



ERASMUS +

### ERASMUS+ TEACHING-TRAINING MOBILITY

**2022-2023** Academic Year Erasmus+ Teaching-Training Mobility applications started for our university academic and administrative staff. Candidates applying for this posting are deemed to applied to Erasmus+ Project number **2020- 1- TR01- KA103- 083096**

**APPLICATION DATES:** 01.02.2022- 01.03.2022

ACADEMIC STAFF	ADMINISTRATIVE STAFF
<b>TEACHING MOBILITY</b>	<b>TRAINING MOBILITY</b>
<p>Staff Teaching Mobility is the field of activity that enables a staff teaching at an ECHE-holding higher education institution in Turkey to teach students at an ECHE-holding higher education institution in one of the program countries and to carry out joint academic activities with institution.</p> <p>Staff tutoring is a day-based activity and grants are paid for the days taught. For this reason, the teaching program must be specified on a day-to-day basis in the Mobility Agreement document.</p> <ul style="list-style-type: none"><li>It is obligatory to attend a contracted university in order to benefit from teaching mobility.</li></ul> <p><u>Program Duration:</u></p> <ul style="list-style-type: none"><li>The duration of the activity is a minimum of 2 working days and a maximum of 2 months, excluding travel. However, in order for the activity to be considered a valid activity, at least 8 lesson hours must be given.</li></ul>	<p>Staff Training Mobility is the field of activity that allows any personnel employed in an ECHE-holding higher education institution in Turkey to go to and receive training in an ECHE-holding higher education institution or related institution in the program countries.</p> <ul style="list-style-type: none"><li><b>It is a full-time education mobility and grant payment is made for full-time education periods.</b></li><li>For this reason, the teaching program must be specified on a daily basis in the Mobility Agreement document.</li><li>• Conference participation is not supported within the scope of the activity.</li></ul> <p><u>Program Duration:</u></p> <ul style="list-style-type: none"><li>The duration of the activity is a minimum of 2 working days and a maximum of 2 months, excluding travel.</li></ul>
<b>Quotas:</b>	
<b>Activity Type:</b> <b>Staff Teaching Mobility</b>	<b>The Number of Participants:</b> <b>0</b> (Since it was acted in accordance with the grant remaining within the scope of the relevant project, no waiver or failure to participate in the mobility occurred

	in the quota of the candidates selected in line with the results of the teaching mobility evaluation.
<b>Staff Training Mobility</b>	<b>3</b>

## APPLICATION DOCUMENTS:

- 1) Application Form :
- 2) CV (English and Turkish)
- 3) Foreign language certificate obtained in the last five years

( If you do not have any documents to submit, you can take the Erasmus Language Exam conducted by our School of Foreign Languages under the administration of our Erasmus Institutional Coordinator. The threshold score is 60. Those who score 60 points or more will be evaluated by our administrative and academic staff. The Erasmus Language Exam date and information for our personnel who do not have a Foreign Language Score will be announced after the applications are over.

The specified application documents will be sent to the e-mail address of Gülşah KESENTAŞ, Erasmus Institution Coordinator, gulsah.kesentas@gedik.edu.tr. Your transaction will be completed when you receive the "Delivered" response as an e-mail stating that it has been received after it has been sent online by adding "Name-Surname and Erasmus+" to the subject line of your e-mail. Applications will only be accepted online by sending the application documents to the specified e-mail address.

## EVALUATION:

Depending on the amount of grant given by the university's contracted institution and the National Agency, among the personnel who apply by submitting their forms on the relevant dates, the selection process is made according to the criteria determined below.

- The base score will be 40 points.
- %40 of the foreign language score is valid.
- The personnel who will participate in the mobility for the first time are given priority in the selection (Obligatory)
- Administrative Staff is given priority in the Training Mobility. (Obligatory)
- Activities for the development of digital skills are prioritized in the Training Activity. (Obligatory)
- Disabled personnel are given priority.(Obligatory)
- Veteran personnel and martyrs and their spouses and children are given priority.(Obligatory)
- It is mandatory for Academic and Administrative Personnel to have knowledge of the language in Teaching and Training Mobility.( In addition, the foreign language level is prioritized.)
- Priority is given to departments or units that were not involved in personnel mobility before.
- Mobility in the country of origin is given low priority.

## GRANT:

Countries where personnel mobility activities can be carried out are divided into four (4) groups according to their living standards and daily grant amounts are determined for country groups. In addition to the daily grant amount to the personnel who will participate in the mobility, a grant payment is made using the "Distance Calculator" for travel expenses. The grant given to the personnel benefiting from the personnel mobility is a contribution; It is not intended to cover all the expenses related to the period spent abroad.

### **Personnel Mobility Daily Individual Support Grant Amounts Calculation Table:**

<b>Country Groups</b>	<b>Host Countries in Mobility</b>	<b>Daily Grant (Euro)</b>
1st Group Program Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway 14.Region Countries	153
2nd Group Program Countries	Germany, Austria, Belgium, France, South Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece 5.Region Countries	136
3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	119

### **Staff Mobility Travel Expenses Calculation Table:**

Through the distance calculator, the km value between two points from the place where the personnel is settled to the place of activity should be determined and the travel grant should be calculated using the table above. The number of kilometers calculated in the distance calculator is the round trip figure in return for the grant in the table below, and the amount in question is not multiplied by two.

(You can reach the Distance calculator at the link address: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm))

It is assumed that the starting point of the trip is at the sending organization and the place where the activity is carried out is the location of the host organization. If the travel starting point is in a city different from the city where the sending institution is located, or if the activity takes place in a city other than the city where the host institution is located, travel invoices are requested and grants are awarded according to the distance band. If a different starting point or place of activity is reported, the reason for this difference is stated in the report, documents showing the travel start and end points and invoices are kept in the personnel file to be presented in possible audits.

<b>Travel Distance</b>	<b>Standard Travel Grant Price (Euro)</b>
Between 10-99 km	23
Between 100-499 km	180
Between 500 - 1999 km	275
Between 2000-2999 km	360

Between 3000-3999 km	530
Between 4000-7999 km	820
8000 km and above	1.500

### **Making Grant Payments:**

A contract containing the grant is signed with the selected person based on the periods in their letters. Grant Payments will be made in two installments, 80% of which will be before the mobility and 20% will be after the mobility, which will be included in the Grant Agreement.

The first payment is deposited into the personal Euro account forwarded by the staff within 30 calendar days following the signing of the contract.

In addition to the standard grant, additional grants may be given to disabled personnel to assist their special needs.

If the participant has an additional grant request, the additional costs are determined and the Special Needs Support grant application form is requested from the National Agency. The additional grant amounts requested and why they are needed are shown in detail in the application form as requested. The requested grant must be directly related to the purpose of enabling the disabled participant to participate in the activity. Expenditures that are not based on documents or that are above the handicapped beneficiary grant given by contract are not considered appropriate even if they are made.

### **Deductions in Grant Payments:**

In cases where the activity does not take place, no grant is paid to the beneficiary. If the documents proving participation in the mobility are not submitted by the university within one month after their return, the remaining grant amount (20%) is deducted and is not paid, in addition, the originally paid grant is collected. In addition, grant deductions are made for activities that are less than planned or inappropriate.

### **Second Time Grant Receipt:**

In accordance with the national priorities determined by the EU Commission and the Center, it is foreseen that a staff member will benefit from the mobility of teaching staff once and receiving training once, within the same contract period, in order for more staff to benefit from the activities.

However, if there is no application to evaluate the change potential and this is documented, it may be possible for the same personnel to participate in the same personnel mobility activity more than once within the same contract period.

### **No Grant (“0” Grant) Personnel Status:**

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

The difference of the non-grant personnel is that the personnel are not included in the budget calculations and they are not paid. Failure to receive a grant is not a reason for staff not to be included in the selection process.

*If you have any questions or problems, contact the Erasmus Coordinator:*



### **Gülşah KESENTAŞ**

Erasmus Koordinator / Erasmus Coordinator  
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**31.01.2022**

