2026-2027 Academic Year Erasmus+ KA131 Staff Mobility (Teaching and Training) Application Announcement

Project No	**2025-1-TR01-KA131-HED-000320554** **2025-1-TR01-KA131-HED-000320607**
Application Period	**26.10.2026 (00:00) – 26.11.2026 (17:30)**
Application Portal	**TURNA PORTAL**
Erasmus English Proficiency Exam	**30.11.2026**
Announcement of the Results	**18.12.2026**
Erasmus Grant Estimated Quota	**12 (This may vary depending on the country of destination after the applications are submitted.)**
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 a minimum of **2 days and a maximum of 5 days**. **+ 2 travel days are funded**. For travel days to be funded, the mobility + travel days must be consecutive 7 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.

Mobility periods less than 2 days are not accepted. 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.

In order to use the grant effectively and to encourage more participants to take part in the mobility, **the mobility period is limited to 5 days.**

📌 Mobility period examples:

1. April 4th, 2027, Sunday – Departure

   April 10th, 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.

April 4th, 2027, Sunday – Departure

April 9th, 2027, Friday – Return

5 days of mobility + 1 day of travel = calculated as 6 consecutive days, with a grant payment with 1 day of travel support.

*Grant payment examples are provided on page 9, 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 **2025-1-TR01-KA131-HED-000320554 - 2025-1-TR01-KA131-HED-000320607 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.

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).

Under the Erasmus+ Staff Training mobility, an Erasmus+ bilateral agreement is not required.

Teaching Mobility: This mobility activity takes place on a daily basis, 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 on a daily basis. 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 participations are not supported under this mobility.**

The Erasmus+ grant has a **budget that can provide funding for approximately 12 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 Mobility for Training Mobilities:

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

- Enterprises
- Public Institutions
- Research institutes
- Higher education institutions
- Civil society organizations

Eligible Mobilities:

✓ Job Shadowing

✓ Participation to International Staff Weeks

✓ Observation visits

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

Erasmus mobility for study offers ÜU staff the following opportunities:

✓ Gaining practical skills related to their current job and advance their professional development

✓ Acquiring new ideas and discover 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, 5 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 Steps

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. Submitting the **invitation letter** within the application period.
4. **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;

- **Invitation letter from the host institution (PDF)**
- **Passport ID Page copy (scanned PDF)**
- **Mobility Agreement (scanned PDF)**
- **Permission document from EBYS (Permissiyon for education)**

- All required fields must be completed, **wet-signed, and stamped.**
- **For Training Mobility – Mobility Agreement;** Mobility details must be explained in the "**Activities to be carried out**" table, day by day, according to the mobility days.
- **For Teaching Mobility – Mobility Agreement;** Mobility details must be explained in the "**Content of the teaching program**" table, day by day, according to the mobility days.
- Mobility Agreement documents must be signed by the department/unit manager/head.

- **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 proof documents to get additional scores.

Invitation Letter from the Host Institution (Mandatory)

- **The invitation letter** must be **wet or electronic signed and stamped** by the host institution.
- **The invitation letter must include** the start and end dates of the mobility as day/month/year.
- 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.**
- Invitation letters do not need to be signed at the rector/dean level at the host institution; **approval from the unit where the activity will take place is required.** Also, host institutions may use their own invitation letter formats.
- **If your mobility is to improve your digital skills, this purpose must be clearly stated in the invitation letter.**

Mobility Activities to Develop Digital Skills

A mobility activity is considered to be aimed at developing digital skills when it includes one or more of the following activities:

- **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**
- **Cybersecurity**
- **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 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

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

ERASMUS+ STAFF MOBILITY EVALUATION CRITERIA

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 were selected and received a grant in the previous application period but withdrew from the program 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 **(Only years of service at Üsküdar University are valid)**
7-9 years	+15	
4-6 years	+10	
1-3 years	+5	
Staff who have not yet completed one year	-10	
Other Criteria		
Applicants with disabilities	+10	Engellilik durumunu kanıtlayan sağlık raporu başvuru sırasında sunulmalıdır.

CRITERIA	SCORE	EXPLANATION
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	
Activities related to artificial intelligence under the National Artificial Intelligence Strategy*	+5	
Activities to develop digital skills*	+5	
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.

CRITERIA	SCORE	EXPLANATION
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.

ENGLISH PROFICIENCY AND ERASMUS ENGLISH EXAM

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

Staff members who have not uploaded an English graduation certificate/diploma from a 100% English program or an examination result of 50 points or above from YÖKDİL, E-YDS, YDS, or E-YÖKDİL as part of their application are required to take the examination.

Staff members who have taken the English Proficiency Exam for Staff Mobility within the past two years and wish to use their existing exam score must contact the Erasmus+ Coordinatorship via email.

Priority Criteria in 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 previously participated in mobility.
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 Research Assistants who have not completed their doctorate may only apply for Training Mobility.*

⚠ **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.

Country Groups	Host Country	Daily Grant Amounts (EURO)
1.Group Countries	**Germany, Austria, Belgium, Denmark, Finland, France, The Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway**	**171**
2. Group Countries	**The Republic of Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia**	**153**
3. Group Countries	**Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Turkey***	**133**

• In accordance with the **2025 KA131 Grant Agreement**, the **United Kingdom and Switzerland are not eligible destinations for mobility activities**.

📌 **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.**

Important Notes:
• **Travel Grant:** The travel grants listed in the tables are round-trip amounts calculated based on distance and are provided in addition to the individual grant amount.
• **Grant for Travel Days:** In order for travel days to be granted, they must take place one day before and one day after the mobility period.

📌 **Grant Calculation Examples;**

1. **Standard mobility period (departure 1 day before mobility – return 1 day after mobility end date)**

In this case, the participant's grant calculation is as follows:
Example Mobility country: Germany (Group 1)
Travel date: April 4, 2026, Sunday
Mobility start date: April 5, 2026, Monday
Mobility end date: April 9, 2026, Friday
Return date: April 10, 2026, Saturday

📌 Individual grant support for 5 + 2 days = **(171.00€ x 7) 1,197.00 €**

📌 Travel support for 2 days = Based on the standard travel grant amount, the distance between the city where the mobility will take place and Istanbul is calculated and added to the individual grant amount. The travel grants in the table are round-trip grant amounts. The estimated travel support amount for Germany is €309.00. This calculation is provided as an example and may vary depending on the distance to be calculated.

2. **If the participant's travel days are not one day before and one day after the mobility days**

In this case, the participant's grant calculation is as follows:
Example Mobility country: Spain (Group 2)
Travel date: April 4, 2026, Sunday
Mobility start date: April 5, 2026, Monday
Mobility end date: Friday, April 9, 2026
Return date: Friday, April 9, 2026

📌 Individual grant support for 5 + 1 day = **(153.00 € x 6) 918.00 €**
📌 Travel support for 2 days = Based on the standard travel grant amount, the distance between the city where the mobility will take place and Istanbul is calculated and added to the individual grant amount. The travel grants in the table are round-trip grant amounts. The estimated travel support amount for Spain is €395.00. This calculation is provided as an example and may vary depending on the distance to be calculated.

3. **When the mobility start date is the departure date and the mobility end date is the return date**

In this case, the participant's grant calculation is as follows:
Example mobility country: Romania (Group 3)
Travel date: Monday, April 5, 2026
Mobility start date: Monday, April 5, 2026
Mobility end date: Friday, April 9, 2026
Return date: Friday, April 9, 2026

📌 Individual grant support for 5 days = **(€133.00 x 5) €665.00**

7. 📌 Travel grant for 2 days = Calculated based on the standard travel grant amount, the distance between the city where the mobility will take place and Istanbul is added to the individual grant amount. The travel grants in the table are round-trip grant amounts. The estimated travel grant amount for Romania is €211.00. This calculation is provided as an example and may vary depending on the distance to be calculated.-

7. Travel Expenses 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 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 to determine the departure and return dates.

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 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**
   - 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. Withdrawal

If a staff member who has been selected to participate in the mobility activity withdraws after the deadline specified in the announcement of results, without a force majeure reason, **10 points will be deducted from their score in subsequent Erasmus+ Staff Mobility applications**.
Staff members who withdraw from the mobility activity must submit a **withdrawal petition stating the reason for withdrawal** via e-mail to **erasmus@uskudar.edu.tr**. The Erasmus+ Selection and Evaluation Committee shall determine whether the stated reason constitutes a force majeure.

Evaluation:

- Applications will be evaluated in accordance with the selection criteria specified above.
- Following the announcing of the **draft results list** for Erasmus+ Staff Mobility for Teaching and Training, a **5 (five)-day objection period** will be granted. Objections must be submitted to us via e-mail in the form of a petition. Objections submitted after the Objection period will not be taken into consideration.
- The final and substitute lists for Erasmus+ Staff Mobility for Teaching and Training will be announced on the **official website of the Erasmus+ Coordinatorship** (https://erasmus.uskudar.edu.tr/en).
- The positive or negative scores of any individual evaluation criterion may not exceed **20% of the total score**.
- In the event of an insufficient number of applications, the Erasmus+ Selection Committee may decide to transfer unused quotas to another type of mobility.

"For matters not covered by this document, the provisions of the "KA131 Handbook for Student and Staff Mobility in Higher Education" prepared by the Turkish National Agency for the 2025 Contract Period shall apply.

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