

**2018-2019 ACADEMIC YEAR ERASMUS + APPLICATION ANNOUNCEMENT**  
**Staff Mobility - Training & Teaching**

**A Staff Mobility activity can be performed in two ways:**

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

➤ **Definition of Activities**

**Staff Mobility for Teaching Assignments**

Staff mobility for teaching assignments is a field of activity that allows a staff member, who is obliged to lecture at an ECHE holder higher education institution in Turkey, to teach students at an ECHE holder higher education institution in one of the program countries and to perform academic/educational activities jointly with the partner institution in relation to lecturing.

Within the scope of staff mobility for teaching assignments, it is also possible for a staff member working at an established foundation in one of the program countries to be invited to teach students at an ECHE holder higher education institution in Turkey. For a staff member to be invited to lecture they must have been employed at an overseas foundation, education center, research center or any other institution fitting the definition of foundation. Within this framework, a fitting foundation means an enterprise that performs all kinds of economic activities including social economies with all private or public institutions/establishments regardless of size, legal status and economic sector of operation. However, the person to be invited by paying their grant cannot be from higher education institutions.

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

**NOTE: First of all, in order for a lecturer to benefit from the exchange program they wish to participate in, their department must have a Bilateral Agreement with the relevant university.**

**Staff Mobility for Training**

Staff Mobility for Training is a field of activity that allows a staff member employed at an ECHE holder higher education institution in Turkey to receive training in one of the program countries. Within the scope of this activity, it is possible for a staff member to participate in various training sessions (such as job shadowing, observation periods) to improve their skills regarding their current job. **Conference participations are not supported as part of the activity.**

Within the scope of Staff Mobility for Training, **it is also possible** for a staff member who is employed at an ECHE holder higher education institution **to go to an ECHE holder higher education institution or foundation to receive training. The foundation where staff members will receive training can be an overseas education center, research center, higher education institution or any other institution fitting the definition of foundation.** Within this framework, a fitting foundation means an enterprise

that performs all kinds of economic activities including social economies with all private or public institutions/establishments regardless of size, legal status and economic sector of operation. Staff Mobility for Training is a full-time activity, and a grant is paid for the periods of full-time training. Therefore, the training schedule must be specified on the basis of days in the Staff Mobility for Training- Mobility Agreement.

### **Minimum and Maximum Periods for Staff Mobility for Teaching Assignments**

The activity period of staff mobility for teaching assignments has been determined as a minimum of 2 consecutive business days and maximum of 5 business days excluding the travel. However, a minimum of 8 teaching hours are mandatory for the activity to be considered valid. When the duration of the activity is longer than 1 week, mandatory teaching hours must be increased in proportion to duration. (For example, as 8 hours of teaching are mandatory for a 1-week activity, a 2-week activity must cover minimum 16 hours of teaching.)

If it is observed in the certificate of attendance that the beneficiary performs an activity for less than 2 days and/or lectures less than the required duration except for force majeure as part of staff mobility for teaching assignments, the activity is deemed invalid and the grant is not paid to the beneficiary.

The activities for which minimum duration could not be completed due to force majeure are accepted and a grant is given for the attendance period, provided that the force majeure is documented and the travel costs are paid based on distance calculator. Our office should be contacted before an event or a situation is considered force majeure.

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

The activity period of Staff Mobility for Training has been determined as a minimum of 2 consecutive business days and a maximum of 5 business days excluding travel.

If it is observed in the certificate of attendance that the beneficiary performs an activity for less than 2 days, except for force majeure as part of Staff Mobility for Training, the activity is deemed invalid and no grant is paid to the beneficiary.

The activities for which minimum duration could not be completed due to force majeure are accepted and a grant is given for the attendance period, provided that the force majeure is documented and the travel costs are paid based on distance calculator. Our office should be contacted before an event or a situation is considered force majeure.

### **Minimum Requirements**

#### **Any staff member who takes part in the activity must meet the below minimum requirements:**

- Any staff member wishing to carry out a staff mobility activity must have been **employed as a full-time or part-time lecturer at an ECHE holder higher education institution in Turkey and must actually be performing duty in that institution**. It is not required for the staff member, who is employed at a higher education institution, to be a tenured personnel; all staff members who have a contract with the higher education institution can benefit from

the activities. A staff member who is tenured at a different institution and works at another higher education institution under contract applies for mobility at the institution where they actually work, not at the institution where they are tenured. As a staff member who is employed at a higher education institution via service procurement does not have a contract with that institution, such staff members cannot benefit from staff mobility.

### Criteria for Evaluation

- 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 higher education institutions are responsible for **the determination of the evaluation criteria to be applied equally to all staff members to ensure a fair, transparent, unbiased and consistent** evaluation process. **The criteria cannot be determined in a manner that completely excludes a certain person or staff in a certain category or allows for the selection of only a certain person or staff in a certain category.** The positive or negative weight of the determined criterion should not be to an extent that this criterion determines the entire evaluation result.

CRITERIA FOR EVALUATION			
1	Taking the foreign language exam is mandatory, and the relevant staff are given points corresponding to their exam results based on the figures on the right. <b>(Candidates scoring below 60 in the foreign language exam will be deemed unsuccessful and their applications will not be evaluated.)</b>	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 years and over	+5 points	
		Having been working at the university for 2 years and over	
3	Being a first time beneficiary of the program	+10 points	
4	Having played a role in ensuring a Bilateral Agreement with a higher education institution which was not party to such agreement before (The agreement must include student and staff mobility activities.)	+20 points	
5	Staff with disabilities	+10 points	
6	Veteran staff, as well as staff who are spouses and/or children of	+10 points	
7	Participation in the Country of Citizenship	-10 points	

\*As YÖKDİL and YDS exams do not measure four language skills, i.e. reading, writing, listening and speaking, it is compulsory to take the English Exam for the Erasmus Program.

\*Types of exams and scores to be accepted are as follows:  
TOEFL: 85 IELTS: 6.5 (Validity period is 2 years)

### Grant Support

#### Basic Information

The grant awarded to a staff member benefiting from staff mobility is a contribution, **and does not cover all expenses related to the period abroad.**

#### Daily Grant Amounts by Host Countries

The daily rate to be paid to the beneficiary of staff mobility is calculated based on the amounts specified in the below table according to host country and the period to be spent. The amounts in the table are in euros.

Country Groups	Host Countries in Mobility	Daily grant amounts (euros)
Group 1 Program Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	153
Group 2 Program Countries	Germany, Austria, Belgium, France, South Cyprus, Holland, Spain, Italy, Malta, Portugal, Greece	136
Group 3 Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey *	119

\* Used only for staff who are invited from an overseas foundation to lecture.

Table-3 Daily Individual Grant Amounts for Staff Mobility

No grant is paid for the days that do not comprise any activities or for which the activity cannot be documented as appropriate.

### Grant Calculations

#### Daily Pay Calculations

The activity periods and grants of the staff are calculated based on an estimation before the activity. Certain periods and grants must be calculated again after the activity.

A grant is awarded partly or wholly for the activity periods of the staff, or no grant is given in case of “zero-grant” activities. If a grant is awarded partly for the activity period, the period to be awarded with grant cannot be less than 2 days as part of staff mobility.

#### Travel Cost Calculations

The amount of travel cost to be paid to staff member benefiting from staff mobility activity must be calculated using the “Distance Calculator”. The distance calculator is provided in 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)

By using distance calculator, the distance between the location where staff member is residing and the place of activity must be determined in km and the travel grant must be calculated as per the below table. **The grant equivalent seen in the below table for the kilometer value calculated by the distance calculator corresponds to the round-trip fee. The amount is not multiplied by two.** The fact that staff member makes a connecting travel does not affect the distance calculated by the distance calculation above.

Obtained "km" value	Grant amount (euros)
10-99 km	20
100-499 km	180
500-1999 km	275
2000-2999 km	360
3000-3999 km	530
4000-7999 km	820
8000 km and over	1500

Table-4 Distance Band and Travel Grant

The starting point of travel is accepted as the location of sending institution and the place of activity is the location of host institution. In case of the starting point of travel is a city other than the city of sending institution or the activity takes place in a city other than where host institution is located, and if this change necessitates 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 of this difference is specified in the report. Furthermore, documents and invoices showing the starting and ending points of travel are kept in personnel file to be submitted in potential audits.

\*Beneficiaries who prove that the travel grant allocated based on the distance band in Table 4 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.

#### **Payment to Staff Member**

Whenever possible, higher education institutions give the grant to the beneficiary before the activity period starts or before the beneficiary goes abroad, provided that the Center receives the grants paid by the EU Commission and transfers these grants to the beneficiary institution.

Grants are paid in euros without being subject to tax deductions.

If the activity does not take place, no grant is paid to the beneficiary.

#### **Deductions in Payment**

If the documents (certificate of attendance) proving the participation in mobility activity are not submitted, then the mobility is deemed invalid, no grant is paid to staff member and the initial grant payment is collected. Amounts which are not paid despite being stipulated in the first planning and/or recalled from the staff must be returned to the Center.

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

If desired, staff member can participate in the activity without any grant. Staff member must still make an application to benefit from the activity although without a grant and such application must still be subject to evaluation together with other applications.

The difference of zero-grant staff is that they are not included in budget calculations and that no payment is made to them. The fact that staff do not get any grants does not mean that they will not be included in the selection process.

### **Returning Before the Planned Activity Period Ends**

As mentioned in the General Call for Proposals announced by the European Commission, the minimum duration of staff mobility activities is 2 days. If a period of mobility is shorter than the minimum duration, no grant is paid for such mobility. However, an entry is made to the Mobility Tool for such staff member.

If a staff member returns from the mobility activity earlier than the planned period due to force majeure (such as compelling reasons, familial reasons, health issues, natural disasters), the amount of daily grant corresponding to the period spent abroad is given to the staff member based on the distance calculator. If the amount paid is more than the grant calculated for the time spent, the excessive amount is required to be returned.

Staff members 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 an activity at the same or a different institution by signing a new teaching/training program and staff mobility agreement within the same agreement period and without being subject to the selection process again. In this case, the first activity before returning due to force majeure and the compensation activity must be reported on the Mobility Tool (MT+) separately, and travel and daily grants must be paid according to the dates of activities carried out. The number of days with grant for the compensation activity cannot be more than the number of days with grant for the first planned activity, and the right to compensation cannot be transferred to the next agreement periods.

If a staff member 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 members returning before completing the stipulated activity period due to general force majeure (natural disasters, strikes, 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.

### **Participation in Country of Citizenship**

It is possible for a staff member who is a citizen of one of the Program Countries and resides in Turkey to participate in a mobility activity in his/her country of citizenship; however, such staff members are given low priority during the evaluation process pursuant to the relevant article.

### **Application Documents:**

- 1- Application Form (Link)
- 2- Letter of Acceptance/Invitation **(Staff applications without the Letter of Acceptance/Invitation at the time of application will not be accepted.)**

\*The Letter of Acceptance/Invitation must cover the open mobility dates in a period of 1 week on the stationery letterhead of the institution where the mobility will take place. (Example: 07/01/2019 - 11/01/2019)

\*Must be signed/stamped.

- **Date of Application:** NOVEMBER 01, 2018 - DECEMBER 15, 2018

- **Place of Application:** International Programs Directorate
- **Applicant Staff:** All Lecturers (Mobility for Teaching Assignments), Administrative Staff, Research Assistants (Mobility for Staff Training) employed in the academic staff.  
\*Administrative staff will be given priority.
- **Quota:** The total grant amount allocated to our university for the 2018-2019 academic year is EUR 5,600 for “Mobility for Teaching Assignments” and EUR 5,700 for “Mobility for Staff Training”. It is planned that an estimated number of 5 lecturers and 5 administrative staff members will be supported within the scope of mobility.

\*If eligible staff waive their rights or in case of additional grant, a WAITING LIST will be taken into consideration.

- **Dates of Mobility:** Mobility activities must be completed by **APRIL 30, 2019** at the latest.
- **Duration of Mobility:** Mobility grant will be given for maximum **5 business days**, and in addition, round-trip travel grant will be given using “Distance Calculator”.

**\*Upon the closure of application, date and time information for the Foreign Language Exam will be announced on [erasmus.istinye.edu.tr](http://erasmus.istinye.edu.tr).**

**IMPORTANT NOTE: The relevant unit/department supervisors should be consulted in order to avoid any disruptions at İSTİNYE due to the planned dates of mobility.**

**IMPORTANT INFORMATION:**

- In staff selection, proficiency in foreign language at minimum B2 level will be required for each skill (reading, writing, listening, speaking), and academic/administrative staff below the threshold will be deemed ineligible.
- If academic/administrative staff who did not take the Foreign Language Exam following the application without any force majeure reapply to any mobility activity within the scope of higher education, their weighted selection scores will be dropped by “-5 points”.
- If academic/administrative staff who declined to participate in Erasmus mobility despite being selected, fail to notify their waivers within 15 days at the latest from the date of winner announcements, “-10 points” will be dropped in their any subsequent applications to Erasmus mobility activities.