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FBU
FENERBAHÇE UNIVERSITY

**2025-KA131-HED / ACADEMIC YEAR OF 2025-2026
ERASMUS+ STAFF MOBILITY FOR TEACHING (FIRST CALL)
APPLICATION ANNOUNCEMENT**

Announcement Date: 17.11.2025

Project: 2025-1-TR01-KA131-HED-000307638

ERASMUS+ STAFF MOBILITY FOR TEACHING

- Erasmus+ Staff Mobility for Teaching is the field of activity that enables the academic staff of our University to give lectures to students in another higher education institution contracted within the scope of Erasmus+ and to carry out academic / educational activities jointly with the counter institution in relation to lecturing.
- An agreement with the institution is **required** for teaching mobility.

APPLICATION REQUIREMENTS

- Applicants must be full-time or part-time employees of the university who are currently working at the university.

DURATIONS

- Staff Mobility for Teaching has a minimum duration of 2 days and a maximum duration of 2 months. If the beneficiary carries out the activity for less than 2 days, except for force majeure reasons stated in the participation certificate, the activity is considered invalid, and no grant payment is made to the beneficiary. If any payment has been made, it is requested to be refunded.

IMPORTANT NOTICE

- Please read the announcement text and the Erasmus+ exchange programs guidelines carefully before applying. You can send your questions regarding topics not covered in the text to erasmus@fbu.edu.tr.
- All documents to be uploaded to the application system must be in PDF format.

APPLICATION SCHEDULE

Date	Event
November 17,2025	Announcement of the Application
December 8, 2025	Opening of the TURNAPortal Application System
January 5, 2026	Closing of the TURNAPortal Application System
January 6, 2026	Announcement of Pre-Evaluation Results
January 6-11, 2026	Appeal Process
January 16, 2026	Announcement of Final-Evaluation Results

APPLICATION REQUIREMENTS

- The staff member must receive an **invitation letter** from the host institution (the invitation letter must clearly state that the mobility has been accepted under Erasmus+),
- **The Staff Mobility Agreement for Teaching form** must be signed by all parties. (A draft form is available on the website)

- For teaching mobility, there must be an inter-institutional agreement between the University and the counter institution where the mobility will take place (The list of inter-institutional agreements is available on our website. New agreements can be included in the list before the online application system is opened.),
- Providing a minimum of 8 hours of lectures during the mobility (The lecturer should clearly and in detail define the course to be taught during the mobility. This description should include information such as the topics to be taught, theoretical and practical contents or how many hours the subject will last.)

HOW TO APPLY

- You must have an e-government password to apply. Applications will be accepted via e-government identity verification at turnaportal.ua.gov.tr.
- Staff selection will be conducted in a fair and transparent manner, taking into account the evaluation criteria. Staff wishing to apply for mobility can complete their applications by uploading the above-mentioned documents to the system. Staff wishing to benefit from the additional points included in the evaluation criteria must also upload supporting documents to the system. Otherwise, the additional points will not be applied.

GRANT AMOUNTS

Country Groups	Host Country	Daily Grant (Euro)*
1st Group of Countries	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	171
2nd Group of Countries	The Republic of Cyprus, Spain, Malta, Portugal, Greece, the Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
3rd Group of Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	133

**For staff mobility activities lasting longer than 14 days, 70% of the daily grant amount specified above shall be considered as the daily rate for the 15th day and subsequent days.*

No grant payment shall be made for days on which no activity took place or for which it cannot be documented that an activity appropriate to the type of activity was carried out.

- A maximum of **5 (five) days** of grant payment will be made.
- If mobility is carried out for less than **2 (two) days**, except for force majeure, the mobility will be considered invalid, and no grant payment will be made.
- **Nine (9)** applicants will be selected for grants under this announcement. In the event of an additional grant or if the candidate on the main list cancels their mobility, the grant will be transferred to the next candidate with the highest score.
- An individual support grant is provided for one travel day before the activity and one travel day after the activity.



EVALUATION CRITERIA

Criteria	Points
Points awarded to each applicant who successfully completes their application	+30 puan
Previous participation	-5 points x participation
Foreign Language Score (subject to documentation) * <ul style="list-style-type: none"> Valid Foreign Language Exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL, IELTS (ÖSYM equivalence tables will be used.) Staff who have graduated from a bachelor's or graduate-level program where the language of instruction is 100% foreign language (activity language) will be evaluated as 90 points out of 100. Staff who have spent at least 1 year at an institution providing education in a foreign language will be evaluated as 70 points out of 100; staff who have taught in a foreign language for at least 1 year will be evaluated as 90 points out of 100. * No duration requirement is sought in the foreign language certificate.	+%10
Being Erasmus Institution/Unit/Department/Program Coordinator	+5 points
Prioritizing disabled staff (subject to documentation)	+10 points
Prioritizing veteran staff and the spouses and children of martyrs and veterans (subject to documentation)	+10 points
Mobility to the country of citizenship	-10 points
Mobility to a university/country where no previous staff mobility has taken place	+10 points 1 time: +7 points 2 times: +5 points 3 times: +3 points 4 times or more: +0 points
Prioritization of staff who have carried out all processes of the inter-institutional agreement under Erasmus+ on behalf of the department/university between two calls for applications/announcements (subject to documentation)	+2 points (per agreement)
Not withdrawing from mobility, except for compelling reasons, by the specified deadline, even if eligible for a grant in the previous call for applications	-20 points
Visiting universities ranked in the top 500 in the "Times Higher Education" or "QS World University Rankings" in the relevant academic year	+10 points

- In cases where two applicants receive the same score and a selection must be made between them; priority is given to the applicant who is benefiting from the program for the first time. If the tie persists, the applicant's length of service at Fenerbahçe University is considered, and priority is given to the applicant with the longer service period.



TRAVEL SUPPORT

- In addition to daily grant amounts, travel expenses are also covered. The amount of travel expenses is calculated using the “Distance Calculator” available at the link below:
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
- The distance calculator should be used to determine the distance in kilometers between the employee's place of residence and the place of activity, and the travel allowance should be calculated using the table below. The kilometers shown in the distance calculator correspond to the round-trip allowance amount in the table below, and this amount is not multiplied by two. The amounts shown in the table are in Euros.

Distance	Standard Travel Grant	Green Travel Grant
Between 10-99 KM	28	56
Between 100-499 KM	211	285
Between 500-1999 KM	309	417
Between 2000-2999 KM	395	535
Between 3000-3999 KM	580	785
Between 4000-7999 KM	1188	1188
8000 KM or above	1735	1735

- Staff may 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 evaluated along with other applications. The difference for staff without a grant is that they are not included in budget calculations and no payment is made to them. Not receiving a grant is not a reason for staff not to be included in the selection process.

INCLUSION SUPPORT

- The Erasmus+ Program encourages the participation of people with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state, or health condition prevents them from participating in the project/mobility activity without additional financial support. In order for additional grants to be provided to staff requiring inclusion support, the University must apply to the National Agency for additional grants.
- For more information: <https://www.fbu.edu.tr/ogrenci/engelsiz-erasmus-icerme-destegi>

CONTACT

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