

ERASMUS+ PARTNER COUNTRIES STAFF TEACHING AND TRAINING MOBILITY APPLICATION ANNOUNCEMENT

Project No: 2019-1-TR01-KA107-072509

Important Dates:

Application Start Date: 06 January 2022

Application Deadline: 25 January 2022

Announcement of Results: No later than 11 February 2022

Deadline for Appeal Against Results: No later than 18 February 2022

Latest Date by Which Planned Mobility Must Be Completed: 31 July 2022

Erasmus+ Staff Mobility for Teaching with Partner Countries

- This is a sub-activity that enables staff members who are obliged to teach at a higher education institution holding an Erasmus University Charter (EUC) to teach at a partner higher education institution covered under Erasmus+ KA-107 cooperation, subject to a **minimum of 8 hours of teaching. An Erasmus+ Bilateral Agreement must be in place between the two departments for the mobility to take place. Participation in seminars and conferences cannot be supported within the scope of this activity.**
- In staff teaching mobility, if it is not clearly evident from the teaching plan and/or the certificate of attendance that the beneficiary has delivered at least 8 hours of teaching, the activity shall be deemed invalid and no grant payment shall be made to the beneficiary.
- **Mobilities planned to be carried out under the 2019 KA107 project must be completed by 31 July 2022 at the latest.** Mobilities not completed by this date will not be considered by the Erasmus+ Institutional Coordination Office and no grant will be provided.
- Erasmus+ Staff Teaching Mobility is open to teaching staff who are formally assigned to deliver courses (faculty members, lecturers, language instructors). Staff members without a teaching obligation are not eligible to benefit from the Teaching activity.
- The duration of staff mobility — excluding travel days — is a **minimum of 5 working days** and a maximum of 6 weeks. However, depending on the number of applications and the grant allocated to our University, the number of staff members to benefit from the mobility shall be determined by the authorised committee.

Erasmus+ Staff Mobility for Training with Partner Countries

- Staff Mobility for Training is an activity that enables any staff member employed at a higher education institution holding an ECHE in Turkey to receive training at a higher education institution in one of the Partner Countries, or enables staff employed at a higher education institution in a Partner Country to receive training at a higher education institution or enterprise in Turkey.
- Within the scope of this activity, individuals may undertake various forms of training (such as on-the-job training, job shadowing) to develop skills related to their current position. Participation in conferences cannot be supported within the scope of this activity. Under Staff Mobility for Training, it is not possible for staff employed at a higher education institution holding an ECHE in a programme country to travel to an enterprise in a partner country for training purposes.
- Within the Erasmus+ Staff Mobility for Training activity, priority is given to research assistants and administrative staff among academic personnel.
- These figures are estimates, and the actual number of beneficiaries may vary depending on the destination country and/or the duration of the exchange. Staff who wish to do so may benefit from the activity without a grant.
- This activity enables any staff member employed at a higher education institution holding an EUC to receive training at a higher education institution in one of the Partner Countries for a period of at least 5 days and at most 6 weeks, excluding travel days.
- **Mobilities planned to be carried out under the 2019 KA107 project must be completed by 31 July 2022 at the latest.** Mobilities not completed by this date will not be considered by the Erasmus+ Institutional Coordination Office and no grant will be provided.

Who Can Apply?

Partner Country Partner Universities and Quotas

2019-1-TR01- KA107-072509			
Country Where the Activity Will Take Place	University Where the Activity Will Take Place	Department(s) Eligible for the Activity	Quotas (OUTGOING)
ALGERIA	<u>MOULOUD MAMMERI UNIVERSITY OF TIZI-OUZOU</u>	<ul style="list-style-type: none"> • CIVIL ENGINEERING • ELECTRONIC ENGINEERING AND COMPUTERS • ECONOMICS AND MANAGEMENT • MEDICINE • DENTISTRY 	<p>1 teaching mobility</p> <p>1 training mobility</p>
IRAN	<u>UNIVERSITY OF TEHRAN</u>	<ul style="list-style-type: none"> • ENGLISH LANGUAGE AND LITERATURE • POLITICAL SCIENCES • HISTORY • ENGINEERING 	<p>3 teaching mobilities</p> <p>3 training mobilities</p>
	<u>THE UNIVERSITY OF TABRIZ</u>	<ul style="list-style-type: none"> • ECONOMICS • MANAGEMENT • POLITICAL SCIENCE • ELECTRICAL ELECTRONIC ENGINEERING 	

		<ul style="list-style-type: none"> SPORTS MANAGEMENT 	
RUSSIAN FEDERATION	<u>URAL FEDERAL UNIVERSITY</u>	<ul style="list-style-type: none"> BUSINESS MANAGEMENT POLITICAL SCIENCE AND INTERNATIONAL RELATIONS RUSSIAN LANGUAGE ELECTRICAL ENGINEERING SOFTWARE ENGINEERING 	<p>2 teaching mobilities</p> <p>2 training mobilities</p>
	<u>PETER THE GREAT SAINT PETERSBURG POLYTECHNIC UNIVERSITY (SPBPU)</u>	<ul style="list-style-type: none"> CIVIL ENGINEERING ELECTRICAL AND ELECTRONICS ENGINEERING 	<p>1 teaching mobility</p> <p>1 training mobility</p>
INDONESIA	<u>INSTITUT TEKNOLOGI SEPULUH NOPEMBER</u>	<ul style="list-style-type: none"> ELECTRICAL AND ELECTRONICS ENGINEERING INDUSTRIAL ENGINEERING 	<p>3 teaching mobilities</p> <p>3 training mobilities</p>
MOROCCO	<u>UNIVERSITE INTERNATIONALE DE RABAT</u>	<ul style="list-style-type: none"> INTERNATIONAL RELATIONS MANAGEMENT SOFTWARE ENGINEERING ELECTRICAL ENGINEERING ARABIC 	<p>2 teaching mobilities</p> <p>2 training mobilities</p>

JORDAN	<u>JORDAN UNIVERSITY OF SCIENCE AND TECHNOLOGY</u>	<ul style="list-style-type: none"> ELECTRICAL ENGINEERING 	2 teaching mobilities 2 training mobilities
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Erasmus+ Staff Mobility Grants

The daily allowance to be provided to staff benefiting from staff mobility is calculated based on the destination country and the duration of the stay, in accordance with the amounts specified in the table below. The amounts shown in the table are in Euros.

Sending Country	Receiving Country	Daily Grant Amounts (Euro)
Turkey	Partner Country	180

Selected staff members will receive a grant and travel support for a 5-day activity period.

Staff members who wish to do so may benefit from teaching/training mobility without a grant.

In addition to these payments, the distance calculator of the European Commission — the body responsible for implementing the Erasmus+ programme of the European Union — will be used to calculate travel distances. The calculator can be accessed via the link below:

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

Participants will receive the following support to cover travel costs:

Travel Distances	Amount (€)
Between 20–99 km	20
Between 100 and 499 km	180
Between 500 and 1,999 km	275

Between 2,000 and 2,999 km	360
Between 3,000 and 3,999 km	530
Between 4,000 and 7,999 km	820
8,000 km and above	1500

- The daily/weekly grant provided to staff benefiting from staff mobility covers expenses such as accommodation, meals and beverages, communication costs, local travel expenses, intra-city travel expenses, and home insurance costs. No separate payment will be made for these expenses. Travel must be carried out using economical travel alternatives; otherwise, the relevant expense shall not be accepted as an eligible travel cost.
- The maximum daily/weekly grant amount payable to a beneficiary staff member is calculated based on the total number of days on which joint academic/educational activities with the host institution are documented in the staff member's work plan, plus the travel days.
- In order to receive a daily grant payment, the staff member must have carried out joint academic/educational activities with the host institution as close to a full day as possible on the relevant day, and this must be documented by a work plan or certificate of attendance signed by both parties.
- Grant payments may be made for travel days (provided they are supported by travel documents, subject to a maximum of 2 days in total — 1 for the outward journey and 1 for the return journey).
- No grant payment shall be made for days that do not involve any activity or for which joint academic/educational activities with the host institution cannot be documented.
- The higher education institution may decide not to make payment for travel days accrued by staff members who have benefited from staff mobility, with the aim of promoting staff mobility (to enable a greater number of staff members to benefit from the programme). In the event that such a decision is made, it will be announced to all target groups and applied uniformly to all staff.
- **Payment shall be made after the originals of the relevant documents (boarding passes, passport entry/exit stamps, and documents evidencing payment of visa fees, etc.) have been submitted to our Office upon completion of the activity.**

- **Important Note: Mandatory PCR Test Costs**
- **1. PCR tests must be mandatory and costs must be documented.**
- **2. Costs may be covered if required on a mandatory basis in the sending and/or host country.**
- The higher education institution may decide to make a payment below the travel cost amount approved by our Centre for a staff member benefiting from staff mobility, with the aim of promoting staff mobility (to enable a greater number of staff members to benefit from the programme). In the event that such a decision is made, it will be announced to all target groups and applied uniformly to all staff.
- The grant for staff who carry out mobility is paid in 2 instalments. The first instalment is paid as 80% of the grant before the mobility begins. The second instalment (20%) is paid after the staff member returns and submits the "Certificate of Attendance" and the "Activity Report". Staff who wish to do so may also benefit from staff mobility without a grant. In such cases, grant-free staff will be subject to the same application and selection process as grant-receiving staff and will be obliged to submit the same documents.

Rights and Obligations Relating to Staff Mobility

- Staff members benefiting from Erasmus+ Staff Mobility shall continue to receive their salary in Turkey throughout the period spent abroad.
- The period spent abroad by staff members participating in Erasmus+ Staff Mobility is counted within their normal service and does not impose any additional service obligation upon them.
- Staff members travelling abroad under Erasmus+ Staff Mobility may not receive travel allowances or daily subsistence allowances from their own faculty/department/unit.
- **We recommend that staff members who hold a valid visa, a green passport, or citizenship for the countries specified above also submit an application.**

Evaluation Criteria:

Each year, our University sends its academic and administrative staff abroad through Erasmus+ Staff Mobility within the staff mobility budget allocated to

our institution. In the event that the grant is insufficient to cover all applications, an evaluation shall be conducted taking into account the following priorities:

- Priority shall be given to staff who have not previously participated in a mobility activity,
- Staff travelling to countries/universities not previously visited,
- Disciplines that have not previously benefited from a mobility activity,
- Teaching staff who have established bilateral agreement(s) themselves,
- Teaching staff currently serving as Erasmus+ department or faculty coordinators,
- Those who have not benefited from the programme in the most recent academic year,
- Teaching staff who have published scientific papers in a foreign language,
- Staff with a longer tenure at the institution,
- Administrative staff are given priority in the training mobility activity,
- Staff who applied to the programme in the previous year, completed all procedures, but were unable to benefit from the programme due to force majeure circumstances (subject to documentation),
- Staff members with disabilities (subject to documentation),
- Veterans and staff who are spouses or children of veterans or martyrs shall be given priority ((applicable only to participants who are citizens of the Republic of Turkey)

will be given priority. Furthermore, when conducting the evaluation, the balance/support of the incoming and outgoing student/staff exchange figures for Erasmus+ shall also be taken into consideration.

We wish you success in your applications,

2019-2020 1st APPLICATION Required Documents for International Credit Mobility (ICM) Erasmus+ Staff Mobility Application

Application Form (A printout of the online application form with a photograph affixed must be signed by the staff member and authorised persons and submitted to the Erasmus+ Institutional Coordination Office.)

Teaching Plan – Staff Mobility for Teaching Agreement / Training Mobility Agreement (An approved, signed, and stamped original document from the host institution abroad must be submitted within the announced application period; in cases where the original document cannot be obtained, a scanned copy will also be accepted. However, the staff member is obliged to submit the original documents to the Erasmus+ Institutional Coordination Office upon completion of the Teaching / Training Mobility. The content of the programme to be carried out at the host institution must be specified on a daily basis in the document.)

Letter of Invitation (If the mobility involves a staff member travelling from our university to an enterprise, a letter of invitation must be obtained from the relevant enterprise.)

Foreign Language Proficiency Certificate (A document demonstrating the applicant's foreign language proficiency level from an examination administered by ÖSYM or an equivalent recognised examination type shall be mandatory only for staff applying for Teaching Mobility. For those applying for Training Mobility, it is not mandatory; however, since it will be taken into account in the evaluation in the event of equal scores, it is recommended that applicants submit their language certificates at the time of application.)

How to Apply?

Once the Application Form has been completed and printed, it must be signed and sent in PDF format along with the other required documents to erasmus@aydin.edu.tr (documents may be sent separately or as a single file). Applicants who submit their application documents will receive a notification

confirming that their application has been processed within 3 working days.

The deadline for submission of documents to our Office is 25 January 2022. Applications submitted outside the specified application dates, in an improper manner, or with incomplete documents will not be considered.

To access the application documents, please click here:

[Application Form](#)

[Staff Mobility for Teaching Agreement](#) or

[Training Mobility Agreement](#)

Letter of Invitation

For scoring criteria, please click: [Teaching Training](#)

Erasmus+ Institutional Coordination Office

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erasmus.aydin.edu.tr

For further information, please contact Erasmus+ Acting Institutional Coordinator Mariana Astefanoaie.

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