**ACADEMIC YEAR OF 2023-2024**

**ERASMUS+ STAFF MOBILITY FOR TRAINING**

**APPLICATION ANNOUNCEMENT**

**Publish Date**: 22.01.2024

**Project**: 2022 1 TR01 KA131 HED 000054480

* Erasmus+ Staff Mobility For Training is an activity that allows academic/administrative staff at our university to receive training at another higher education institution with which we have an Erasmus+ agreement. Within this activity, individuals have the opportunity to undergo various training sessions (such as on-the-job training, observation processes) aimed at enhancing the skills related to their current job. The organizations to be visited for training may include businesses, training centers, research centers, chambers of commerce and industry, schools, foundations, non-profit organizations, career guidance providers, professional counseling and guidance organizations, and higher education institutions. There is no requirement for an inter-institutional agreement for staff training mobility.
* Staff Mobility for Training is a day-based activity, and grant payments are made for the days on which training is received. The activity is scheduled to take place between March 15, 2024, and July 31, 2024. Staff members who qualify for the mobility opportunity are required to obtain the invitation letter from the host institution within this timeframe. It is crucial to pay attention to these dates for the successful participation in the mobility program.

**WHO CAN PARTICIPATE?**

* The staff wishing to participate must be employed at the university on a full-time or part-time basis and actively serving in a position within the university.

**IMPORTANT NOTICE**

* Before applying, please carefully read the announcement text and the Erasmus+ exchange programs guideline. If you have any questions regarding topics not covered in the text, you can send your inquiries to erasmus@fbu.edu.tr.
* All documents to be uploaded to the application system must be in PDF format.
* The mobility activities within the scope of this announcement are limited to the duration of the 2022-1-TR01-KA131-HED-000054480 project. Mobility activities must be completed by July 31, 2024.

**HAREKETLİLİK SÜRESİ**

* Staff Mobility for Teaching is a minimum of 2 days and a maximum of 2 months.

**APPLICATION REQUIREMENTS**

* Receiving an invitation letter from the host institution for the staff mobility (the invitation letter should explicitly state the acceptance for mobility within the Erasmus+ framework and must be uploaded to the application portal).
* Participants are expected to have the necessary language proficiency for the mobility to take place. The participant is responsible for any situations that may arise due to inadequate language proficiency.

**APPLICATION PROCESS**

* To apply, you must have an e-devlet password. Applications will be accepted through the website <turnaportal.ua.gov.tr> with e-devlet identity verification. The application guide will be announced on our website before the online application system opens.
* Staff selection will be conducted fairly and transparently, taking into account the evaluation criteria. Staff wishing to apply for mobility can complete their applications by uploading the required documents to the system. Those who wish to benefit from additional points as outlined in the evaluation criteria must also upload the supporting documents to the system. Otherwise, the additional points will not be applied.

**APPLICATION & MOBILITY CALENDAR**

|  |  |
| --- | --- |
| 22.01.2024 | Application Announcement |
| 12.02.2024 | Opening of the online application system at 00.00 |
| 27.02.2024 | Closure of the online application system at 23.59 |
| 04.03.2024 | Preliminary Evaluation Results |
| 4-8.03.2024 | Objection period |
| 11.03.2024 | Final Evaluation Results |

**EVALUATION CRITERIA**

|  |  |
| --- | --- |
| Points awarded to each applicant | +30 Points |
| Mobility benefiting scoring | -5 points x number of benefits |
| * Foreign Language Score (must be documented) * - Valid foreign language exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (ÖSYM’s equivalence tables will be used) - Staff who has graduated from a program at the undergraduate or graduate level whose language of education is 100% foreign language (language of mobility) is evaluated as 90 points out of 100 points. * - Staff who has been in an institution providing education in a foreign language for at least 1 year is evaluated as 70 points out of 100 points; staff who has lectured in a foreign language for at least 1 year is evaluated as 90 points out of 100 points | + %10 |
| Being an Erasmus Institution/Unit/Department/Program Coordinator (must be documented) | +5 points |
| Prioritization of disabled personnel (must be documented) | +10 points |
| Prioritization of veteran staff, and martyrs and veteran spouses and children (must be documented) | +10 points |
| Administrative Staff Priority in Training Mobility | +10 points |
| Prioritizing Activities Aimed at Developing Digital Skills in Training Mobility and Activities Related to Artificial Intelligence within the Scope of the 2021-2025 “Ulusal Yapay Zeka Stratejisi” Prepared by the Presidency of the Digital Transformation Office | +10 points |
| Mobility to the country of citizenship | -10 points |
| Mobility in a University/Country where staff mobility has not been done before | +10 points  Once: +7 points  Twice: +5 points  Three times: +3 points  Four times or more: +0 points |
| Prioritizing the staff who has carried out all the processes of the inter-institutional agreement within the scope of Erasmus+ on behalf of the department/University between two application calls/announcements (must be documented\*)  \*Please upload the institution and country names of the agreements you have completed as a list in the "other documents" section as pdf. | +2 points (per agreement) |
| Except for force majeure, not to cancel his/her mobility until the deadline specified, although being entitled to receive a grant in the previous application call. | -20 points |
| Visiting Universities that are in the top 500 in the "Times Higher Education" or "QS Word University Ranking" in the relevant academic year. | +10 points |

*\*[Ulusal Yapay Zekâ Stratejisi (UYZS) 2021-2025 (cbddo.gov.tr)](https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf)*

* In cases in which a choice has to be made between two staffs with the same score as a result of the evaluation, priority is given to the staff who is going to benefit from mobility for the first time. If the equality continues, the length of services of the staffs at Fenerbahçe University is considered, and priority is given to the staff with longer term of office.

**GRANT AMOUNT**

|  |  |  |
| --- | --- | --- |
| **Country Groups** | **Country of Residence** | **Daily Grant (Euro) \*\*** |
| 1st Group Countries | Denmark, Finland, Ireland, Sweden, Iceland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway  *14th Area Countries* | 162 |
| 2nd Group Countries | Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece  *5th Area Countries* | 144 |
| 3rd Group Countries | Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey \* | 126 |
| Other Countries | 1-4th and 6-13th Area Countries | 180 |

*\* This is only applicable for staff invited to teach from a business abroad or a higher education institution that does not have ECHE.*

*\*\* For staff mobility activities lasting more than 14 days; the daily grant amount for the 15th day and beyond should be based on 70% of the daily grant amount mentioned above. No grant payment will be made for days without any activity or for days where the conducted activity cannot be documented appropriately according to its type.*

* The daily allowance amount for staff benefiting from staff mobility is provided in the table above, depending on the visited country. The amounts shown in the table are in Euro.
* A maximum of 5 (five) days of grant payment will be made to an individual.
* In the case of mobility lasting less than 2 (two) days, except for force majeure, the mobility will be considered invalid, and no grant payment will be made to the individual.
* Within the scope of this mobility announcement, 2 (two) staff members will be selected for grant support. In the event of additional grants or the cancellation of mobility by the candidate on the main list, the grant will be transferred to the next candidate with a higher grant order score.

**TRAVEL SUPPORT**

* In addition to the daily grant amounts, travel expenses are also supported. The amount of travel expenses is calculated using the "Distance Calculator" available at the link below.

[Distance Calculator | Erasmus+](https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator)

* Using the Distance Calculator, the distance in kilometers between the location where the staff is based, and the venue of the activity should be determined. The travel grant is then calculated using the table below. The amount corresponding to the round-trip figure for the distance calculated in the Distance Calculator is in Euro, and this amount is not multiplied by two. The amounts shown in the table are in Euro.

|  |  |  |
| --- | --- | --- |
| **Travel Distance** | **Grant for Standard Travel** | **Grant for Green Travel** |
| From 10 to 99 KM | 23 | - |
| From 100 to 499 KM | 180 | 210 |
| From 500 to 1999 KM | 275 | 320 |
| From 2000 to 2999 KM | 360 | 410 |
| From 3000 to 3999 KM | 530 | 610 |
| From 4000 to 7999 KM | 820 | - |
| 8000 Km or more | 1500 | - |

* Staff members have the option to participate in the activity without receiving a grant if they wish. To benefit from the activity without a grant, an application must be submitted, and the application will be subject to evaluation along with other applications. The decision not to receive a grant does not affect the staff member's inclusion in the selection process.

**ACCESSİBLE ERASMUS+ / INCLUSİON SUPPORT**

* The Erasmus+ Program encourages the participation of individuals with special needs. A person with special needs is a potential participant whose personal physical, mental, or health condition, without additional financial support, prevents their participation in the project/mobility activity. To request additional grants for staff members requiring inclusive support, the University needs to submit a request for additional grants to the National Agency.

For detailed information: [Accessible Erasmus+ / Inclusion Support | Fenerbahçe University (fbu.edu.tr)](https://www.fbu.edu.tr/ogrenciler/385/erasmus-projeler?dil=en)

**FLEXIBILITIES APPLIED DUE TO EARTHQUAKE DISASTER**

* Following the earthquake disaster that occurred on February 6, 2023, the state of emergency was declared in the provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa by the Presidential decree dated February 8, 2023, and numbered 6785. Additionally, the provinces of Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and the district of Gürün in Sivas were declared as disaster areas affecting the entire region, based on the decisions of the Disaster and Emergency Management Authority (AFAD). In order to minimize the impacts on Erasmus+ projects in these regions, various measures, flexibilities, and practices have been introduced by the Presidential decree and the decisions of AFAD.
  + **The scope of flexibility and practices related to the earthquake disaster includes:**
    - Staff members whose families, relatives, or close associates reside in the 17 mentioned provinces and 1 district, but they themselves work at higher education institutions with ECHE in different provinces.
    - Staff employed at higher education institutions with ECHE in the mentioned 17 provinces and 1 district.
  + **Situation of students and staff who have applied for or will apply for mobility:**
    - First-degree relatives of the staff who reside in the mentioned 17 provinces and 1 district, and themselves work at higher education institutions with ECHE in different provinces, are prioritized and evaluated in the disadvantaged category in Erasmus+ staff mobility applications if their first-degree relatives have received disaster assistance from AFAD.
  + **Flexibilities in Mobility-related Documents:**
    - For personnel registered in the earthquake region or at other higher education institutions whose own or their first-degree relatives' residence is in the earthquake region, transactions can be conducted electronically with the condition of later presenting the original documents during the application and payment stages. In cases where documents cannot be provided, transactions can be carried out based on a declaration. In this case, a commitment letter is obtained from the participant, stating that they acknowledge and declare that they will lose their acquired rights and the granted grant will be reclaimed if it is determined that false statements have been made.

For Detailed Information: [Deprem Felaketine Yönelik Esneklik ve Uygulamalar](https://www.ua.gov.tr/media/1llbbdxt/deprem_%C3%B6nlemleri_05-04-2023-v2.pdf)

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