

ISTANBUL NISANTASI UNIVERSITY
2024 PROJECT YEAR ERASMUS+
KA-171 STAFF TRAINING MOBILITY APPLICATION
GUIDE



Erasmus+



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1. STAFF MOBILITY (ST)

Erasmus+ Staff Mobility is divided into two categories: Staff Mobility for Teaching Assignments (STA) and Staff Mobility for Staff Training (STT).

Staff Teaching Mobility

Staff Teaching Mobility is an activity that enables a staff member required to teach at a higher education institution holding an ECHE in Türkiye to deliver lectures to students at an ECHE-holding higher education institution in a Programme Country, and to carry out joint academic/educational activities with the host institution related to teaching.

Within the scope of Staff Teaching Mobility, it is also possible to invite staff employed in an enterprise based in one of the Programme Countries to a higher education institution holding an ECHE in Türkiye to deliver lectures to students. Staff to be invited from an enterprise must be employed in an enterprise, training centre, research centre, or any other organisation that qualifies as an enterprise abroad.

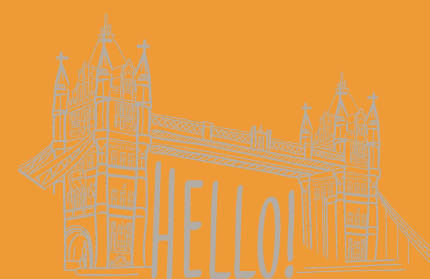
In this context, an eligible enterprise refers to any public or private institution/organisation, regardless of its size, legal status, or the economic sector in which it operates, including any type of economic activity within the social economy.

The grant for the invited individual is paid from the Erasmus mobility budget of the ECHE-holding higher education institution in Türkiye, and the invited person cannot be from ECHE-holding higher education institutions in Programme Countries.

Staff teaching activity is a day-based activity, and grants are paid for the days on which teaching is delivered. Therefore, the teaching programme must be specified on a day-by-day basis in the Staff Mobility for Teaching Agreement.

Staff Training Mobility

Staff Training Mobility is an activity that enables any staff member employed at a higher education institution holding an ECHE in Türkiye to undertake training in one of the Programme Countries. Within the scope of this activity, it is possible to participate in various types of training (such as on-the-job training and job shadowing) in order to develop skills related to the individual's current job.



Within the scope of Staff Training Mobility, staff employed at a higher education institution holding an ECHE may travel for training purposes to another ECHE-holding higher education institution or to an enterprise. The enterprise where the training takes place may be a training centre, research centre, higher education institution abroad, or any other organisation that qualifies as an enterprise. In this context, an eligible enterprise refers to any public or private institution/organisation, regardless of its size, legal status, or the economic sector in which it operates, including all types of economic activities within the social economy.

Staff training mobility is a full-time activity, and grants are paid only for full days of training. Therefore, the training programme must be specified on a day-by-day basis in the Staff Mobility for Training Agreement.

Minimum and Maximum Durations for Staff Teaching Mobility

For Staff Teaching Mobility, the minimum activity duration determined by the Commission is at least 5 consecutive working days (excluding travel days) and a maximum of 2 months. In addition, in order for the activity to be considered valid, a minimum of 8 teaching hours must be delivered. In cases where the activity lasts longer than one week, the required teaching hours must increase proportionally to the duration (for example, since 8 hours are required for a 1-week activity, at least 16 hours of teaching are required for a 2-week activity).

The maximum funded mobility duration at our university is limited to 5 days.

In Staff Teaching Mobility, if the Certificate of Attendance shows that the beneficiary carried out the activity for less than 5 days, except in cases of force majeure, and/or delivered fewer teaching hours than required, the activity shall be deemed invalid and no grant payment shall be made to the beneficiary.

Provided that force majeure is duly documented, activities that cannot be completed within the minimum duration shall be accepted; the grant shall be paid for the actual duration of stay, and travel costs shall be reimbursed based on the distance calculator.

Force majeure means any unforeseeable and exceptional situation or event beyond the control of the parties, which prevents either party from fulfilling any of its obligations under the contract, and which cannot be attributed to error or negligence by the parties, their subcontractors, affiliated entities, or third parties involved in the implementation, and which proves to be inevitable despite all due care and diligence. A failure to provide a service, defects in equipment or materials, or delays in their provision may not be invoked as force majeure unless they directly result from a force majeure event. Likewise, labour disputes, strikes, or financial difficulties shall not be considered force majeure.

Minimum and Maximum Durations for Staff Training Mobility

For Staff Training Mobility, the activity duration is defined as a minimum of 5 consecutive working days (excluding travel days) and a maximum of 2 months. The maximum funded mobility duration is limited to 5 days.

In Staff Training Mobility, if the Certificate of Attendance shows that the beneficiary carried out the activity for less than 2 days, except in cases of force majeure, the activity shall be deemed invalid and no grant payment shall be made to the beneficiary.

Provided that force majeure is duly documented, activities that cannot be completed within the minimum required duration shall be accepted; grants shall be paid for the actual duration of stay, and travel costs shall be reimbursed based on the distance calculator.

BASIC PRINCIPLES REGARDING THE APPLICATION, EVALUATION, AND SELECTION PROCESS

Academic and administrative staff wishing to apply should log in to the application portal (<https://turnabasvuru.ua.gov.tr/>) and fill out the application form.

Application requirements for Staff Training Mobility are as follows:

1) Staff wishing to undertake mobility must be employed full-time or part-time at Istanbul Nişantaşı University and must be actively working at the institution. No specific staff position requirement is needed for employees of higher education institutions; staff who have a contractual relationship with the higher education institution are eligible to participate in the activities.

2) For administrative and academic staff, there is no foreign language score requirement for this application; however, candidates who have a language score will still be evaluated with 20% of their language score taken into account.

Applicants may only make their institutional preferences from among those listed in the table below during the application process.

Quota	Country	University
3	Egypt	ARAB ACADEMY FOR SCIENCE, TECHNOLOGY AND MARITIME TRANSPORT
3	Jordan	AL-AHLYYA AMMAN UNIVERSITY
3	Algeria	UNIVERSITE DE MOSTAGANEM HIGHER INSTITUTE OF SCIENCES
1	Kosovo	KOLEGJI UNIVERSUM O.P

Quotas:

The quota allocated for Erasmus+ KA-171 Staff Training Mobility is 10 persons in total, as stated in the table above, within the overall university quota

The selection process is carried out among the applying staff in accordance with the rules and priorities set by the European Commission and the Centre, using evaluation criteria determined by the higher education institution that are applicable equally to all staff..”

Eligibility Assessment:

- The countries where the mobility will take place must be Programme Countries of the EU.
- After being awarded mobility, staff wishing to participate must submit a Teaching/Training Agreement (Staff Mobility Agreement – Teaching / Staff Mobility Agreement – Training) prepared in accordance with the minimum requirements set out in the handbook, as well as an Acceptance Letter.
- Staff wishing to undertake mobility must be employed full-time or part-time at a higher education institution holding an ECHE in Türkiye and must be actively working at that institution. No specific civil service status is required; staff who have a contractual relationship with the higher education institution may participate in the activities. However, personnel employed through service procurement contracts, who do not have a contractual relationship with the higher education institution, are not eligible to participate in staff mobility.

Standard		Point
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 a partner institution that has never been visited before		+5 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)		+20 points
People with physical disabilities (must be documented)		+10 points
Martyr/Veteran relatives or veteran staff (must be documented)		+10 points
Staff who have received AFAD disaster relief assistance either personally or through their first-degree relatives		+10 points
Activities for the development of digital skills (for training mobility only)		+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		-10 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 CRITERIA AND WEIGHTED SCORES:

THE SELECTION AND EVALUATION CRITERIA AND SCORING FOR STAFF TEACHING AND STAFF TRAINING MOBILITY ARE AS SHOWN IN THE TABLE.

SUCCESSFUL CANDIDATES ARE DETERMINED BASED ON THE RANKING OBTAINED BY ADDING 20% OF THE APPLICANT'S LANGUAGE SCORE TO THE TOTAL SCORE CALCULATED ACCORDING TO THE CRITERIA SPECIFIED IN THE TABLE, INCLUDING ANY POINTS ADDED OR DEDUCTED.

During the evaluation process, scoring is carried out by taking into account the total score of the specified assessment criteria and 20% of the Foreign Language Score. Staff members with the highest scores are listed separately for teaching and training mobility. The placement decisions are made by the Erasmus Commission based on the evaluated lists.

REQUIRED DOCUMENTS AFTER SELECTION

After being awarded the mobility, staff are required to obtain the following documents from the host institution.

For the 2024 Contract Period Erasmus KA-171 Staff Training Mobility:

- Acceptance/Invitation Letter or an official email confirmation from the host institution
- A Mobility Agreement that has been approved by both the sending and receiving higher education institutions (signed and stamped), including a training programme of at least 5 working days (excluding travel days)

DOCUMENTS TO BE SUBMITTED TO THE ERASMUS OFFICE BEFORE STARTING THE MOBILITY:

- Acceptance Letter / Invitation Letter or acceptance confirmation email
- Erasmus Staff Training Agreement / Erasmus Staff Mobility Agreement for Training (fully signed by all three parties)
- Staff Training Mobility Grant Agreement (after completing the required pre-departure documents submitted to the Erasmus Office, the grant agreement will be prepared by the coordinating office)
- Copy of the current euro (EUR) demand deposit account passbook opened at Vakıfbank
- Copy of the passport (and visa page, if applicable)
- Copy of the flight ticket

DOCUMENTS TO BE SUBMITTED TO THE ERASMUS OFFICE UPON RETURN FROM MOBILITY:

- Certificate of Attendance obtained from the host institution (an original, signed and stamped document that includes the start and end dates of your mobility).
- Original Training Agreements submitted during the application process.
- Participant Report (will be sent to your email online after you have submitted all documents completely).
- Travel documents:
 - Tickets used
 - Boarding passes
 - Passport entry-exit records

INFORMATION ON GRANTS

General Information

- The calculation of the grant entitlement for higher education institution staff participating in Staff Training and Staff Teaching Mobility is carried out by the respective higher education institution in accordance with the grant calculation rules established by the Centre (National Agency).
- The grant awarded to staff participating in Staff Training and Staff Teaching Mobility is a contribution and is not intended to cover all expenses incurred during the period spent abroad.
- 80% of the Erasmus grant is paid prior to departure, and the remaining 20% is paid after return and completion of all required procedures, by transferring it to the euro account specified by the participant in the contract signed with the staff member participating in Staff Training Mobility.
- Staff may choose to participate in Staff Training Mobility without a grant, subject to the approval of the Rectorate.

For Training Mobility activities, the training duration is set at a minimum of 5 working days and a maximum of 2 months.

- Staff benefiting from Training Mobility shall receive daily/weekly subsistence allowances and travel cost reimbursements based on travel distance, within the framework of the rules established by the Centre. This payment serves as a contribution towards travel and subsistence expenses incurred during the period spent abroad. The travel cost reimbursement is intended as a contribution to the travel expenses incurred by participants for travelling from their place of residence to the activity location and returning.
- The amount of travel costs to be paid to staff participating in mobility activities shall be calculated using the “Distance Calculator”. The calculator can be accessed via the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Using the distance calculator, the distance in kilometres between the participant’s place of residence and the activity location is determined, and the travel grant is calculated using the table below. The kilometre value obtained from the distance calculator corresponds to a round-trip amount in the table below, and this amount is not multiplied by two. Whether the staff member travels with stopovers does not affect the distance calculation stated above.

TABLE 1. DISTANCE BAND AND TRAVEL GRANT TABLE

Travel Distance	Standard Travel Grant Amount (€)	Green Travel Grant Amount (€)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1,999 km	309	417
Between 2,000 and 2,999 km	395	535
Between 3,000 and 3,999 km	580	785
Between 4,000 and 7,999 km	1,188	1,188
8,000 km or more	1,735	1,735

No grant payment shall be made for days on which no activity is carried out, or for which it cannot be documented that the activity performed corresponds to the type of activity implemented.

“TABLE 2. DAILY INDIVIDUAL SUPPORT GRANT AMOUNTS FOR STAFF MOBILITY”

Sending Country	Receiving Country	Daily Grant Amounts (Euro)
Türkiye	Non-Associated Third Countries to the Programme in Regions 1–12	190
Non-Associated Third Countries to the Programme in Regions 1–12	Türkiye	148

Conditions Required for Grant Payment

- If the activity is not carried out, or if it is not clearly indicated in the teaching/learning programme and/or the Certificate of Attendance that the academic participant has delivered at least 8 hours of teaching, or that administrative and technical staff have completed at least 5 working days of training, no grant payment shall be made to the beneficiary.
- The total grant amount to be included in the contract to be signed between the staff participating in the teaching mobility and the higher education institution shall be determined based on the approved teaching programme and the estimated travel costs, as agreed by both parties.
- The payment of the total grant specified in the contract of the staff participating in the teaching mobility shall be made in two instalments. The first payment may amount to up to 80% of the total approved grant. A grant payment for travel days shall be provided (supported by travel documents and subject to eligibility), limited to a maximum of two days.
- At the end of the activity period, the second payment shall be made after the following documents submitted to the office by the beneficiary are evaluated: the jointly approved teaching/learning programme, the Certificate of Attendance, passport entry/exit records, and documents proving travel expenses (boarding passes and tickets).
- In order for the second payment to be processed, the staff member is required to complete the Participant Report online.