2024-KA131-HED / 2025-2026 ACADEMIC YEAR
ERASMUS+ STAFF MOBILITY FOR TRAINING (SECOND CALL)
APPLICATION ANNOUNCEMENT

Announcement Date: 30.09.2025
Project: 2024-1-TR01-KA131-HED-000202221

ERASMUS+ STAFF MOBILITY FOR TRAINING
- Staff mobility for training is an activity that enables staff employed at a higher education institution holding an ECHE in Turkey to receive training at a higher education institution holding an ECHE in an EU member state or a country associated with the program, or at any public or private organization active in the labor market or engaged in education, training, youth, research, and innovation. Within this activity, it is possible for the individual to receive various training (on-the-job training, observation processes, etc.) to develop the skills they possess in areas related to their current job. The organizations where training can be undertaken include businesses, training centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional counseling and guidance organizations, and higher education institutions.
- No inter-institutional agreement with the institution is required for this mobility.
- Mobilities must be completed by **July 31, 2026**.

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 Training 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
September 30, 2025	Announcement of the Application
October 20, 2025	Opening of the TURNAPortal Application System
November 4, 2025	Closing of the TURNAPortal Application System
November 5, 2025	Announcement of Pre-Evaluation Results
November 5-9, 2025	Appeal Process
November 14, 2025	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 Training form** must be signed by all parties. (A draft form is available on the website)

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.
- **1 (one)** 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.

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) * • Valid Foreign Language Exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (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 administrative staff in training mobility	+10 points
Prioritizing activities aimed at developing digital skills* in training activities and activities related to Artificial Intelligence** within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency of the Digital Transformation Office**	+10 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

Activities that include one or more of the following activities are considered within this scope: Participation in on-the-job training/training courses related to European Student Card Initiative tools, digital education tools/software, programming, and IT software and systems related to the management of higher education institutions.

**https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf*

- 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	23	-
Between 100-499 KM	180	210
Between 500-1999 KM	275	320
Between 2000-2999 KM	360	410
Between 3000-3999 KM	530	610
Between 4000-7999 KM	820	-
8000 KM or above	1500	-

- 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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