

2024 CONTRACT YEAR ERASMUS+
STAFF MOBILITY GUIDEBOOK



Erasmus+



CONTENT

- STAFF MOBILITY (ST).....2
- STAFF TEACHING MOBILITY.....2
- STAFF TRAINING MOBILITY.....2
- MINIMUM AND MAXIMUM DURATION FOR STAFF TEACHING MOBILITY.....3
- MINIMUM AND MAXIMUM DURATION FOR STAFF TRAINING MOBILITY.....4
- BASIC PRINCIPLES REGARDING THE APPLICATION, EVALUATION AND APPLICATION PROCESS.....4
- CONFORMITY ASSESSMENT.....5
- EVALUATION CRITERIA WEIGHTED SCORES.....5
- REQUIRED DOCUMENTS AFTER THE SELECTION PROCESS.....7
- 2024 CONTRACT PERIOD REQUIREMENTS FOR TEACHING MOBILITY.....7
- 2024 CONTRACT PERIOD REQUIREMENTS FOR TRAINING MOBILITY.....7
- INFORMATION ABOUT GRANT.....8
- GENERAL INFORMATION.....8
- REQUIREMENTS FOR THE GRANT PAYMENT.....10

STAFF MOBILITY (ST)

Erasmus Staff Mobility is divided into 2 groups: Staff Mobility for Teaching Assignments (STA) and Staff Mobility for Staff Training (STT).

Staff Teaching Mobility

Staff Teaching Mobility is the field of mobility that the staff who is obliged to give lectures to students in a Higher Education Institution that has ECHE (Erasmus Charter for Higher Education) and is able to give lectures and perform academic/educational activities in one of the program countries that has ECHE.

Within the scope of the staff teaching mobility, it is possible to invite the staff working in a settled administration of program countries to give lectures in Higher Education Institution that has ECHE. The Staff invited for teaching must have been employed in a business center, training center, research center, or any organization that refers to the definition of the business. In this context, an appropriate enterprise means any private or public institution, regardless of size, legal status, and economic sector in which they operate, and any economic activity including the social economy. The staff who will be invited by paying the grant from the Erasmus mobility budget of the Higher Education Institution that has ECHE can not be from Higher Education Institutions in the countries associated with the program.

Staff Teaching Mobility is a day-based activity and the grants are paid for the days that are taught. Therefore, Teaching Program should be specified on a day-by-day basis in the “ Staff Mobility For Teaching-Mobility Agreement”

Staff Training Mobility

Staff Training Mobility is the mobility field where the staff employed in a Higher Education Institution that has ECHE; gets an education in one of the program countries. Within the scope of this mobility, it is possible for the person to get various pieces of training (on-the-job training, observation process) in order to improve the skills that he/she has in a current job.



Within the scope of the Staff Training Mobility, it is possible for the staff who is employed in a Higher Education institution that has ECHE, to go to a Higher Education Institution that has ECHE or institution. The training enterprise may be an education center, research center, higher education institution, or any other institution that complies with the definition of business. In this context, an appropriate enterprise means any private or public institution, regardless of size, legal status, and economic sector in which they operate, and any economic activity including the social economy. Staff Training Mobility is full-time mobility and grants are paid for the days of full-time training. Therefore, the Staff Mobility for Training should specify the training program on a day-by-day basis.

Minimum and Maximum Duration for Staff Teaching Mobility

The mobility duration for the staff teaching mobility; is determined as a minimum of 2 consecutive working days and a maximum of 2 months. Within this scope, in order for the mobility to be considered valid mobility, at least 8- course hours must be given. In cases where the mobility takes place longer than 1 week, the required course hours should increase in comparison to the duration (for example, since 8 hours of lectures are obligatory in mobility that will last for 1 week, at least 16 hours of lectures must be given in mobility that will last 2 weeks). The maximum granted mobility period is limited to 5 days by our university.

In staff teaching mobility, in cases where the beneficiary's certificate of participation shows that she/he has been operating for less than 2 days and/or teaching less than the required number of hours, except for a force majeure , the mobility is deemed invalid and no grant payment is made to the beneficiary.

With the condition of a force majeure to be certified, the mobilities which the minimum period cannot be completed; the grant is given for the spent mobility time and travel expenses are paid according to the distance calculator.

“Force majeure” which is unavoidable and unpredictable despite all the care and attention, that is not caused by the fault or negligence of the parties, their subcontractors, affiliates or third parties involved in the implementation, which prevents any of the parties from fulfilling any of their contractual obligations. Failure of providing a service, defecting in equipment or materials, or their failure of making them available on time cannot be invoked as force majeure unless it is directly caused by force majeure, as well as labor disputes, strikes or financial difficulties.

Minimum and Maximum Duration for Staff Training Mobility

The mobility duration for the staff teaching mobility; is determined as a minimum of 2 consecutive working days and a maximum of 2 months. The maximum granted mobility period is limited to 5 days by our university.

In staff training mobility, in cases where the beneficiary has been operating for less than 2 days, except for a force majeure, the mobility is deemed invalid and no grant payment is paid to the beneficiary.

With the condition of a force majeure to be certified, the mobility, which the minimum period cannot be completed, is accepted; the grant is given for the spent time and travel expenses are covered according to the distance calculator.

BASIC PRINCIPLES REGARDING THE APPLICATION, EVALUATION AND ELECTION PROCESS

The Academic and Administrative Staff who would like to apply have to fill out the application form by logging into the application portal (<https://turnabasvuru.ua.gov.tr/>)

Application requirements for teaching mobility are below:

- 1) To be the staff that takes responsibility for teaching at Istanbul Nisantasi University,
- 2) Bilateral agreement for teaching mobility.
- 3) A score of at least 70.0 from the Foreign Language Proficiency Exam (YDS, YÖKDİL) or an equivalent score of an exam (TOEFL, PTE, etc.) accepted by OSYM. (In countries where the official language is English, the language score of the Staff who has completed their undergraduate or doctoral degree is accepted as YDS 80 equivalent.

Application requirements for training mobility are below:

- 1) The staff who would like to carry out staff mobility must be full-time or part-time employed at Istanbul Nişantaşı University and must be actually working staff. There is no cadre requirement for the staff employed in Higher Education Institution, the staff who has a contract with our university can benefit from the mobility.
- 2) A score of at least 30.0 from the Foreign Language Proficiency Exam (YDS, YÖKDİL) or an equivalent score of an exam (TOEFL, PTE, etc.) accepted by OSYM.

***Applicants must complete their institution preferences among the country groups according to their language scores as indicated in the table below:**

Language Score	The Countries Which Can Be Chosen
1 st Group (+80 language score)	<u>Denmark, Finland, Ireland, Sweeden, Iceland, Liechtenstein, Luxembourg, Norway, Austria, Belgium</u>
2 nd Group (+60 language score)	Portugal, Spain, Italy, France, Germany, Holland
3 rd <u>Group</u> (+50 language score)	<u>Czech Republic,</u> <u>Estonia, Croatia, Latvia, Lithuania, Hungary,</u> Poland, <u>Slovakia,</u> Slovenia, Malta, Greece, Romania, Bulgaria, Serbia
4 th Group (+30 language score)	The Republic of North Macedonia

The selection process is made among the staff who has applied for mobility by the Higher Education Institution within the framework of the rules and priorities that are determined by The European Commission and center. In addition, the selection is carried out using the evaluation criteria applied equally to all applicants.

Conformity Assessment:

- The countries involved in the mobility must be EU member states.
- The staff who would like to benefit from staff mobility must submit a Staff Mobility Agreement - teaching / Staff Mobility Agreement - training and an acceptance letter prepared after considering the minimum requirements in the handbook after qualifying for mobility.
- The staff who would like to benefit from staff mobility, must be employed as full/part-time staff in an ECHE-owner higher education institution in Türkiye and must be actually working as staff in that institution. There is no cadre requirement for the staff employed in the Higher Education Institution, the staff who has a contract with the Higher Education Institution can benefit from mobility. Since there is no agreement between the higher education institution and staff who are employed through service procurement, these people cannot benefit from staff mobility.

Evaluation Criteria and Weighted Scores:

Selection and evaluation criteria and ratings for Teaching and Training mobility are below:

Successful candidates are determined by the ranking to be made according to the total reached by the calculation of the points to be added or subtracted according to the following criteria to 50% of the applicant's language score.

Standard		Score
The staff who has benefited from mobility before	The person who has never benefited before	+10 Points
	The person who has benefited 5 years ago and before	+7 Points
	The person who has benefited 3 or 5 years ago	+3 Points
Seniority at University	10 years and more	+10 Points
	7-10 years	+7 Points
	4-7 years	+5 Points
	2-4 years	+3 Points
The staff of departments/programs that have never participated in Staff mobility programs before		+5 Points
The staff who will go to an abroad institution that has never been visited before		+5 Points
The staff who provide a new inter-institutional agreement ²		
Agreement with countries with which we have no agreements (Finland, Sweden, Norway, Malta, Estonia, Denmark, Hungary, Belgium, Slovakia, Latvia, Netherlands)	+15 Points	
Agreement with countries with which we have 1,2 and 3 agreements (Austria, Croatia, Czechia, Slovenia, Serbia, France, North Macedonia)	+10 Points	
Agreement with countries with which we have 4.5 and 6 agreements (Lithuania, Greece)	+7 Points	
Countries with 7 or more agreements (Bulgaria, Poland, Germany, Italy, Romania, Portugal, Spain)	+5 Points	
The staff who is Erasmus Fac./Ins./HE./ Department Coordinator	+10 Points	
To be an employee at the International/Erasmus+ Office	+8 Points	
To be in the Administrative Staff of our University (Those who are in the academic staff and have administrative assignments are not included in this scope)	+15 Points	
People with physical disabilities (must be documented)	+10 Points	
Martyr / Veteran relatives or veteran staff ⁵ (must be documented)	+10 Points	
Activities for the development of digital skills	+5 Points	
Artificial Intelligence-related activities within the scope of the national AI strategy	+5 Points	
Participating in mobility in a country of citizenship	-10 Points	
The staff who had given up to participating in Erasmus Mobility in the previous year without a valid reason although she/he was qualified to go.	-15 Points	
Applying to more than one type of mobility at the same time (reduction is applied to the type(s) of mobility preferred by staff)	-10 Points	

Evaluation is made by considering the total score of the valuation criteria and 50% of the Foreign Language Score. The staff with the highest scores are listed separately as teaching and training. The determined lists are evaluated by the International Exchange and Cooperation Commission the placements are made.

REQUIRED DOCUMENTS AFTER THE SELECTION

After the staff becomes entitled to participate in the mobility, he/she must obtain the following documents from the university where she/he has been selected for.

2024 Contract Period Requirements of Erasmus Teaching Mobility

- Acceptance / Invitation Letter from the host institution,
- A teaching agreement, which is accepted by both the sending and receiving higher education institution (signed and stamped) and includes at least 8-course hours for consecutive 2-5 days.

2024 Contract Period Requirements of Erasmus Training Mobility

- Acceptance / Invitation Letter from the host institution (Since the academic year 2016-2017, even if there is no bilateral agreement between the universities, administrative staff can participate in mobility if they receive an acceptance letter.)
- A training agreement that is accepted by both the sending and the host institution (signed and stamped) and includes a training program for a minimum of 2 working days and a maximum of 5 working days.

DOCUMENTS TO BE DELIVERED TO ERASMUS+ OFFICE BEFORE STARTING MOBILITY:

- Acceptance Letter/Invitation Letter
- Erasmus Staff Mobility Agreement for Teaching or Erasmus Staff mobility Agreement for Training(signed by 3 sides)
- Erasmus Training and Teaching Mobility Grant Contract (The grant contract will be prepared by Erasmus Office after submitting the documents to the Office after receiving your visa and before starting mobility.)
- VakıfBank Euro Bank Account
- Photocopy of the passport visa page
- Photocopy of flight ticket

DOCUMENTS TO BE DELIVERED TO ERASMUS+ OFFICE AFTER RETURNING FROM MOBILITY:

- Certificate of Participation from the receiving institution (signed, stamped, an original document which includes the starting and ending dates of your mobility).
- Original documents of Teaching / Training Agreements submitted during application.
- Final Participant Report (It will be sent to your e-mail address when you submit your documents completely).

- Travel Documents
 - ➤ Ticket (s) used
 - ➤ Flight Cards
 - ➤ Passport Entry-Exit

GRANT INFORMATION

General Information

- The grant deserved by the Higher Education Institution Staff who benefit from Training and Teaching Mobility is calculated by the higher education institution staff, within the framework of the rules of grant calculation determined by the Center (National Agency).
- The grant that is given to the staff who benefits from Training and Teaching Mobility; partakes of support; it is not intended to cover all the expenses for the period spent abroad.
- 80% of the Erasmus grant is paid before the mobility and after returning and completing the process, the remaining 20% is deposited to Euro Account specified 8 by the participant in the contract signed with the staff who will benefit from Teaching and Training Mobility.
- 2023 Contract Period Mobility Grant is for the mobilities carried out between the dates of June 1, 2023, and July 31, 2025
- The staff can benefit from the Training and Teaching Mobility without the grant with the approval of the Rectorate.
- Staff who will carry out mobility for more than one week will be able to receive the grant in partial way.

- In the Training and Teaching Mobility, the training period is determined to be a minimum of 2 working days and a maximum of 2 months. However, in order to ensure that more staff can benefit from mobility with the relevant amount of grant, our office has limited the duration of the grant payment within the scope of Erasmus staff mobility to a minimum of 2 working days and a maximum of 5 working days.
- The staff benefiting from the training and teaching mobility are paid travel expenses according to the daily/weekly per diem and travel distance within the rules determined by the Center. This period is supported by travel and per diem expenses for the period spent abroad. Travel expenses payment contributes to the travel cost of the participants to travel to and from the place of residence.
- The amount of travel expenses to be paid to the staff benefiting from the Staff mobility is calculated by using the “Distance Calculator”. The distance calculator is available at the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm Using the Distance Calculator, the km value of the two-point from the place where the staff is settled to the mobility place is determined and the travel grant is calculated by using the table below. • The mileage shown in the distance calculator is the round-trip figure for grants in the table below. The relevant amount is not multiplied by two. The connecting traveling of the staff does not affect the distance reached by the distance calculation mentioned above.

• Obtained “km” value	Amount of Grant (Euro)	Green Travel Amount of Grant (Euro)
10-99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000-2999 KM	395	535
3000-3999 KM	580	785
4000-7999 KM	1188	1188
8000 KM and over	1735	1735

TABLE 1:DISTANCE BAND AND TRAVEL GRANTS TABLE

No grant will be paid for the days that do not include any mobility or cannot be certified that the mobility is appropriate for the type of mobility carried out.

2024 CONTRACT PERIOD ERASMUS+ STAFF GRANTS

The group of countries	Host countries in mobility	Grant Amounts per day (Euro)
1st Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Holland, Ireland, Italy, Sweden, Liechtenstein, Norway 13 th and 14 th Group Countries Not Associated with the Program	171
2nd Group Program Countries	South Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
3rd Group Program Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye*,	133
Other Countries	1-12. Region Countries	190

TABLE 2:STAFF MOBILITY DAILY INDIVIDUAL SUPPORT GRANT AMOUNTS TABLE

Requirements for Grant Payment

- In case of the mobility is not carried out or participation certificate that the academic beneficiary has taught for at least 8 hours and/or the administrative and technical staff have received at least 2 working days, no grant payment is made to the beneficiary.
- The total amount of grant specified in the contract which is signed between the staff who will benefit from the teaching mobility and the higher education institution is 10 determined by considering the curriculum and estimated travel expenses approved by the parties.
- The payment of the total grant which is written in the contract of the staff who will benefit from the teaching mobility is made in 2 installments. The first payment can be 80% of the total grant. For the days of travel (supported by travel documents and in case of eligibility of grant), grant payment is made on condition that it is not longer than 2 days.
- At the end of the mobility period, the second payment is made by evaluating the documents Academic Approved Teaching / Training Program, Certificate of Participation, documents showing passport entry-exit, and travel expenses (Airplane boarding cards and tickets) submitted by the participant.
- In order for the second payment to be made, the staff must complete the online PARTICIPANT REPORT.