

2023-2024 ACADEMIC YEAR
ERASMUS+ KA131 EU
STAFF MOBILITY OF TEACHING/TRAINING
APPLICATION ANNOUNCEMENT
(PROJECT YEAR – 2022)

8 July 2024	2023-2024 Erasmus+ Staff Mobility application start date
14 July 2024	2023-2024 Erasmus+ Staff Mobility application end date
15 July 2024	Announcement of Evaluation Results at https://international.ihu.edu.tr
16 July 2024	Deadline for petitions of appealing to the Evaluation Results
17 July 2024	Announcement of Final Results at international.ihu.edu.tr (in case of any change)
17 July 2024	Deadline for staff who have renounced their Erasmus right to submit their “waiver petitions” to the Erasmus and International Programs Department
18 July 2024	Announcing new candidates from the substitute list, after the waiving of main candidates

* Potential updates to the application calendar will be shared at <https://international.ihu.edu.tr> and Instagram account (www.instagram.com/ihu.international/). It is highly recommended that our staff follow our announcements regularly. Quotas are explained below.

** All activities must terminate before **30.07.2024**.

*** In case of change of mobility date or institution for accepted candidates, he/she needs to write a petition to the Erasmus and International Exchange Department. The Commission will evaluate petitions and respond within 2 weeks generally.

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WHO CAN APPLY ERASMUS+ STAFF MOBILITY?

- Academic and administrative staff who are full/part time employed and actively working in the institution for more than 6 months.
- Research assistants who do not have official authority to teach cannot participate in Teaching Mobility, but they can participate in Training Mobility.
- Staff employed through service procurement cannot apply Erasmus+ Staff Mobility.

In order for Staff Teaching/Training Mobilities to be considered as a valid activity;

- Mobility's activity date range must be on weekdays (i.e. mobility must start and end on weekdays).
- Mobility duration to Program Countries 1-3 must be **at least 2 days**, whereas mobility to non-Program Countries (Region 1 to 12) must be **at least 5 days**. The activities of this call have to finish **before 30.07.2024**.
- A participant can travel on the day of activity, but the participant has to perform activity on the day of travel.
- Teaching/Training Mobility is a day-based activity and grant is given only for days spent in mobility.
- The program, work plan and activities must be specified on a daily basis in the Mobility Agreement.
- The program must consist of 8 hours of activity in terms when the activity duration is between 2 to 5 days. In cases where the activity takes place longer than 1 week, the required course hours should increase proportionally. (For example, since it is obligatory to teach at least 8 hours in an activity that will last for 1 week, at least 16 hours of lessons must be given in an activity that will last 2 weeks.)
- In cases where teaching and training activities are carried out together, the minimum teaching period is one week or a short duration, i.e. 5-30 days.
- Ibn Haldun University Erasmus and the International Program Department cannot allocate grants for more than 5 days due to shortage of project budget and for serving the aim of increasing inclusion amongst members. Staff who wish to participate in the mobility for more than 5 days should use her/his own means.
- If the staff's mobility activity is found to be less than 2 days in the participation

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certificate, the activity is deemed invalid and no grant payment is made to the staff.

WHAT ARE THE DOCUMENTS THAT SHOULD BE UPLOADED TO THE APPLICATION PORTAL?

1. Invitation Letter (**Mandatory**)
2. Scan of Turkish ID or residence permit (**Mandatory**)
3. Teaching/Training Mobility Agreement (The general objectives, content and expected results of the program should be explained and the Mobility Agreement must be signed and stamped by the authorized units of both higher education institutions) (if available)
4. TOEFL/YDS/YÖKDİL/e-YDS/e-YÖKDİL Exam Result (if available)*
5. Document verifying disability and disadvantage of the applicant with the specified criteria (if available) **

* Language test results taken within the **last 5 years** are valid.

** Check the Assessment Criteria Table given below in this document.

WHERE DO I APPLY?

Applications must be made through TURNA PORTAL <https://turnaportal.ua.gov.tr> until the deadline announced by the Erasmus and International Programs Department.

WHAT ARE THE STEPS TO FOLLOW FOR THE APPLICATION AND LATER AFTER ACCEPTANCE?

1. For Teaching/Training mobility, the Erasmus and International Programs announces information regarding the mobility date ranges, deadlines, application documents, active agreements, the number of quotas for the agreements and which departments/units can apply for each quota.
2. For Teaching Mobility, staff can apply only within the existing bilateral agreements of the department.
3. For Training Mobility, staff can exceed out of the agreements and contact individually to any EU or program country, where the desired organization is

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contacted via email, telephone, fax or letter. Organizations that can be visited for training can be enterprises, training centers, research centers, chambers and associations of commerce, schools, foundations, non-profit organizations, career guidance organizations, professional counseling and guidance organizations, higher education institutions and other organizations specified in the Erasmus+ Program Guide. In this context, what is meant by an eligible enterprise is any private or public institution/organization and any enterprise engaged in any economic activity, including social economy, regardless of their size, legal status and the economic sector in which they operate. You can also check this link: <http://staffmobility.eu>

4. An invitation letter is requested from the receiving institution for application.
5. Staff who meet the necessary conditions are determined based on the criteria announced by the Erasmus and International Programs Commission.
6. **The selected staff must submit a petition regarding the assignment by attaching the invitation letter to the relevant Unit Manager/Faculty Dean/Institute Directorate.**
7. Approval letters are sent to the Erasmus and International Programs Department for information, to the Human Resources Department for assignment.
8. Academic Staff / Administrative Staff must open a Euro account at Ziraat Bank branch to receive the grant.
9. After the letters reach the relevant units, a contract is prepared together with the Erasmus and International Programs Department and the participating staff.

HOW IS THE EVALUATION MADE?

Applications will be evaluated by the IHU Erasmus and International Programs Admission Commission and are evaluated based on the criteria determined by the Turkish National Agency during the evaluation.

- ❖ The **expected quota** for Staff Mobility for Teaching and Training is maximum 8 in total. The quota will vary depending on the receiving country of applicants.
- ❖ For Training and Teaching Mobility, departments are classified as following:

ADMINISTRATIVE/ACADEMIC DEPARTMENTS	ADMINISTRATIVE/ACADEMIC DEPARTMENTS
Department of Information Services	Department of Religious Studies

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Department of Administrative and Financial Affairs	Department of Islamic Studies
Department of Art, Culture and Sports	Department of Education
Department of Student Affairs	Department of Psychology
Department of Human Resources	Department of Sociology
Faculty Secretariat	Department of Philosophy
Institute Secretariat	Department of Comparative Literature
Registrar's Office	Department of History
Office of Legal Affairs	Department of Political Science and International Relations
Human Resources	Department of Economics
Career Center	Department of Law
Project Support Office	Department of Management
Institutional Analysis and Quality	Department of Media
International Office	Writing Center
IPAM	School of Language
REDAM	Media Center
IHUSEM	IHU TÖMER
Sport Center	Department of Arabic Language
Library	Department of English Language
Haydar Aliyev Research Center	Department of Publishing
General Secretary and Day Care Center	Rectorate
Board of Trustees	

- ❖ In faculties/administrative departments with more than one application, only one staff from the same department can receive a grant for the Staff Mobility of Teaching/Training (for example, only one staff in the History Department can have a grant for Staff Mobility for Teaching). Positions of staff depending on the department will be asked from the Human Resources Department.
- ❖ Within the scope of Teaching/Training Mobility in the 2023-2024 Academic Year, respectively;

Participating in the mobility for the first time	+20
Benefit from previous related activity	-10
Having applied from the unit that will be involved in the mobility for the first time	+10
Attended 1 time	+8
Attended 2 times	+5
Attended 3 times	+2,5
Attended 4 times or more	0
Applying to an institution that has not been visited before	+10
Applying to an institution that has been visited before	+5
Attended 2 times	+2,5
Attended 3 times	+1,5
Attended 4 times or more	0
Applying to KA-131 Staff Mobility more than once in the same academic year	-5
Applying to two mobility types at the same time (reduction is applied to the applicant's preferred mobility type)	-10
Contributing to the signing of a new Erasmus agreement (if the agreement is for only staff mobility)	+5
Contributing to the signing of a new Erasmus agreement (if the agreement is for both student and staff mobility)	+10
Being an Erasmus (Academic Unit) Coordinator more than 12 months	+5
Having withdrawn late from the previous application call	-20
Language Score (English)	10%
Language Score (Country of Mobility) **	20%
Disabled staff ***	+20

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Veteran staff, staff with martyr in the first degree family, veteran spouses and children	+10
Participating in the Training Mobility as an administrative staff	+10
Activity consisting artificial intelligence	+5
Staff with their first degree relatives or themselves, residing in recent February 6 earthquake region of 17 cities or a district of Türkiye **** (The provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, Şanlıurfa, Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and Gürün district of Sivas) 1st degree relatives mean: mother, father, child, spouse	+10
Working Duration at IHU	+

****** Only a single foreign language test result will be included in the scoring. The exam result with the highest scores for more than one language is taken into consideration.

******* Disability card or disability health report (Health report must not be older than 3 months and must be obtained from public hospitals' boards that are fully equipped with the authority to issue disability reports and deemed by the Ministry of Health) must be uploaded to the TURNA PORTAL before the end of application.

******** This additional point will be applied to the preferred application of staff who have more than one application. If the relative of the staff is an earthquake victim, the staff has to prove his/her relative's residency (Tarihçeli Yerleşim Yeri Belgesi of the staff's relative from e-devlet) and also their degree of relationship (Tam Aile Kayıt Örneği from e-devlet). As a second option, the staff can upload a document from AFAD (wet-signed or retrieved from e-devlet) for proving the aid of his relative per his victimness. In both cases, documents must be uploaded to the TURNA PORTAL before the end of application.

Evaluation results will be announced on the website of the Erasmus and International Programs according to the dates in the application calendar.

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WHAT ARE THE GRANT AMOUNTS FOR TEACHING/TRAINING MOBILITY?

Countries For Mobility	Daily grant amounts (€)
Group 1 Program Countries: Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	162
Group 2 Program Countries: Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	144
Group 3 Program Countries: Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia	126
Region 1: Albania, Bosnia and Herzegovina, Kosovo, Montenegro Region 2: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine Region 3: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia Region 4: Russia Region 5: Bangladesh, Bhutan, Brunei, Cambodia, China, DPR Korea, Hong Kong, India, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam Region 6: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan Region 7: Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen Region 8: Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu Region 9: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe Region 10: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela Region 11: Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname, Trinidad & Tobago Region 12: United States of America, Canada	180

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In staff mobility activities that last longer than 14 days; for the 15th and later days, 70% of the above-mentioned daily grant is taken as a daily basis. But Ibn Haldun University Erasmus and the International Program Department cannot allocate grants for more than 5 days, due to shortage of project budget and for increasing the inclusion of applicants.

WHAT IS THE GRANT SUPPORT FOR TRAVEL EXPENSES?

The staff will receive grant support for the amount of travel expenses and is calculated using the Erasmus Commission's Distance Calculator.

It is assumed that the starting point of the trip is the sending organization and the place where the activity is carried out is the host organization.

Obtained "km" value	Grant Amount (Euro)	Green Transport Grant Amount (Euro)
10-99 km	23 €	
100 - 499 km	180 €	210
500 - 1999 km	275 €	320
2000 - 2999 km	360 €	410
3000 - 3999 km	530 €	610
4000 - 7999 km	820 €	
8000 km and beyond	1.500 €	

Within 45 days from the entry into force of the contract, a pre-financing payment is made to the beneficiary, corresponding to a maximum of 80% of the maximum grant amount. The remaining 20% is calculated by the office after the return documents are delivered to the Erasmus and International Programs Department.

WHAT ARE THE DOCUMENTS TO BE DELIVERED AFTER RETURNING FROM ABROAD?

The originals of the following documents should be submitted to the Erasmus and International Programs Department.

- Certificate of Participation from the Institution of Visit
- Teaching/Training Agreement (wet signed and sealed)
- E-Devlet Entry/Exit Document (<https://www.turkiye.gov.tr/emniyet-yurda-giriscikis-belge-sorgulama>)
- EU Survey
- Participant Final Report (with Testimonials)

IS IT POSSIBLE TO PARTICIPATE IN MOBILITY AS STAFF WITHOUT

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GRANTS (“0” GRANT)?

Eligible applicants who meet the specified criteria but were not awarded a grant due to budget limitations can participate in the mobility program without grant by submitting a petition to the Erasmus and International Programs Department. That means standby staff have the opportunity to participate in mobility by using their own means.

IS THERE ADDITIONAL GRANT SUPPORT FOR DISABLED BENEFICIARIES?

Beneficiaries with disabilities participating in the Erasmus+ Program can be given additional grants to assist their special needs in addition to the standard grants they receive. Acceptance letter received from the host institution abroad should state that the institution is aware of the needs of the staff and that they can accept the participant.

In order to be able to receive additional grant to disabled staff, Erasmus+ and International Programs Department should request an additional grant for the staff from the Turkish National Agency. Additional grant requests can be made within the contract period, but in any case, up to 60 days before the end of the contract. Staff with disability will need to contact the Erasmus and International Programs Department for filling the “SPECIAL NEEDS SUPPORT ADDITIONAL GRANT REQUEST FORM”. The National Agency evaluates each application individually; it decides whether an additional grant can be given and, if so, the appropriate amount of grant. The forms will be forwarded to the National Agency by the Erasmus and International Programs Department of our university.

For detailed information on the whole Staff Mobility for Teaching/Training, you can check our website <https://international.ihu.edu.tr/en/outgoing-staff-exchange> or contact the Erasmus and International Programs Department.

Erasmus and International Programs

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