

2019-2020 ACADEMIC YEAR ERASMUS+ STAFF MOBILITY APPLICATIONS

Date of Applications: January 03, 2020 - January 24, 2020

Erasmus+ Staff Mobility – Teaching

- Teaching staff employed by an HEI (Higher Education Institution) holding an ECHE (Erasmus Charter for Higher Education) may undertake Erasmus+ staff mobility for teaching.
- The teaching period must be in a partner HEI, which must have an ECHE and an inter-institutional agreement with the teacher's home HEI. For teaching mobilities, the individual must deliver at least eight hours of teaching per week.
- Mobility for staff teaching could take from two days to two months, excluding travel time. (The duration of the mobility is limited as 5 days *-from Monday to Friday-* by our Institution)
- The mobility will not be considered valid and the grant will not be paid to the staff if the certificate of participation shows that the beneficiary performs less than 2 days of instruction and / or gives less than the required number of hours
- Teaching Staff Mobility activity is a day-based activity and grants are paid for each day. For that reason, the day-to-day teaching program should be stated in the Staff Mobility Agreement.
- Teaching Staff Mobility should be completed by **September 30, 2020** at the latest. When receiving invitation letters received from the other institution, this date should be taken into consideration.

Erasmus+ Staff Mobility – Training

- Erasmus+ training periods support the professional development of HEI staff. Teaching and non-teaching staff, including administrative and other staff, employed by an HEI holding an Erasmus+ ECHE may undertake Erasmus+ mobility for training. A host HEI for staff training does not need to have an inter-institutional agreement with the home HEI.
- Administrative staff and research assistant are first priority for Erasmus+ Staff Training Mobility.
- Mobility for staff teaching could take from two days to two months, excluding travel time. (The duration of the mobility is limited as 5 days *-from Monday to Friday-* by our Institution)
- The mobility will not be considered valid and the grant will not be paid to the staff if the certificate of participation shows that the beneficiary performs less than 2 days of instruction and / or gives less than the required number of hours
- Training Staff Mobility activity is a day-based activity and grants are paid for the days participated. Therefore, the teaching program must be specified on a day-to-day basis in the Staff Mobility Agreement.
- Training Staff Mobility should be completed by **September 30, 2020** at the latest. When receiving invitation letters received from the other institution, this date should be taken into consideration.

Selection Criteria

Priority is given to;

- Staff participating in the Erasmus+ Staff Mobility for the first time,
- The countries/universities which have not been visited before,

- The administrative staff for Training Mobility,
- The disadvantaged staff,
- The veteran soldier staff and veteran soldier's wife / child (must be certified)
- Staff with longer working years in the institution (+1 point for each year)

Staff Mobility Grants

Mobility grants for staff are provided as contributions towards subsistence and travel. The payment is available only for 5 days.

COUNTRY GROUP	COUNTRY	DAILY AMOUNT OF THE GRANT (EURO)
1. Group Programme Countries	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	153
2. Group Programme Countries	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	136
3. Group Programme Countries	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Macedonia, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia	119

To calculate the distance, the HEI must use the online tool on the EC's website:

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

DISTANCE	TRAVEL FEE
For travel distances between 10 to 99 KM	20 EUR per participant
For travel distances between 100 to 499 KM	180 EUR per participant
For travel distances between 500 to 1999 KM	275 EUR per participant
For travel distances between 2000 to 2999 KM	360 EUR per participant
For travel distances between 3000 to 3999 KM	530 EUR per participant
For travel distances between 4000 to 7999 KM	820 EUR per participant
For travel distances between 8000 to more KM	1500 EUR per participant

- The distance to be calculated is one way - from the location of the sending organization to that of the receiving organization. The grant covers the outward and return journey.

- Erasmus+ Mobility grant is paid in two partial payment. First payment (**80%**) is paid before the mobility and the second payment (**20%**) is paid after the mobility. 'Confirmation of Stay', 'Boarding Pass' and the 'Final Report' documents must be submitted to the International Office to receive second payment. Zero grant staff may undertake Erasmus+ study mobility, at the discretion of HEI however, these staff must fulfil all Erasmus+ criteria.

- The number of participant is limited with the quotas and the budget allocated by the National Agency. Estimated numbers are; 9 staff for Teaching Staff Mobility, 6 staff for Training Mobility.

- At the end of the application period, the beneficiary list will be announced in the announcements section of the official website.

Necessary Documents for Application:

- **Application Form** (The document must be filled on computer and submitted to the International Office after getting approval from Faculty or Departmental Units)
- **Staff Mobility for Teaching/Training Mobility Agreement** (The document which contains work plan of the Mobility must be approved both Host Institution and Home Institution)
- **Letter of Invitation** (The document must be printed on letterhead and type of the Mobility, date of the Mobility should be mentioned on it)
- **Certificate of Proficiency in English** (Required only applicants who applying for Teaching Mobility activity)

For **Application Form** please [CLICK HERE](#)

For **Staff Mobility for Teaching document** please [CLICK HERE](#)

For **Staff Mobility for Training document** please [CLICK HERE](#)

For **the List of Bilateral Agreements** please [CLICK HERE](#)

IMPORTANT:

1. The deadline for submitting document: **January 28, 2020**. If the application form is incomplete (e.g. missing any mandatory documents) and/or submitted after deadline, your application shall not be considered.
2. In order to submit application documents or to get more information you can visit International Office at the day and time given below;

DAYS	HOURS		
	MORNING	AFTERNOON	
TUESDAY	09:00 - 10:00	14:00 - 15:00	16:00 - 17:00
WEDNESDAY	09:00 - 10:00	14:00 - 15:00	16:00 - 17:00
THURSDAY	09:00 - 10:00	14:00 - 15:00	16:00 - 17:00
FRIDAY	09:00 - 10:00	14:00 - 15:00	16:00 - 17:00

For more details please contact with Lect. Sercan KARKA

E-mail: sercan.karka@nisantasi.edu.tr

Extension Number: 1083