

FENERBAHÇE UNIVERSITY

Directorate of International Relations

International Cooperations and Exchange Programs Management

2026-KA131-HED / 2027-2028 ACADEMIC YEAR ERASMUS+ STAFF MOBILITY FOR TRAINING (1st CALL) APPLICATION ANNOUNCEMENT

Announcement Date: 28.09.2026

Project: 2026-1-TR01-KA131-HED-000410628

1. ACTIVITY DESCRIPTION AND SCOPE

- Erasmus+ Staff Mobility for Training is an activity that enables academic and administrative staff employed full-time or part-time at our University to participate in professional development activities abroad—such as training, job-shadowing, observation, or similar professional endeavors—aimed at enhancing their professional knowledge, skills, and competencies.
- The training activity may be carried out at higher education institutions, enterprises, or other public or private organizations operating in the fields of education, training, youth, research, and innovation abroad.
- There is no requirement for a pre-existing Erasmus+ inter-institutional agreement between the host institution/organization and our University.
- The host institution/organization and the training activity must be **directly** related to the applicant's current duties and professional field at our University, and must be of a nature that contributes to their professional development.
- The training activity is a full-time endeavor, and grant payments are disbursed based on full days of training attended. Therefore, the training program must be specified on a daily basis within the Staff Mobility Agreement for Training.
- Attendance at conferences solely as a participant is not considered an eligible activity within the scope of Erasmus+ Staff Mobility for Training.
- The mobilities cover the 2027-2028 academic year and cannot extend beyond the project end date specified in the project agreement.

2. APPLICATION REQUIREMENTS

- Applicants must be employed at our University on **either a full-time or part-time** basis, be actively working at our University, and either have a teaching obligation or have been assigned teaching duties.
- Having a permanent staff position is not required; staff members who have an employment contract with the University are eligible to apply.

3. DURATION OF THE ACTIVITY AND MINIMUM TEACHING HOURS

- Staff mobility for training lasts for a **minimum of 2 consecutive days and a maximum of 2 months**, excluding travel days.
- If it is documented in the certificate of attendance that the activity was carried out for less than 2 days—except in cases of force majeure—or that the minimum required training hours/days were not fulfilled, the activity shall be deemed **invalid**, no grant shall be disbursed to the beneficiary, and any payments already made shall be subject to recovery.
- The training activity may be carried out at more than one host institution within the same country; this shall be evaluated as a single mobility activity.

4. APPLICATION CONDITIONS AND REQUIRED DOCUMENTS

To apply, the following conditions must be met and the required documents must be uploaded to the TURNA Portal:

- **Invitation Letter:** Must be issued by the host institution/organization, explicitly stating acceptance for mobility within the framework of the Erasmus+ Programme.
- **Staff Mobility Agreement for Training:** Must be signed (or approved via the Erasmus Without Paper (EWP) network) by both the staff member and the host institution. Institutional approval by our University shall be finalized prior to the commencement of the mobility, following the formal conclusion of the selection results. (The draft template is accessible online.)
- **Training Programme:** Must clearly outline the subject matter, dates, daily schedule of the training activity, and the specific tasks to be performed by the staff member.
- **Foreign Language Certificate and Supporting Documents** for additional points within the evaluation criteria (failure to upload these documents shall result in the relevant bonus points not being applied).

All documents to be uploaded to the system must be in **PDF format**.

5. APPLICATION CALENDAR

Date	Description
September 28, 2026 (Monday)	Announcement of the Application
October 19, 2026 (Monday)	Opening of the TURNA Portal Application System
November 3, 2026 (Tuesday) – 23:59	Closing of the TURNA Portal Application System (deadline)
November 4, 2026 (Wednesday)	Announcement of Pre-evaluation Results
November 4 – 6, 2026	Objection Period (deadline: November 6, 2026, at 17:00)
November 10, 2026 (Tuesday)	Announcement of Final Evaluation Results
November 17, 2026 (Tuesday) – 17:00	Deadline for Submission of Withdrawal Notification

Applications are accepted exclusively via **turnaportal.ua.gov.tr** through e-Government (e-Devlet) authentication; therefore, you are required to have an e-Government password.

6. QUOTA

Within the scope of this announcement, **5 (five)** staff members will be selected with grants.

In the event of additional funding being provided or a candidate on the main list canceling their mobility, the grant will pass to the next alternate candidate in the ranking.

7. EVALUATION PROCESS AND CRITERIA

Staff selection will be carried out fairly, transparently, impartially, and consistently according to the following criteria. The evaluation is conducted by the **Selection Commission**, established by an official assignment of the Rectorate, consisting of 2 natural, 6 principal, and 3 substitute members. Those evaluating the applications shall have no personal connection or conflict of interest with the applicants.

No	Selection Criterion	Points
1	Points awarded to each staff member who successfully completes their application	+30
2	Foreign language (provided that it is documented; details below)	Language score (out of 100) × 10% = maximum +10
3	Becoming an Administrative Staff	+10
4	The training activity being aimed at the development of digital skills	+10
5	Previous participation in the activity (equal to the number of mobilities under the same scope)	-5 × number of participations
6	Being an Erasmus Institution/Unit/Department/Program Coordinator	+5
7	Prioritization of staff with disabilities (provided that it is documented)	+10
8	Prioritization of veteran staff and the spouses and children of martyrs and veterans (provided that it is documented)	+10
9	Priority for staff members who themselves or whose first-degree relatives (biological or step-relatives) have received disaster relief assistance from AFAD (subject to submission of supporting documentation). These additional points may be awarded only once under the KA131 project type and will not be applied to subsequent applications by staff members who have already participated in mobility.	+10
10	Undertaking mobility to the country of citizenship	-10
11	Number of staff mobilities previously carried out by our University staff to the institution where the mobility will take place	0 times: +10 1 time: +7 2 times: +5 3 times: +3 4 times and above: 0
12	Having carried out all processes of an Erasmus+ inter-institutional agreement on behalf of the department/University between two application calls/announcements (provided that it is documented)	+2 (per agreement, maximum +10)
13	Visiting a university ranked in the top 500 of the most recent Times Higher Education (THE) or QS World University Rankings general table published as of the application date	+10
14	Failing to carry out the mobility without notifying a waiver within the announced waiver period—except in cases of force majeure—despite having been entitled to receive a grant in the previous application call.	-20

Foreign Language Score

- Valid foreign language exams: UDS, KPDS, YDS, TOEFL, PTE, YOKDIL, IELTS (OSYM equivalence tables will be used). There is no validity period requirement for the foreign language document.
- Staff members who graduated from an undergraduate or graduate program whose medium of instruction is 100% in a foreign language (the language of the activity) are evaluated with a score of 90 out of 100.

- Staff members who have stayed at an institution providing education in a foreign language for at least 1 year are evaluated with a score of **70** out of 100; staff members who have taught in a foreign language for at least 1 year are evaluated with a score of **90** out of 100.

Activities Aimed at the Development of Digital Skills

Training mobilities encompassing the following or similar activities shall be evaluated within this scope:

- Tools related to the European Student Card Initiative (ESCI),
- Digital educational tools, software, and programming,
- IT software and systems concerning the management of higher education institutions,
- Job-shadowing or training courses conducted in these fields.

Requests for location changes made by staff members who receive additional points under this criterion shall not be accepted after selection.

Tie-Breaking Rules

When a selection must be made among staff members who received the same score, priority is first given to staff participating for the **first time**. If the tie persists, priority is given to the staff member with a **longer service period** at Fenerbahçe University.

Staff members wishing to benefit from additional points must upload their supporting documents to the system; otherwise, the relevant points will not be applied.

8. ANNOUNCEMENT OF RESULTS AND OBJECTIONS

- Selection results, along with the scores obtained from the evaluated areas and the criteria used for selection, are announced as **main and alternate lists** on the TURNA Portal and our University's website. In compliance with KVKK (Personal Data Protection Law) and GDPR provisions, full names are not included in the lists; masked identity/registry or application numbers are used in a way that prevents third parties from identifying the applicants..
- Objections to the preliminary evaluation results must be submitted in writing with justifications to **erasmus@fbu.edu.tr** between November 4–6, 2026 (deadline: 17:00 on the final day). Objections are reviewed by the Selection Commission, and final results are announced on November 10, 2026.

9. POST-SELECTION PROCESS AND WAIVER

- A **grant agreement** containing the maximum grant amount calculated for the activity is signed with the selected staff members prior to the mobility. The agreement must bear a wet signature.
- Staff members who decide not to participate in the mobility despite being selected must notify this in writing (via **erasmus@fbu.edu.tr**) by **Tuesday, November 17, 2026, at 17:00**, following the announcement of final results. Staff members who fail to submit a waiver notification within this period and do not carry out their mobility without a force majeure reason will be penalized with a deduction of –20 points in their future applications for the same project type (KA131).
- At the end of the activity, the staff member must submit the certificate of attendance and documents showing travel dates (boarding pass, ticket, passport entry-exit records, etc.) and complete the online **Participant Report** via the Beneficiary Module (BM).

10. GRANT AMOUNT AND PAYMENT

The provided grant is in the nature of a contribution and is not intended to cover all expenses of the period spent abroad. The grant is paid in Euros. Daily grant amounts (Euros):

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

*For activities lasting longer than 14 days, 70% of the daily grant amount is taken as the basis for the 15th day and subsequent days. No grant is paid for days involving no activities or days where it cannot be documented that the activity carried out matches the type of activity.

- Individual support grants are paid for a maximum of **5 (five)** days for staff members; the grant-funded duration cannot be less than 2 days. Days exceeding this duration can be carried out without a grant.
- Individual support grants are provided for one travel day prior to the activity and one travel day following the activity. This support is paid if the staff member proves—via boarding passes or a barcode-authenticated document obtained from e-Government—that they entered and exited the country before the mobility start date and after the mobility end date. In the case of **green travel**, individual support can be provided for up to **6 travel days**.

Travel Support

Travel expenses are supported in addition to the daily grant. The travel grant is determined based on the distance between the location where the staff member is based (Fenerbahçe University, Istanbul) and the activity location (the location of the host institution) using the European Commission “Distance Calculator” (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). The amount corresponding to the kilometers generated in the calculator is the round-trip amount; the amount is not multiplied by two. Connecting flights do not affect the distance. Amounts are in Euros:

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

- **Green travel:** Traveling using low-carbon emission public transport means (bus, train, car-pooling). For the green travel grant, green travel must be used for both departure and return, and more than half of the travel must be performed using green vehicles. Travel using low-emission transport means is expected for distances under 500 km; combining different transport types is recommended for distances over 500 km

- It is assumed that the travel starting point is where our University is located, and the activity location is where the host institution is located. If a different starting point or activity location places the travel into a different distance band, travel documents are requested, and the grant is issued based on the actual distance band.
- Staff members who document that the standard travel grant does not cover at least 70% of their total travel expenses can apply for exceptional travel costs; in this case, the grant that can be received cannot exceed 80% of total expenses, and no separate travel grant is paid according to the distance band.

Participation Without a Grant

Staff members may participate in the activity without receiving a grant if they wish. Applications for grant-free participation must also be made and evaluated alongside other applications. The difference for grant-free staff is that they are not included in budget calculations and receive no payments; not receiving a grant is not a reason for excluding staff from the selection process.

Grant Deductions and Force Majeure

- If the certificate of attendance is not submitted, the mobility is deemed invalid and no grant is paid; if paid, it is reclaimed. Grant deductions are made for shorter-than-planned or inappropriate activities.
- Except for technical reasons, a 20% deduction is applied to the grant—calculated over the number of actual activity days—and travel grant of staff members who do not fill out the Participant Report.
- Activities whose minimum duration cannot be completed are accepted provided that force majeure is documented; per diems for the duration stayed and travel grants according to the distance calculator are paid. The Erasmus Office must be contacted before an event or situation is considered force majeure.

11. INCLUSION SUPPORT

- The Erasmus+ Programme encourages the participation of participants with fewer opportunities. A participant with fewer opportunities is a potential participant who cannot participate in the activity due to their personal physical, mental, or health condition without additional financial support. To grant additional funding to selected staff members in need of inclusion support, our University applies for approval from the National Agency.
- Staff members must submit their requests, including approximate additional expenses and supporting documents (such as a doctor's report not older than 3 months or a disability card), to the Erasmus Office after being selected and before the activity begins. The request is submitted to the National Agency at least **15 days** before the activity starts.
- The requested additional grant must be directly related to enabling the participant's participation in the activity. Inclusion support cannot be allocated after the activity has ended; the final additional grant is provided over documented actual expenditures, and invoices must be retained.
- For detailed information: <https://www.fbu.edu.tr/ogrenci/engelsiz-erasmus-icerme-destegi>

12. IMPORTANT WARNINGS

- Please carefully read this announcement text and the Erasmus+ exchange programs directive before applying. You can send your questions regarding matters not included in the text to erasmus@fbu.edu.tr.

- This announcement text has been prepared based on the provisions of the National Agency's 2026 Project Period KA131 Handbook for Higher Education Institutions. In case of discrepancies between provisions, the provisions of the Handbook and the grant agreement shall prevail.

13. CONTACT INFORMATION

Directorate of International Relations / Directorate of International Cooperations and Exchange Programs

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