

**ERASMUS STAFF MOBILITY FOR TEACHING AND TRAINING  
2021-1-TR01-KA131-HED-0000049501st CALL FOR  
APPLICATIONS**

**WHO CAN APPLY ?**

- Staff who want to actualize staff mobility must be employed full/part – time and must be working in that insitution.
- To be tenure condition is not required, contracted personnel can benefit from the activities.
- Personnel employed in a higher education institution through service procurement cannot benefit from mobility.

**TEACHING MOBILITY :** Academic staff required to give lectures at the University.

**TRAINING MOBILITY :** Academic staff legally employed by the University.

**ADDITIONAL SUPPORT FOR DISABLED STAFF**

Additional financial support can be provided to disabled academic/administrative staff (Accompanying person's accomodation, travel expencess.. etc.)

**APPLICATION DEADLINE**

**14.12.2022**

**APPLICATION DOCUMENTS**

1. Application Form (Applications will be taken online)
2. Erasmus Staff Mobility Agreement for Training/Teaching
3. Acceptance / Invitation Letter (e-mail is sufficient at the time of application. A copy of the signed, sealed and printed on letterhead is requested at the contract stage. Acceptance Letter must be uploaded to the system.)
4. Language Certificate (YDS, YÖKDİL, TOEFL, KPDS, Diploma) (optional)

**EVALUATION CRITERIA (EK.5)**

All applications will be evaluated by the Commission

You may see the list of countries and institutions visited in the attachment.

**HOST INSTITUTIONS**

**TEACHING MOBILITY**

Teaching Mobility can only be actualized in the Universities within the framework of the Erasmus Institutional Agreement.

**TRAINING MOBILITY**

Training Mobility can be actualized in Higher Education Institution with ECHE (Erasmus Charter for Higher Education) or in any firm. The firm can be an education/training/research center, any higher education institution or any firm that is operating financillay and legally.

## INVITING STAFF

It is possible to invite personnel working in an enterprise located in one of the program countries to give lectures to our University students within staff teaching mobility. However, the person to be invited by paying the grant cannot be from ECHE holder higher education institutions.

The minimum mobility period for staff invited to teach students is minimum 1 day, excluding travel days, and there is no minimum course hour. Daily grant is 119€ for incoming staff to Turkey and will be paid travel amount indicated below.

The above mentioned application documents for the said personnel are forwarded to [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr) via e-mail by the inviting academic unit at Altınbaş University. The acceptance letter is signed by the head of the relevant academic unit of Altınbaş University.

## DURATION OF THE MOBILITY AND THE ACTIVITIES

Activities are expected to be actualized until the 26.05.2023

Erasmus staff mobilities are supported up to 4 days at our University (depend on grant).

The duration of activity for staff mobility is determined by the National Agency as a minimum of 2 consecutive working days and a maximum of 2 months, excluding travel.

**TEACHING MOBILITY:** In order for the activity to be considered as a valid activity, it is compulsory to give at least 8 lesson hours for 1 week.

**TRAINING MOBILITY:** Staff training activity is a full-time activity and grants are paid for full time training. For this reason, the training program should be specified on a day basis in the Staff Mobility For Training - Mobility Agreement.

## GRANT AMOUNTS

According to the amount of grant allocated to Altınbaş University, it is aimed to give grants to Academic-Administrative Staff for 7 days. However, the number of days to be awarded may be limited 4 days within the framework of budget constraints.

**It is allowed to attend the mobility without grant, upon the request of the participant.** To attend the mobility without grant, the formal application and evaluation process should be implemented.

The country groups and the Daily grant amounts determined by the European Commission is below;

Country Groups	Host Country	Amounts of Daily Grant
1 <sup>st</sup> Group	Denmark, Iceland, Ireland, Finland, Sweden, Liechtenstein, Luxembourg, Norway	162 €
2 <sup>nd</sup> Group	Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	144 €
3 <sup>rd</sup> Group	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Slovakia, former Yugoslav Republic of Macedonia, Slovenia, Poland, Romania, Serbia	126 €

The travel grant is being calculate through the “distance calculator of the European Comissin available in link below: [http://ec.europa.eu/dgs/education\\_culture/tools/distance\\_en.htm](http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm)

Distance km	Amount of the total grant	Green Travel
10-99 km	23 €	
100- 499 km	180 €	210 €
500- 1999 km	275 €	320 €
2000- 2999 km	360 €	410 €
3000- 3999 km	530 €	610 €
4000- 7999 km	820 €	
8000 km and above	1.500 €	

Staff who choose to travel in the Green Travel type are given individual support for up to 4 days for travel days.

## ONLINE MOBILITIES

The online participation of student / staff mobility, continuing online according to the course of the global pandemic and completing it online have been deemed appropriate by the EU Commission within the scope of COVID-19 measures. The grant for these possibilities will be as follows:

1. If the mobility started online and completed online: no individual support grant will be awarded. However, non-refundable expenses (travel, dormitory / rent, visa-insurance, etc.) made by the participant with the thought that the mobility will be physically completed are covered. (The possibility of physical participation of the mobility must be confirmed by the partner university before spending)
2. The mobility starts physically and is completed physically: the usual individual support grant is awarded.
3. If the mobility started online and completed physically: no individual support is received during the online mobility, but the usual individual support grant for physical mobility.
4. The mobility can be started physically and completed online depending on the course of the pandemic. Grants are awarded according to the following rules;
  - I. If the participant completes his / her mobility online by staying abroad (in the country where his/her host institution is located), the entire duration of the activity abroad is granted; also travel, visa, accommodation, etc. additional expenses are not paid.
  - II. If the participant returns home and completes his/her mobility online, it is paid in the amount calculated according to the total activity period consisting only of physical activity. In addition, additional travel expenses stated above, which are not recoverable or arising from cancellation, can be paid within the framework of the grant opportunities of the higher education institution.

## ANNOUNCEMENTS OF RESULT AND DISAPPROVAL

Evaluation results are publicly announced to all applicants by e-mail and on the website of the Erasmus Coordinator, including the grades obtained from all scoring criteria.

Disapprovals are first submitted to [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr) for control. If it cannot be resolved, a petition is written directly to the Rector's Office via EBYS.

## FOR DETAILED INFORMATION

[TURKISH NATIONAL AGENCY - HAND BOOK FOR HIGHER EDUCATION INSTITUTIONS](#) (available in Turkish)  
[ERASMUS PROGRAM GUIDE](#)

### CONTACT:

Erasmus Office  
[erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr), Mahmutbey Campus, A Bloc 6<sup>th</sup> Floor

