

**2023-2024 ACADEMIC YEAR**  
**ERASMUS+ CONSORTIUM STAFF**  
**MOBILITY FOR TRAINING**  
**APPLICATIONS**  
**(2022-1-TR01-KA131-HED 000060604)**

**WHO CAN APPLY?**

- Staff who want to actualize staff mobility must be employed full/part-time and must be working in institution.
- 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.

**TRAINING MOBILITY:** Administrative Staff legally employed by the University may apply to the training Mobility.

**ADDITIONAL SUPPORT FOR DISABLED STAFF**

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

**APPLICATION DEADLINE**

**20.05.2024**

**APPLICATION DOCUMENTS**

1. Application Form (Applications will be taken online)
2. Erasmus Staff Mobility Agreement for Training /Teaching (It must be uploaded to the system)
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. (Optional) The level of English should be a minimum B2.
  - Language Certificate (YDS, YÖKDİL, TOEFL, KPDS, Diploma) (Optional)
  - The staff member who studied at an English-taught university can present a copy of her/his diploma.The level of English proficiency will be considered as B2.
  - The staff member who took an English proficiency test by HR can present the result of that test.

Applications will be taken on the e-governance system. [Please click!](#)

## EVALUATION CRITERIA

All applications will be evaluated by the Erasmus + Commission.

You may see the list of countries and institutions visited in the [link](#).

You may see the evaluation criteria in the [link](#).

## HOST INSTITUTIONS

### TRAINING MOBILITY

Training Mobility can be actualized in Higher Education Institutions 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 financially and legally. (Related to the beneficiary's department/faculty/ Unit)

## 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 an ECHE holder higher education institution.

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

The above-mentioned application documents should be sent 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

**The duration of the mobility: 01.06.2024-31.07.2024**

Activities are expected to be actualized by **31.07.2024**

Erasmus staff mobilities may supported for up to 5 days at our university within the framework of budget constraints

However, the commission will give the final decision on the supported days according to the budget. If the mobility stated on the participation certificate is less than 2 days, the mobility is accepted as Invalid, and the participant is required to return the Erasmus+ grant.

**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 daily in the Staff Mobility for Training - Mobility Agreement.

The amount of support provided per day per country is determined by the Turkish National Agency (www.ua.gov.tr) based on instructions from the European Commission. The members participating in the program may receive funding, including contributions for travel costs and subsistence during the period abroad. The subsistence grant is a contribution towards all other costs for the individual including travel within the city, accommodation, meals, and snacks. It is allowed to attend the mobility without the grant, upon the request of the participant. To attend the mobility without the grant, the formal application and evaluation process should be implemented.

The country groups and the Daily grant amounts determined by the European Commission are below.

Ülke Grupları	Hareketlilikte Misafir Olunan Ülkeler	Günlük hibemiktarları (Avro)
1. Grup Program Ülkeleri	Danimarka, Finlandiya, İrlanda, İsveç, İzlanda, Lihtenştayn, Lüksemburg, Norveç,	162
2. Grup Program Ülkeleri	Almanya, Avusturya, Belçika, Fransa, Güney Kıbrıs, Hollanda, İspanya, İtalya, Malta, Portekiz, Yunanistan	144
3. Grup Ülkeleri	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye *	126

For each participant, the distance for travel is calculated by below 'Distance Calculator' below provided by the European Commission:

[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

After being selected for either program, staff members are given usually around two weeks to decide whether they would like to participate in the program or not. If staff members cancel within the given period, there is no penalty. However, if staff members decide to cancel at the given period, a 10-point deduction will not be made on the staff's next Erasmus+ application.

The Erasmus+ program offers Green Travel Support for people traveling to their destination using sustainable modes of transport. Examples of sustainable means of transport are cycling, carpooling, the bus or the train. To qualify for Green Travel Support, you must use sustainable means of transport for most of your journey (outward and return).

Green Travel Support is available if your destination lies within a 100 km to 4000 km travel distance. If you receive Green Travel Support, you will receive a higher travel allowance than the standard travel allowance.

Seyahat Mesafesi	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 - 99 KM arasında	23	
100 - 499 KM arasında	180	210
500 - 1999 KM arasında	275	320
2000 - 2999 KM arasında	360	410
3000 - 3999 KM arasında	530	610
4000 - 7999 KM arasında	820	
8000 KM veya daha fazla	1500	

Note: Keep your travel tickets and invoices safe. You will need these to be eligible for Green Travel Support.

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.

If your application was neither selected for a grant nor included in the substitute list, you will be informed about the reasons and have at least one week to appeal against this decision to the Selection Committee of Altinbas University via [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)