

**2025 Erasmus+ Staff Training ( Teaching and Training) Mobility Application Announcement**

**Project ID:**2023-1-TR01-KA131-HED-0000116385

**Application Period:**27.01.2025 – 28 02.2025 05:00 P.M.

**Application Portal:**[**TURNA Portal**](https://turnaportal.ua.gov.tr/giris)

**Expected Result Announcement Date:**To be announced later

**Estimated Quotas for Erasmus Grant:**15 participants

**Exchange Period:** 24 March 2025 until 31 July 2025

**Duration of Mobility Eligible for Grant:**Minimum 2 days, Maximum 5 days (travel days are not eligible for grant)  This mobility period depends on the amount of the grant that will be allocated to Altınbas University, therefore final mobility period is determined by Commission decision within the budget

The details of the application announcement:

1- General Information

2- Duration of Mobility

3- Application Steps

4- Evaluation Criteria

5- Erasmus Grant

7- Inclusion Support for Special Needs

**1- General Information**

The Erasmus+ program offers **full/part-time** academic and administrative staff the opportunity to undertake a short Teaching/training visit to a higher education institution or some other eligible enterprise/organization in Europe, with funding available for travel costs and subsistence. For training: This activity supports the professional development of HEI staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods at a partner HEI, or another relevant organization i.e. an enterprise, workshop, or short-term assignments. For Teaching this activity is a daily basis activity and a grant payment is made for the lecture days. For this reason, in the Staff Mobility for Teaching Mobility ( STA) Agreement, a specific teaching program must be indicated on a daily basis. In all cases, a teaching activity has to comprise a minimum of 8 hours of teaching per week and you must be a full/part-time faculty member to apply.

The purposes of STA may be summarized as follows:

* to provide teaching staff with opportunities for personal & professional development
* to share expertise in specialist areas within teacher education, to deepen mutual understanding of different European Education Systems, and to raise the profile of the European Dimension in Education
* to allow students who are not able to participate in mobility to benefit from the knowledge and expertise of staff in other European institutions

Conference participation, on the other hand, cannot be supported within the scope of the activity.

In line with the **2023-1-TR01-KA131-HED-0000116385Erasmus+ project,**AU has an Erasmus+ grant that allows funding for **approximately estimated 15 participants for 5 days of mobility (travel days are not eligible for the grant)**. Please note that these are subject to change, and based on the number of eligible applications, unused quotas between different types of mobilities are transferable.

**Examples of eligible training mobilities:**Examples of eligible organizations include businesses, public bodies, social partners, research institutes, higher education institutions, and non-governmental organizations in one of the Program Countries.

✓ Job shadowing

✓ Participation in international staff days

✓ Visits for observation

x Conference participation is not eligible for Erasmus+ funding

**An Erasmus training visit will allow AU staff to:**

✓ gain practical skills relevant to the current job and improve professional development

✓ gain new ideas and discover best practices to take back to AU

✓ develop your international network and improve your language skills

✓ connect with your colleagues abroad to develop common activities

**2- Duration of Mobility**

A training period between two program countries must last a minimum of **2 days and a maximum of 2 months.** This excludes traveling time. The Mobilities shorter than 2 days will not be considered valid unless a force majeure event is **invoked.** Please kindly note that the **mobility activity** **must be completed by the end of July 2025.**

**3- Application Process**

The online application system, [**TURNA Portal**](https://turnaportal.ua.gov.tr/giris), will be active between **27 January – 28 February 2025**, and the applications will be submitted through e-government (e-Devlet) information. You cannot submit your application if you do not have an “e-Devlet” password. The application guide will be shared once the application period starts.

The applicant must meet the following conditions:

1. To be a full-time or part-time actively working staff at the University,
2. To have obtained permission from the applicant’s supervisor for the training mobility period,
3. To submit their invitation letter during the application period.

**Invitation letter from the host institution (required):**

* The invitation letter must be signed and stamped by the host institution.
* The invitation letter must include your mobility start and end dates in day/month/year format.
* The applicant should obtain a signed approval from the supervisor at AU on the invitation letter, confirming that he/she will take days off during the mobility period.
* If you plan to upload a language certificate for a language other than English, your invitation letter must explicitly state that your mobility will be conducted in that particular language.
* Acceptance letters are not required to be signed at the rectorate/dean level in the host institutions; it is sufficient to obtain approval from the unit where the activity will take place. It is also possible for host institutions to use their invitation letter formats.
* If your mobility is intended to enhance your digital skills2, this intention must be explicitly mentioned in your invitation letter.

*2 Mobilities will be considered as aimed at enhancing your digital skills when one or more of the following activities are practiced by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical, or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualization; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfillment, data entry, or office tasks are not considered in this category.*

\*Unless due to force majeure (such as the host institution canceling the mobility or visa rejection), changes to the host institution and mobility dates cannot be made after the application period has concluded

**Important Notes:**

* Applications must be submitted via the TURNA Portal. To log into the TURNA Portal, you need to use your e-Devlet username and password.
* The applicant must fill out the application form on the TURNA Portal and upload the documents mentioned above.
* The evaluation results are expected to be released by the beginning of March 2025. Following the publication of the results, staff will be required to confirm their participation by submitting a Commitment Form no later than the end of March.



**4- Evaluation Criteria**

**To find more information on the selection criteria used in the Erasmus+ Staff Mobility applications, please see the below.**

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| --- | --- | --- |
| **CRITERIA** | **POINTS** | **DESCRIPTIONS** |
| **Number of Previous Participations in the Applied Program** |
| First time | +20 | Previous participation in staff mobility for teaching and training programs will be evaluated together. ***Those staff who have been selected in the previous application calls but have not completed his/her mobility yet will also be evaluated as the previous participants.*** |

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| **Withdrawal** |
| Previous application period | -10 | The overall score of the participants who have been selected and granted in the previous application period and withdrawn from the program due to a cause except the force majeure and health issues will receive a 10 pts penalty for each of their withdrawals. Withdrawals from staff mobility for teaching and training programs will be evaluated together. |
| **Application to More than One Program in the Same Application Period** |
| Application to more than one program in the same application period | -10 | Applicants who apply to the Erasmus+ Staff Mobility for Teaching and Training Programs at the same time in the same application period will receive -10 for the mobility program that they do not prioritize.  |
| **Number of Years of Service in Altinbas University \*** |
| 10 and above | +10 | in all departments and positions of the applicant (only at Altinbas University) |
| 5-9 | +8 |
| 2-4 | +6 |
| 0-1 | +5 |
| **Other Criteria** |
| Applicants with Disabilities | +5 | A health report proving disability must be submitted during the application.  |
| Veteran Staff or Spouse/ Children of Veterans/Martyrs | +5 | Documents proving the condition must be submitted during the application. |
| Those applicants who themselves or their first-degree relatives receive disaster aid from AFAD | +5 | Documents proving the condition must be submitted during the application. |
| Activities related to Artificial Intelligence within the scope of the National Artificial Intelligence Strategy \* | +5  | Documents proving the condition must be submitted during the application. |
| Activities to develop Digital Skills \* | +5 | Documents proving the condition must be submitted during the application. |
| The Administrative staff (in the application for Training Mobility) will receive  | +10 points. |  |
| Hold related visa | +5 | Documents proving the condition must be submitted during the application. |
| International Projects (Erasmus+, Horizon, ESC, Tubitak, etc.) conducted in the last 2 years | +5 | Documents proving the condition must be submitted during the application. |
| Language score of Proff., Assoc. Prof., and DR faculty member titled will be proceeded as 70 in case of non-delivery of language proficiency exam document.  | B2 and above +15 |  |
| Graduating from an institution with a medium of instruction % 100 English high school and/ or university will be evaluated as a 70 score out of 100 | B2 and above +15 | Documents proving the condition must be submitted during the application. |
| YOKDIL, E-YDS, YDS, E-YOKDIL valid **until 5 years** 60-69 score out of 100 | B1 +5 | Documents proving the condition must be submitted during the application. |
| An applicant who wants to participate in a country that holds citizenship | -10 |  |
| Department/Programs Coordinators | +5 |  |
| Previous Department/Programs Coordinators | +3 |  |
| **If more than one staff have the same overall point;** |
| 1. Applicants who have less previous participation will be prioritized.
2. Applicants with a longer period (day, month, and year) of service ina Altinbas University will be prioritized.
3. Staff applying from a faculty/department that has not participated in mobility before.
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\*Details of activities for the development of artificial intelligence and/or digital skills are explained in the selection criteria document, and candidates who will participate in such an activity must specify the type of activity in question in their acceptance letters and Training/ teaching documents. Candidates who do not include details of activities for the development of artificial intelligence and/or digital skills in their documents will not be awarded additional points in this category.

Please find the list of countries and partner universities <https://global.altinbas.edu.tr/?page_id=514>

**Please check**[the GlobALtınbas web site](https://global.altinbas.edu.tr/?page_id=836) **for the guidelines to find staff opportunities, Erasmus grants, inclusion support, and online information session links.**