufficient number of applications, the Selection Committee may decide to reallocate unused quotas to another type of mobility.

"For matters not covered in this document, the provisions of the KA171 Student and Staff Mobility in

"2024 Handbook for Student and Staff Mobility in Higher Education "

"2025 Handbook for Student and Staff Mobility in Higher Education "

"2026 Handbook for Student and Staff Mobility in Higher Education "

Period shall apply."