

Istanbul University 2023 Erasmus+ Project Period
KA171 (Cooperation with Third Countries Not Associated with the Program
Higher Education Student and Staff Mobility)
Erasmus+ Program
Staff Mobility for Teaching
Announcement

Within the scope of Erasmus Staff Teaching Mobility, lecturers with the status of Professor, Associate Professor, Associate Professor and Lecturer /with PhD can benefit from the program.

Within this framework, a total of **1 quota** was given to the unit applying for the 2023 Project Period Teaching Mobility KA171 project at Istanbul University.

The distribution of the relevant quota according to the units is as follows:

The National Autonomous University of Mexico and Istanbul University Faculty of Political Sciences

All application, selection and placement procedures related to mobility will be carried out with Istanbul University. All applications to be made between **19/04/2024-09/05/2024** will be carried out by considering the Erasmus Bilateral Agreements valid for the Academic Period for which the application is made and their open quotas. The quota information of the Erasmus Bilateral Agreements that are valid for applications can be found on the website of IU Erasmus Institutional Coordination Office.

All applicants will be ranked according to their weighted scores in accordance with the evaluation criteria stated below, and the preference rankings they have created during their application will be considered as final.

The results will be published on the official web page of Istanbul University Erasmus Institutional Office (<https://erasmus.istanbul.edu.tr>) on **10/05/2024**. Lecturers and students who give up their requests during the process are required to submit the Form below to our Erasmus Institutional Coordination Office via e-mail. Following the results of the selection, the preliminary placement list will be announced and all objections regarding the selection and placement will be made to erasmus@istanbul.edu.tr within 3 working days from the date of the announcement.

Application documents must be sent to the Official Mail Address:
erasmus.icm@istanbul.edu.tr

The Necessary Documents for Application:

- 1) **Staff Mobility for Teaching Agreement (can be found on the website : erasmus.istanbul.edu.tr)**
- 2) **Language Certificate**
- 3) **Application Form (can be found on the website : erasmus.istanbul.edu.tr)**
- 4) **Service Scheme (will be supplied from your home / sending university)**

It is necessary to strictly comply with the date range determined for online application procedures and online uploading of application documents.

2023 Project Period Staff Teaching Mobility, it is important that faculty members and students who wish to benefit from the mobility should review the information provided below in detail and follow the official web page of the Erasmus Institutional Coordination Office (<https://erasmus.edu.tr/>) for the announcements to be made regarding the mobility.

ANNEX: Application Requirements and Explanations

2023 Project Period

KA171 Erasmus+ Program Staff Teaching Mobility

Istanbul University and The National Autonomous University of Mexico

- 1) Teaching mobility allows a staff member who is obliged to teach at a higher education institution in Turkey with an ECHE to teach students at a higher education institution in a Third Country Not Associated with the Programme or a staff member who is obliged to teach at a higher education institution in a Third Country Not Associated with the Programme to teach students at a higher education institution in Turkey with an ECHE and to communicate with the counter institution regarding the teaching.
- 2) Teaching mobility is a field of activity that allows for joint academic/educational activities. In addition, it is possible for a higher education institution in a Non-Programme Related Third Country to invite staff from enterprises in a Program Related Country and for a higher education institution in a Program Related Country to invite staff from enterprises in a Non-Programme Related Third Country to teach.
- 3) In the teaching mobility, grants are paid for the days of teaching. For this reason, the teaching program must be specified on a day-by-day basis in the Staff Mobility For Teaching - Mobility Agreement. The duration of the activity for staff mobility for teaching is set as 5 consecutive days excluding travel. However, in order for the activity to be considered as a valid activity, **at least 5 consecutive days and 8 teaching hours** must be given. The staff teaching activity is a day-based activity and the grant payment is made only for the days of the activity related to the teaching activity (and, at the

discretion of the university, for travel days). For this reason, it is necessary to specify the teaching program on a day-by-day basis in the Staff Mobility For Teaching (Mobility Agreement). For details, please refer to the Erasmus+ Handbook for Higher Education Institutions for 2023.

- 4) The mobility must be completed **by July 31, 2026**, the end date of the 2023 Erasmus+ KA171 Project Period. This period should be taken into consideration when receiving the invitation letter.
- 5) Grant payment: Before the staff member goes to the counterpart institution, as the first installment, 70% of the total daily allowance and travel expenses determined by the distance calculator for the total foreseen duration of the activity are paid. The second installment is paid at the end of the activity period, taking into account the exact realization period determined according to the dates in the participation certificate given to the staff, within 45 days after the participant fills in the online EU Survey defined to the e-mail address of the participant, the remaining amount is paid or a refund order is issued if a refund is to be made. Since the completion of the questionnaire can be seen on the system, there is no need to submit a separate document. Except for technical reasons, staff who do not complete the participant questionnaire will be deducted 20% of the total final grant.
- 6) For grant payments, documents must be submitted within 20 days before the start of the activity. Submission of documents after the start of the activity will not be accepted and no grant payment will be made to the relevant personnel.
- 7) Provided that the force majeure can be documented (notified to the Institutional Coordinator within 3 working days), activities where the minimum period cannot be completed are accepted; the grant is awarded for the period of stay and travel expenses are paid based on the distance calculator. When an event or situation is considered as force majeure, the Erasmus Institutional Coordination Office should be contacted first.
- 8) In order for online application procedures to be carried out and application documents to be uploaded online, the specified date range must be strictly adhered to. The application portal configured on the E-government Gateway will remain open between **22/04/2024-16/05/2024** and no application or document entry will be possible after the specified date and time.
- 9) Accepted staff with mobility requirements can also benefit from the program without a grant if they wish. In order to benefit from the activity without a grant, an application must be made, the application must be evaluated together with other applications and the staff must submit documents. The difference for non-grant staff is that they are not included in the budget calculations and are not paid. Not receiving a grant is not a reason for staff not to be included in the selection process. The above-mentioned rules also apply for non-grant personnel and documents must be submitted.

Erasmus+KA171 Teaching Mobility Waiver Form

For the 2023 Project Period year, it is important that the staff who will not be able to realize the mobility although they have been selected for the year, fill out the form above and notify the Erasmus Institution Coordinatorship

Name Surname Title of Personnel	
Faculty and Department	
Phone and E-mail Address	
Name of the University/Institution	
Dates of departure	
REASON(S) FOR NOT GOING	

Personnel Title
Name, Surname and Signature

...../...../ 2024

For the 2023 Project Period Erasmus KA171 **Staff Teaching Mobility**, it has been decided to apply the following evaluation criteria in the selection process.

Teaching Evaluation Criteria	Points
Martyr / Veteran Relative Personnel	+15
Disabled personnel (50% and above)	+10
Artificial Intelligence related activities are prioritized within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency Digital Transformation Office	+10
Unit Staff Applying for KA171 Project	+20
First time participation in mobility	+10
Foreign Language Certificate (60 points and above)	+15
Staff of departments or units not previously involved in the exchange activity	+10
Faculty / Institute / Department Erasmus Coordinator	+15
Mobility to country of citizenship	-10
Benefiting from the same Program 1 year ago	-10
Benefiting from the same Program 2 years ago	-8
Benefiting from the same Program 3 years ago	-6

Daily Grant Amounts by Countries Visited

The amount of per diem to be paid to the staff who will benefit from staff mobility is calculated by taking into account the amounts specified in the table below according to the country of destination and the duration of the visit. The amounts shown in the table are in Euro.

Sending Country	Receiving Country	Daily grant amounts (EUR)
Türkiye	Non-Program Related Third Party Countries in Regions 1-12	180
Non-Program Related Third Party Countries in Regions 1-12	Türkiye	140

For staff mobility activities lasting longer than 14 days, 70% of the daily grant amount given above for the 15th and subsequent days should be taken as the basis for daily allowance. 27 No grant payment will be made for days that do not include any activity or cannot be documented to have been carried out in accordance with the type of activity carried out.

Daily Calculations

Staff activity durations and grants are estimated before the start of the activity. After the end of the activity, the actual duration and grants must be recalculated. Staff teaching and training activities are day-based activities and grants are paid only for the days of the activity (and, at the university's discretion, for travel days) that correspond to the scope of the activity. The duration of the staff member's activity is fully grant-funded or the activity can be carried out completely without grant, i.e. "zero-grant". There is no option for partial granting of the activity period.

Travel Expense Calculations

The amount of travel expenses to be paid to the staff benefiting from the staff mobility activity should be calculated using the "Distance Calculator". The distance calculator can be accessed from the link below:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Using the distance calculator, the km value between the two points from the personnel's residence to the activity location should be determined and the travel grant should be calculated using the table below. The kilometer shown in the distance calculator is the round-trip figure for the grant in the table below, and the amount in question is not multiplied by two. The fact that the personnel travels with a connection does not affect the distance reached with the above-mentioned distance calculation.

Obtained "km" value	Grant amount amount (Euro)	Green Travel Grant Amount (Euro)
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 and above	1.500 €	-

It is assumed that the starting point of the trip is where the sending organization is located, and the place where the activity is carried out is where the host organization is located. If a different starting point or place of activity is reported, the reason for this difference is stated in the report. Since the travel grant will be given as a lump sum, there is no need to keep documents showing the travel expenses of the personnel in the file.

However, if the higher education institution has decided to grant grants for travel days, appropriate documents such as boarding passes, bus/train tickets/passport entries and exits should be kept to determine the round-trip days.

Personnel who choose to travel in the Green Travel type are given individual support for up to 4 days for their travel days. In case of using sustainable means of transportation (green travel); A declaration of accuracy signed by the travel grant recipient and the sending institution will be used as supporting documentation.