

ISTANBUL GEDİK UNIVERSITY ERASMUS+ STAFF TEACHING MOBILITY GUIDE FOR THE 2024-2025 ACADEMIC YEAR

Information regarding the Erasmus+ Staff Teaching Mobility is provided below. The mobility schedule is published before the application period begins.

HOW TO APPLY? Applications will be made online via the <https://turnaportal.ua.gov.tr> website using e-Government login credentials. Candidates can apply by answering all the questions specified in the announcement and uploading all required documents to the system completely. Applications with missing documents will be considered invalid.

APPLICATION DOCUMENTS

1. **Invitation/Acceptance Letter:** An invitation letter from the university where the teaching activity will take place or a screenshot of the correspondence showing preliminary acceptance must be uploaded to the application system or submitted in person or via email to the Erasmus Coordination Office after the application.
2. **Disability Status:** Candidates with disabilities must upload their Disability Health Board report or a copy of their disability card to the application system.
3. **Status as a Veteran or Martyr's Child:** Candidates who are veterans or children of martyrs must upload documents proving their status to the application system.
4. **Foreign Language Certificate:** Candidates may use valid foreign language exam results from the last five years, such as YDS, e-YDS, YÖKDİL, or other equivalent exams recognized by ÖSYM, instead of taking the Erasmus foreign language exam conducted by the School of Foreign Languages (YDYO). Candidates wishing to use their exam scores must upload their foreign language exam result documents to the system during the application or submit them in person or via email to the Erasmus Coordination Office. Candidates using these results must have a minimum score of 60 according to the English foreign language exam scores or the corresponding conversion tables. When calculating the foreign language score, 20% of the score according to the conversion tables will be included in the calculation.

Candidates who do not have YDS, e-YDS, YÖKDİL, or equivalent foreign language exam scores (valid for the last five years) are required to take the foreign language exams conducted by the School of Foreign Languages. The format, location, and date of the exams will be announced on our university's official website and communicated to candidates via email.

Candidates must accept responsibility for the accuracy of all information in the documents they have entered into the system. Inaccurate information will render the application invalid.

WHAT IS STAFF TEACHING MOBILITY?

Staff teaching mobility refers to the activities that allow personnel who are obligated to teach at a higher education institution holding the Erasmus Charter for Higher Education (ECHE) in Turkey (including professors, associate professors, assistant professors, and lecturers) to teach at a higher education institution in a program country that also holds the ECHE. This mobility enables the staff to conduct teaching for students and staff and to engage in collaborative academic/educational activities with the partner institution.

For teaching mobility, it is required that there is a bilateral agreement between the department at ISTANBUL GEDIK UNIVERSITY and the university to which the personnel will go, and that both institutions hold the ECHE.

DURATIONS OF STAFF TEACHING MOBILITY

For staff teaching mobility, the duration of the activity must be at least two consecutive days for mobilities involving program countries (excluding travel) and at least five consecutive days for mobilities involving non-program countries. In both cases, the maximum duration of the activity is two months. To be considered a valid activity, the staff member must engage in at least 8 hours of teaching.

Selected personnel are required to upload the invitation letters from the institution where they will conduct their activities to the application system or submit them via email to the Erasmus Coordinator's Office after receiving the acceptance letter (if applicable).

In cases where it is not clearly indicated in the program or participation certificate that the beneficiary has taught for at least 8 hours in total, the activity will be deemed invalid, and no grant payments will be made to the beneficiary. If any grant payments have already been made, they will be reclaimed.

According to national priorities set by the European Commission and the Central Agency, to allow more personnel to benefit from these activities, it is anticipated that a staff member can participate in only one staff teaching mobility and one staff training mobility during the same contract period. However, if there is no application to assess the exchange potential and this is documented, it may be possible for the same staff member to participate in the same mobility activity multiple times within the same contract period.

HOW SHOULD THE ACTIVITY BE CONDUCTED?

Staff teaching activities are day-based activities, and grant payments are made for the days on which teaching occurs. Therefore, the teaching program must be specified on a daily basis in the Staff Mobility for Teaching Mobility Agreement. The staff members conducting the mobility can teach not only in the 27 EU countries but also in countries classified as Program-Related and Non-EU countries, including North Macedonia, Liechtenstein, Iceland, Serbia, and Norway. The higher education institution they will be visiting must hold an Erasmus Charter for Higher Education (ECHE).

Up to 5% of the mobility project's budget may be allocated for outgoing mobilities to countries not listed above (Non-Program Countries).

Staff members who are unable to benefit from the Erasmus+ Staff Teaching Mobility with a grant can participate in a "Non-Grants Mobility" activity. To benefit from the mobility without a grant, the staff member must also apply. Selected academic staff participating in teaching mobility must conduct at least 8 hours of teaching at the host higher education institution for a minimum of 2 days and a maximum of 2 months.

However, **Istanbul Gedik University** has limited the duration of grant payments for the Erasmus+ Staff Teaching Mobility to a maximum of 1 week (7 days total, consisting of 2 to 5 days of teaching plus 2 days for travel) in order to allow more staff to benefit from the available funding. In cases where the teaching program and/or participation certificate do not clearly indicate that the participant has taught a minimum of 8 hours in total, the activity will be considered invalid, and no grant payment will be made to the participant. If any grant payments have already been made, they will be subject to recovery.

WHO CAN APPLY FOR ERASMUS+ STAFF MOBILITY?

Personnel wishing to participate in staff mobility must be academic staff employed full-time or part-time at a higher education institution in Turkey that holds the Erasmus+ University Charter (ECHE). These individuals must also be actively working at the institution and responsible for teaching.

For staff employed at a higher education institution, there is no requirement for a permanent position; personnel with a contract with the institution can benefit from the mobility activities. Staff who are officially assigned to another institution but hold a position at **Istanbul Gedik University** and do not have a teaching load there cannot apply to the announcements from **Istanbul Gedik University**; instead, they may apply to the announcements from the institution where they are actually working.

If staff members are assigned to another institution but have teaching responsibilities at both institutions, they may apply to the announcements of the institution where they are currently working. In such cases, they can apply to one of the institutions. Staff members who have a position at a different institution but are contractually working at another higher education institution will apply for mobility at the institution where they are actually employed, not where their position is held. Personnel employed through service procurement do not have a contract with the higher education institution and therefore cannot benefit from staff mobility activities.

ELIGIBILITY OF APPLICANTS

Research assistants who have completed their doctoral degrees and have a teaching obligation during the application period can benefit from this activity.

SELECTION CRITERIA

Applications will be evaluated by the **Istanbul Gedik University** Office of International Relations and Erasmus Coordination and the Erasmus Commission. During the evaluation phase, the following criteria set by the commission and the national priorities specified by the National Agency will be taken into account:

1. First-time participants will be given priority in selection.
2. Proficiency in foreign languages will be prioritized.
3. Staff members with disabilities will be prioritized.
4. Staff members who are veterans, as well as the spouses and children of martyrs or veterans, will be prioritized.
5. Applications from departments or units that have not previously participated in staff mobility will be prioritized.
6. Applications planning to carry out mobility activities with countries and higher education institutions that have not been previously involved in staff mobility or have had limited participation will be prioritized.
7. Activities related to artificial intelligence, as prepared by the Presidential Digital Transformation Office within the framework of the 2021-2025 National Artificial Intelligence Strategy, will be prioritized.
8. Mobility to the applicant's country of citizenship will be given lower priority.
9. Individuals or their first-degree relatives who have received disaster relief assistance from AFAD will be prioritized.

10. Staff members facilitating an inter-institutional agreement under the Erasmus+ dual agreement programs between **Istanbul Gedik University** and a foreign university will be prioritized.
11. Staff members who have a letter of acceptance/invitation ready at the time of application (provided that the acceptance/invitation letter has been uploaded to the application system) will be prioritized.
12. After the applications are completed, among staff members with the same score, those with longer tenure (seniority) at **Istanbul Gedik University** will be prioritized.

SELECTION CRITERIA AND WEIGHTED SCORE TABLE

PERSONEL DERS VERME HAREKETLİLİĞİ ÖLÇÜTLERİ	AĞIRLIKLI PUAN
İlk kez katılım seçimde önceliklendirilir	İlave 10 puan
Yabancı dil seviyesi önceliklendirilir.	Yabancı dil sınav sonucunun %20'si alınır.
Engelli personel önceliklendirilir.	İlave 10 puan
Gazi personel, şehit ve/veya gazi eş ve çocuğu durumunda olan personel önceliklendirilir.	İlave 15 puan
Daha önce personel hareketliliğine dâhil olmayan bölüm ya da birimlerden yapılan başvurular önceliklendirilir.	İlave 5 puan
Daha önce personel hareketliliğinde yer almayan veya az sayıda yer alan ülke ve yükseköğretim kurumu ile hareketlilik faaliyeti gerçekleştirmeyi planlayan başvurulara öncelik verilir.	İlave 5 puan
Cumhurbaşkanlığı Dijital Dönüşüm Ofisi Başkanlığı tarafından hazırlanan 2021-2025 Ulusal Yapay Zekâ Stratejisi kapsamında Yapay Zekâ ile ilgili faaliyetler önceliklendirilir	İlave 10 puan
Vatandaşı olmayan ülkeye hareketliliklere düşük öncelik verilir.	Eksi 10 puan
Kendileri veya 1. derece yakınları AFAD'dan afetzedede yardımı alanlar	İlave 10 puan
İSTANBUL GEDİK ÜNİVERSİTESİ ile yurt dışı bir üniversite arasında Erasmus+ ikili anlaşma programları kapsamında bir kurumlararası anlaşmaya aracılık eden personel önceliklendirilir.	İlave 15 puan
Başvuru sırasında kabul/davet mektubu hazır bulunan personel (kabul/davet mektubunun başvuru sistemine yüklenmiş olması kaydıyla) önceliklendirilir.	İlave 15 puan
Başvurular tamamlandıktan sonra, tüm seçim ölçütleri dikkate alındığında aynı puana sahip olan personel arasından İSTANBUL GEDİK ÜNİVERSİTESİ'nde fiilî çalışma süresi (kıdemi) daha eski olan personel önceliklendirilir.	Fazladan her kıdem yılı için ilave 1 puan

GENERAL RULES

1. If the duration of mobility is below the minimum required period, no grant payment will be made for that mobility; any initially paid grant will be reclaimed. The relevant personnel will be reported in the Beneficiary Module.
2. If the documents proving participation in the mobility (such as a participation certificate) are not submitted to the Office of International Relations and Erasmus Coordination, the mobility will be considered invalid, and no grant will be paid to the personnel; any initially paid grant will be reclaimed.
3. Selected personnel will be considered as candidate personnel. The final and official list will be determined by the Coordination Office and published on our university's website after being recorded by the **Istanbul Gedik University** Erasmus Commission.
4. Personnel selected under a grant agreement who do not carry out their activities within that agreement period cannot be included in the grant agreement for the next period on the grounds of "acquired rights." Personnel are selected for each contract period based on the eligibility criteria valid for that period and must carry out their activities. Personnel who do not complete their activities within the duration of the relevant agreement must reapply and be selected again if they wish to benefit from the activity later.
5. The **Istanbul Gedik University** Erasmus Coordination Office cannot be held responsible if selected personnel do not receive acceptance from the host university.
6. Personnel eligible to benefit from the Erasmus+ program must participate in the information and orientation meetings organized by our Coordination Office for outgoing personnel. Personnel who do not attend these meetings or training sessions without a valid excuse will have 5 points deducted from their total score when applying for Erasmus again.
7. Personnel who are entitled to benefit from the Erasmus+ program are required to submit all documents related to the Erasmus+ teaching activities to our Coordination Office within 1 month prior to mobility (Mobility Agreement, Visa Approval, Health Insurance, Euro Account Notification Form, etc.) and within 1 month after mobility (Participation Certificate, Entry-Exit Document, and EU Survey, etc.).
8. The objection period for the selection results is 3 days from the date the results are announced on our university's website. Objections made after this date will not be considered.
9. The "withdrawal period" for personnel is 7 days after the objection period ends and the final results are announced on our university's website. If personnel withdraw after this period without a compelling reason (those citing a compelling reason must document it), they will have 10 points deducted from their total score when reapplying for Erasmus if all correspondence and other procedures for mobility have been completed.
10. Personnel who do not contact our Coordination Office within 3 days of being notified of their candidacy, using the institutional communication addresses (email addresses or phone numbers) provided in the application form, will be considered to have withdrawn in order not to cause any loss of rights to other applicants, and the next personnel will be shown as a candidate on the results list.
11. Personnel who inform our Coordination Office that they will withdraw (orally, by email, or by phone) after being notified of their candidacy but do not submit their application within the

deadline will also be considered to have withdrawn in order to avoid loss of rights for other applicants, and the next personnel will be shown as a candidate on the results list.

12. Applicants are obliged to upload the required documents requested by our Coordination Office to the system completely during the application. Candidates accept the accuracy of the information in their application documents and the liability for any inaccuracies. Applications will be considered invalid if incorrect information is revealed after the application.
13. Since corporate email addresses and phone numbers will be used as communication channels between applicants and our Coordination Office, applicants are required to provide an updated email address, phone number, and a phone number for a first-degree relative. Applicants will be responsible for any failure to communicate through the declared contact addresses.
14. The processes for personnel traveling abroad, including securing accommodation abroad, and handling passport and visa matters are the responsibility of the relevant personnel. If there are documents required by national or other authorized institutions regarding visas and passports that need to be prepared by **Istanbul Gedik University**, those documents will be arranged by our university. No new documents will be issued for personnel whose visa applications are rejected if they do not present a valid excuse to our Coordination Office.

QUOTAS AND GRANTS

The number of available slots is estimated and determined based on the grant amount allocated to us by the National Agency for each contract period within the Erasmus+ Program Staff "Teaching Mobility" budget.

The grant amounts are as follows, and personnel may choose to participate in activities without receiving a grant. Non-grant personnel will also be subject to the general evaluation alongside other applicants and will go through the same process as grant recipients. The difference for non-grant personnel is that they will not be included in budget calculations and will not receive any payment. The absence of a grant does not justify exclusion from the selection process.

INDIVIDUAL GRANT AND TRAVEL SUPPORT FOR PERSONNEL

1. The grant calculation for higher education institution personnel benefiting from teaching mobility will be made by the personnel's own higher education institution, in accordance with the grant calculation rules set by the Turkish National Agency.
2. The grant provided to personnel benefiting from teaching mobility is a contribution and does not cover all expenses related to the period spent abroad.
3. Personnel benefiting from teaching mobility will receive travel expense payments based on daily/weekly allowances and travel distance, as determined by the Turkish National Agency. This payment serves as a contribution to travel and allowance expenses incurred during the period spent abroad. The travel expense payment is a contribution to the costs of traveling from the location where the personnel are based to the activity location of the host university.

It is assumed that the starting point of travel is the location of the sending organization and that the activity location is the location of the host organization. If the starting point of travel is a different city from that of the sending organization or if the activity takes place in a city other than the one where the host organization is located, and this change results in a different travel distance category, travel invoices will be requested, and grants will be awarded according to the actual distance category.

4. The daily/weekly grant provided to personnel benefiting from teaching mobility covers expenses such as accommodation, food and beverage costs, communication expenses, local travel costs, and insurance costs. No additional payments will be made for these expenses. All costs will be covered by the Erasmus+ grant provided.
5. Personnel who do not use public transportation and travel by private vehicle will not be reimbursed for fuel costs against invoices.
6. The total grant amount specified in the contract (grant agreement) to be signed between personnel benefiting from teaching mobility and the higher education institution will be determined based on the approved teaching program and estimated travel expenses.
7. The first installment of 80% of the Erasmus grant will be deposited into the Euro account specified by the beneficiary in the signed contract (grant agreement) before the personnel travels abroad, after all procedures are completed.
8. The activity durations and grants for personnel will be estimated before the activity starts. After the activity ends, the actual durations and grants will be recalculated. The daily allowance amounts to be granted to personnel benefiting from teaching mobility are determined by the Center based on the living standards of the countries, as presented in the table below.
9. Personnel benefiting from teaching mobility will receive daily/weekly allowances (grants) and travel expense payments based on travel distance, as determined by the rules set by the Center. This payment serves as a contribution to travel and allowance expenses incurred during the period spent abroad. No separate grant will be paid for accommodation. The total grant payment will be made in two installments: 80% before the activity and 20% after the activity.

Ülke Grupları	Misafir Olunacak Ülke	Günlük Hibe (Avro)**
1. Grup Ülkeler	Danimarka, Finlandiya, İrlanda, İsveç, İzlanda, Lihtenştayn, Lüksemburg, Norveç 14. Bölge Ülkeleri	162
2. Grup Ülkeler	Almanya, Avusturya, Belçika, Fransa, Güney Kıbrıs, Hollanda, İspanya, İtalya, Malta, Portekiz, Yunanistan 5. Bölge Ülkeleri	144
3. Grup Ülkeleri	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye *	126
Diğer Ülkeler	1-4 ve 6-13. Bölge Ülkeleri	180

Travel Expense Calculations

The amount of travel expenses to be paid to personnel benefiting from mobility activities will be calculated using the "Distance Calculator."

The distance calculator can be accessed via the following link: [Distance Calculator](#).

Seyahat Mesafesi ¹	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 ila 99 KM arasında	23	
100 ila 499 KM arasında	180	210
500 ila 1999 KM arasında	275	320
2000 ila 2999 KM arasında	360	410
3000 ila 3999 KM arasında	530	610
4000 ila 7999 KM arasında	820	
8000 KM veya daha fazla	1.500	

Inclusion Support

The Erasmus+ Program encourages the participation of individuals with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental condition, or health condition may prevent them from participating in the project or mobility activity without additional financial support.

To provide additional funding to students and staff who require inclusion support, the beneficiary higher education institution must submit a request for additional funding to the Center. After a participant requiring Inclusion Support has been selected, if the participant has a request for additional funding, the approximate extra costs will be determined, and a request for additional funding will be made to the Center. The request for additional funding can be made during the contract period, but in any case, no later than 60 days before the end of the contract. After the activity has concluded, no requests for an increase in funding can be made.

For questions or issues you encounter during your application, you can contact the International Relations and Erasmus Coordination Office at erasmus@gedik.edu.tr

Istanbul Gedik University
International Affairs and Erasmus Coordinatorship