**2019-2020 ACADEMIC YEAR ERASMUS+ STAFF (teachıng) MOBILITY APPLICATIONS**

**Date of Applications:** March 03, 2020 - March 27, 2020

There is not enough quota for the Training Mobility within the budget for Erasmus+ Staff Mobility. The application is only for **Teaching Mobility**.

**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.

**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 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.

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| **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>

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| **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 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](https://www.nisantasi.edu.tr/dosyalar/international-file/2019-2020/basvuru_formu_icin_tiklayiniz_1.docx)**

For **Staff Mobility for Teaching document** please **[CLICK HERE](https://www.nisantasi.edu.tr/dosyalar/international-file/2019-2020/ders_verme_hareketliligi_staff_mobility_for_teaching_formu_icin__tikla.._.docx)**

For **the List of Bilateral Agreements** please **[CLICK HERE](https://www.nisantasi.edu.tr/dosyalar/international-file/2019-2020/partner_universite_listesi_icin_tiklayiniz.pdf)**

**IMPORTANT:**

1. The deadline for submitting document: **April 03, 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;

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| --- | --- | --- | --- |
| **DAYS** | **HOURS** | | |
|  | **MORNING** | **AFTERNOON** | |
| MONDAY | 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](mailto:sercan.karka@nisantasi.edu.tr)

**Extension Number:** 1083