**ERASMUS STAFF MOBILITY FOR TEACHING AND TRAINING**

**CALL FOR APPLICATIONS
(2022 and 2023 Project Periods)**

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| **WHO CAN APPLY?** |

**TEACHING MOBILITY:** Academic staff who are obliged to teach at our university

**MOBILITY TO RECEIVE EDUCATION:** Academic-administrative staff employed at our university

\*Academic and administrative staff must be legally employed by "Yeditepe University".

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| **APPLICATION DEADLINE** |

**29 March 2024 (16:00)**

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| **ACTIVITY DATES\*** |

**Within the scope of the 2022 Project: 22 April 2024\* – 31 July 2024**

**Within the scope of the 2023 Project: 22 April 2024\*\* - 1 February 2025**

**\* For activities to be carried out before July 31, 2024, it is recommended to apply for the 2022 project application call.**

**\*\*For activities to be carried out after July 31, 2024, application must be made to the 2023 project application call.**

**IMPORTANT NOTE:** When determining your activity dates, the application evaluation process and travel preparations (visa, flight ticket) should be taken into consideration. It is not possible for mobilities to be carried out after the specified dates due to project durations.

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| **INFORMATIVE SEMINARS** |

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|  | **March 13, Wednesday** | **19 March, Tuesday** | **21 March, Thursday** | **Tuesday, March 26** |
| **Academic****staff** | **10:30** [**https://meet.google.com/hji-qxep-bck**](https://meet.google.com/hji-qxep-bck) |  |  | **16:30**[**https://meet.google.com/hji-qxep-bck**](https://meet.google.com/hji-qxep-bck) |
| **Administrative Staff** |  | **16:30** [**https://meet.google.com/hji-qxep-bck**](https://meet.google.com/hji-qxep-bck) | **12:30**[**https://meet.google.com/hji-qxep-bck**](https://meet.google.com/hji-qxep-bck) |  |

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| **APPLICATION DOCUMENTS** |

Applications will be received by logging in via **E-government at** <https://erasmusbasvuru.ua.gov.tr/>.

The documents in the list below will be uploaded to the portal.

1. **Work Plan: Draft Training/Teaching Agreement,** which will include the activities to be carried out on a daily basis (After this document is signed by the applicant, it is not necessary to have it signed by the institution to be visited during the application phase, but it must be signed by the supervisor at Yeditepe University (whose approval is taken for assignment and annual leaves) . If the application is accepted, it is expected that the content of the form to be approved will be largely the same. In this context, it is recommended to exchange views with the other institution regarding the content.)

Lesson Plan (Teaching) and Business Plan (Receiving Training) are available in the "Documents" tab [in the link](https://international.yeditepe.edu.tr/uluslararasi/giden-personel) .

1. **Acceptance certificate** (An e-mail containing the activity type and dates is sufficient during the application phase.)

A copy of the acceptance certificate is available in the "Documents" tab [in the link](https://international.yeditepe.edu.tr/uluslararasi/giden-personel) .

1. Other documents specified in the evaluation criteria (such as disability, language certificate, if any)
	* The language score of academics who have worked for more than one year in the department that provides education in a foreign language (the language in which the activity will take place) will be calculated as 90. No supporting documents are required.
	* If the administrative staff graduates from a university that provides education in foreign languages, the language score will be calculated as 90. In the application form, "Other Exams" must be selected in the Foreign Language section and a diploma must be uploaded.

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| **EVALUATION CRITERIA** |

All applications will be evaluated by the Yeditepe University Erasmus Commission within the framework of the evaluation criteria approved by the Rectorate.

[Click](https://international.yeditepe.edu.tr/sites/international.yeditepe.edu.tr/files/inline-files/personel-hareketliligi-degerlendirme-olcutleri-2023.pdf) for evaluation criteria .

[Click here](https://international.yeditepe.edu.tr/sites/international.yeditepe.edu.tr/files/inline-files/2015-24-personel-faaliyet-bilgileri-8-mart-2024.pdf) for information about previously visited institutions and countries included in the evaluation criteria .

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| **MOBILITY TYPES – DURATIONS – HOST INSTITUTIONS** |

The 3 types of Staff Mobility (Teaching, Training, Combined) are explained below.

1. **TEACHING MOBILITY**

It is a field of activity that allows a staff member who is responsible for teaching to teach students at an ECHE-holding higher education institution that is a partner in one of the program countries, and to carry out academic/educational activities jointly with the other institution in relation to teaching.

**Host institutions:** Mobility can be carried out in universities with which the department/program where the academic staff works has an agreement within the scope of Erasmus, within the framework of the quotas specified in the agreements. [**Click**](http://international.yeditepe.edu.tr/tr/international/agreements/anlasmalar) **for Erasmus Agreements .**

**Mobility duration:** In order for the activity to be considered a valid activity, it must last at least 2 consecutive days and 8 lesson hours must be taught.

1. **TRAINING MOBILITY**

Within the scope of this activity, it is possible for academic or administrative staff to receive various trainings (such as on-the-job training, observation processes) to improve their skills in matters related to their current job. Conference participation cannot be supported within the scope of the activity.

**Host institutions:** It is also possible to attend a higher education institution or a business that has an ECHE (Higher Education Erasmus Charter). The enterprise you will go to for training may be an education center abroad, a research center, a higher education institution or another organization that meets the definition of a business.

**Mobility period:** In order for the activity to be considered a valid activity, it must take place for at least 2 consecutive days and full time.

1. **COMBINED MOBILITY**

Staff mobility can be achieved by combining teaching activities with training activities. This combination is considered as a whole lecturing activity, therefore the host institution must be among the contracted institutions.

In cases where teaching and training activities are carried out together, the minimum teaching period is one week or 4 hours for short-term activities.

Teaching or training activities may take place at more than one host institution/organization in the same country. A separate acceptance letter must be uploaded for each institution to be visited (as a single pdf file). This is considered a single teaching or training activity for which the minimum activity period applies.

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| **GRANTS** |

Although it is envisaged to allocate a grant for a total of 7 days (2 travel and 5 activity days) to an academic/administrative staff member for mobility, in order for more staff to benefit from the activity, the grant allocation will be **2 or 3 days for the activity period and 2 days for the travel days (4 or 5 days in total). ) can be limited to** . If the activity and the travel day are on the same day, a single-day grant payment is made.

**If the staff wishes, they can participate in the activity without receiving a grant or with a partial grant.** In order to benefit from the activity without or with a partial grant, an application must be made and the application must be evaluated together with other applications.

Program Country groups and daily grant amounts according to the cost of living determined by the European Commission;

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| **Country groups** | **Host Countries During the Mobility** | **Daily grant amounts** |
| Group 1 | Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway | 162 € |
| Group 2 | Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece | 144 € |
| Group 3 | Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia | 126 € |

The amount of travel expenses to be paid to staff benefiting from the staff mobility activity should be calculated using the "Distance Calculator". The distance calculator is available at the following link: <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm>

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| **Obtained “km” value** | **Grant amount (Euro)** | **Green Travel\* Grant Amount (Euro)** |
| Between 10-99 km | 20€ | - |
| 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 | - |

\*Buses, trains and car sharing are considered low-emission transportation vehicles within the scope of green travel.

\* In order for the trip to be considered within the scope of green travel, both departure and return must be made with green travel vehicles. For exceptional cases, the National Agency is consulted.

\*Employees who prefer Green Travel type travel are given individual support for up to 4 days for their travel days.

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| **DISABLED STAFF** |

Financial support can be provided to cover the additional support that disabled academic/administrative staff may need during their mobility participation (accompanying accommodation and travel expenses, etc.).

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| **INVITING STAFF** |

Within the scope of staff teaching mobility, it is also possible to invite staff working in an enterprise located in one of the program countries to give lectures to our University's students, but since the grant amount allocated to our University is limited, no grant can be allocated for this type of mobility.

**FOR COMMUNICATION:**

International Exchange and Cooperation Office

erasmus@yeditepe.edu.tr

Rectorate Building, 1st Floor