



FEYZİYE MEKTEPLERİ VAKFI

IŞIK ÜNİVERSİTESİ

ERASMUS+ STAFF MOBILITY FOR TEACHING/ TRAINING 2023-2024 PROJECT PERIODS 2024-2025 ACADEMIC YEAR CALL FOR APPLICATIONS

Start Date: 18.01.2024
Last Date: 08.02.2024

Project Completion Date: July 31, 2025 (mobility must be completed by this date.)

QUOTAS:

Study Mobility Quota: The estimated number of quotas for Study Mobility is 9 beneficiaries.

Teaching Quota: The estimated number of quotas for Teaching Mobility is foreseen as 5 beneficiaries.

The quotas are estimated, and the final decision will be made by the Erasmus Selection Commission.

APPLICATIONS:

Applications will be received from the application portal via the link below online via E-government within the date range specified above.

<https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>

All documents required for Erasmus+ must be uploaded to the system in PDF format. After the application results are evaluated by the relevant Erasmus+ Selection Commission, you will be notified via the website or by e-mail.

<https://www.isikun.edu.tr/international/erasmus-and->

APPLICATION DOCUMENTS:

- **Application Form:** It must be completed via the relevant link.

<https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>

- **Acceptance Letter:** Candidates who do not have an acceptance letter will not be evaluated. (Application e-mail is sufficient at the stage.)

- **Language Proficiency Result Certificate:** * It is not mandatory, if any, it must be certified.

***(Detailed information about Language Proficiency is available in the criteria table below.)**



ERASMUS+ STAFF MOBILITY EVALUATION CRITERIA:

ERASMUS + PERSONEL HAREKETLİLİĞİ DERS VERME - EĞİTİM ALMA ÖLÇÜTLERİ ERASMUS+ STAFF MOBILITY FOR TEACHING AND TRAINING CRITERIA 2022		
ULUSAL ÖNCELİKLER		
	Kez	Puan
Daha önce hareketlilik faaliyetine katılım sayısı <i>Number of previous Erasmus staff Mobility participation</i>	0 1 2 ve üzeri	+20 +10 +2
Daha önce hareketlilik faaliyetine katılım gösterilmiş bir bölüm/program/birim'den sağlanan katılım sayısı <i>The number of previous mobility from a department /program/unit</i>	0 3'e kadar 4 ve üzeri	+10 +7 +5
Daha önce hareketlilik faaliyeti ile gidilmemiş kuruma/ülkeye gitmek üzere başvurma sayısı <i>The number of applications to a country or an Institution that has not been visited before</i>	0 1 2 3 ve üzeri	+10 +7 +5 +2
Engelli Personel Olması <i>Staff with Special Needs</i>		+5
Gazi personel ile 1. derece şehit ve gazi yakını personel olması <i>Veteran staff or being the first degree relative of a veteran or a martyr</i>		+5
Vatandaşlı olunan ülkeye gitmek üzere başvurmuş olması <i>Application for a country of citizenship</i>		-5
İdari Personel Olması (Eğitim Alma Hareketliliği başvurusunda) <i>Administrative Staffs (Application for Training Mobility)</i>		+5
Yabancı Dil Sınav Sonucunun %10'u *Geçerli Yabancı Dil Sınavları: KPDS, ÜDS, YDS, e-YDS ve ÖSYM tarafından kabul edilen uluslararası dil sınavlarının bu sınavlara eş değerliği <i>10% of Foreign Language Test Result</i> *Acceptable exams: KPDS, ÜDS, YDS, e-YDS and equivalent international exam results accepted by ÖSYM		+ PUAN
Yurtdışında en az 2 yıl süresince öğretim üyeliği yaptığını belgelemek veya Türkiye'de eğitim dili %100 Yabancı Dil olan bir programdan mezun olmak <i>2 years working experience as a faculty member abroad or graduation from a programme that the language of instruction is %100 English in Turkey</i>		+10
KURUMSAL ÖNCELİKLER		
Aynı çağrı kapsamında hem Eğitim Alma hem de Ders verme başvurusu yapıldığı takdirde <i>In case of a dual application made for both teaching and training mobility in the same application call</i>		-15
"Times Higher Education ve QS Ranking" dünya sıralamalarında ilk 1000'de yer alan Üniversitelerin ziyaret edilmesi <i>Visiting the top 1000 universities in the world rankings of Times Higher Education and QS Ranking</i>		+15
Daha önce hareketlilik gerçekleştiren Personel'in gerçekleştirdiği hareketliliğin kuruma somut katkısının olması (sunum, rapor, yeni bir işbirliği yada anlaşma vb.) <i>The mobility contribution and outcomes to the sending organisation carried out by the staff who have previously participated in the mobility program (report, presentation, a new collaboration, agreement etc.)</i>		+5
Ders Verme / Eğitim Alma İş Planının Kurum Hedef ve Önceliklerine Uygunluğu (başvuru esnasında sunulmalıdır) Hareketliliğin genel amacı ve hedeflerin kurumun uluslararasılaşma stratejisine katma değeri, iş/ders planının içeriği ve kapsayıcılığı, ev sahibi birim/bölümün gidilecek birim/bölüm ile uyumu, Üniversitenin/Türkiyenin/İstanbulun tanıtımını niteliğinde olması ve çıktılarının akademik yada idari yapılanmaya olacağı katkısının önemi vb. <i>Compatibility of the teaching/training mobility work plan and objectives with the Institutions' targets and priorities (The work plan should be presented during the application)</i> <i>The contribution of the mobility to the internationalisation strategy of the institution, the content ve inclusivity of the course/work plan, the relativity of the department/unit of the home institution to the visiting institution, the work plan to be served as a tool for the publicity of the University/Turkey/Istanbul during the mobility and the outcomes of the mobility to serve as a contribution to the academic and administrative structure of the university etc. will be considered for the evaluation.</i>		+10
Erasmus Bölüm Koordinatörü olmak (Resmi görevlendirme yazısı ile birlikte) <i>Being an Erasmus Departmental Coordinator (Official appointment letter should be provided)</i>		+10
Işık Üniversitesi'nde Çalışma Süresi <i>The length of employment at Işık University</i>		
6 yıl ve üzeri / 6 years and above		+10
5 yıl / years		+6
4 yıl / years		+4
3 yıla kadar / up to 3 years		+2
Bir önceki başvuru çağrısında hibe almaya hak kazandığı halde, başvuru çağrısında belirtilen son tarihe kadar, mucbir sebepler dışında, vazgeçme dilekçesini teslim edilmemesi (sebebin mücbir olup olmadığı Ulusal Ajans'a danışılacak, Üniversitenin ilgili Komisyonu tarafından değerlendirilecektir) <i>Having being accepted for a previous mobility before but not attended or withdraw before the deadline specified in the call for proposals, except for valid reasons. (This will be evaluated by the election Commission of the University according to the</i>		-20
Yapılan sıralamada eşitlik olması halinde, - Işık Üniversitesi'ndeki hizmet süresi daha uzun süre olan - Daha önce Erasmus personel hareketliliğinden hiç faydalanmamış personel üst sırada yer alır <i>If there is equivalence in the scores,</i> - the longest service period (seniority) at Işık University - the staff who has never benefited from the staff mobility will be prioritised.		

**MINIMUM AND MAXIMUM PERIODS:**

The activity duration for staff mobility, excluding travel, is a minimum of 2 and a maximum of 5 working days. The validity of conducting teaching activities requires a minimum of 8 class hours. Personnel training is a full-time activity, and grant payments are made for the entire day's training duration. The maximum duration for both cases is 2, as published. The National Agency has determined the activity duration for staff mobility, excluding travels, as a minimum of consecutive 2 working days and a maximum of 2 months.

WHO CAN APPLY?

Teaching: Those who are employed full/part-time at our university and who are obliged to give lectures must be academic staff.

Training: It must be academic-administrative staff employed full/part-time at our university.

STAFF TRAINING MOBILITY:

Staff training mobility is an activity that enables any personnel employed in a higher education institution in Turkey holding an ECHE (Erasmus Charter for Higher Education) to receive training in one of the countries associated with the Program. Within this activity, it is possible for the individual to receive various types of training (such as on-the-job training, observation processes) to enhance the skills related to their current job.

STAFF TEACHING MOBILITY:

Staff teaching mobility is an activity that enables a personnel member obligated to teach in a higher education institution in Turkey holding an ECHE to deliver lectures to students in an ECHE-holding higher education institution in one of the countries associated with the Program. It allows for collaborative academic/educational activities between the institutions concerning teaching activities.

MOBILITY OF STUDENTS AND STAFF FROM PROGRAM-RELATED COUNTRIES TO NON-PROGRAM RELATED COUNTRIES (INTERNATIONAL MOBILITY)

Higher Education Institutions can allocate a budget of up to 20% of the KA 131 grant allocated to them for student and staff mobility (outbound only) to non-program related countries. (Regions 1-14)

The rules regarding student and staff mobility to non-program related countries and the grant amounts provided to participants are detailed in the relevant sections of the National Agency's guidebook, which is included at the end of the document containing information.

**GRANT AND TRAVEL CONDITIONS:****GRANT AND TRAVEL CONDITIONS:**

The grant provided to the staff benefiting from staff mobility is contributory in nature and is not intended to cover all expenses incurred during the period spent abroad. Regarding the amount of grant provided to the staff, various options are presented to the higher education institution, and these are included in the standard contract that must be signed between the higher education institution and the staff member. The staff member's activity durations and grants are estimated before the start of the activity. After the activity concludes, the actual durations and grants are recalculated. The staff member's activity durations may be partially or fully subsidized, or the activity may be entirely conducted without a grant, i.e., 'zero-grant'.

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

²⁸ Yükseköğretim Kurumuyla Yapılan Hibe Sözleşmesi hükümleri esastır.

* Courses only from a business abroad or from a higher education institution that does not have an ECHE it is used for the staff invited to give.

TRAVEL EXPENSE CALCULATORS

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

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



Seyahat Mesafesi	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	

NON-GRANT USE OF THE ACTIVITY:**PARTICIPATION WITHOUT GRANT:**

Staff members can choose to participate in the activity without receiving a grant. To benefit from the activity without a grant, the staff member can upload a petition expressing their intention to participate without a grant during the application process specified in the announcement, along with the Application Documents. Their application will then be evaluated along with other applications. The difference in participating without a grant lies in the staff member not being included in budget calculations and not receiving any payments. The decision not to receive a grant does not impact the staff member's involvement in the selection process.

ADDITIONAL GRANT OPPORTUNITY FOR SPECIAL NEEDS STAFF:

In the mobility participation of disabled academic/administrative staff, additional financial support (such as accommodation and travel expenses for an assistant, etc.) can be provided to meet their specific needs.

INCLUSION SUPPORT:

The Erasmus+ Program encourages the participation of individuals with special needs in the program. A potential participant who, due to their personal physical, mental, or health condition, is unable to participate in the project/mobility activity without additional financial support is considered to require support for inclusion.

For additional grants to be provided to students and staff members requiring support for inclusion, the beneficiary higher education institution needs to request additional grants from the Center. Once a participant eligible for Support for Inclusion is selected, if there is a request for additional grants, the approximate additional expenses are determined, and a request for additional grant is made to the Center. The request for an additional grant can be made during the contract period but in any case no later than 60 days before the end date of the contract. There cannot be a request to increase the grant after the participant's activity has ended."

**PARTNER INSTITUTIONS:**

https://docs.google.com/spreadsheets/d/154zC79uzw-0QSSeJ_BwutpWfzTq5NIHCYDaFaYV_-Jk/edit?usp=sharing

LINK WITH THE EVENTS OF THE STAFF WEEK ACCORDING TO YOUR DEPARTMENT:

<http://staffmobility.eu/staff-week-search>

DOCUMENTS TO BE PREPARED BEFORE MOBILITY:

* **Erasmus Staff Mobility Agreement for Teaching/Training**

* **Copy of AKBANK's Current Euro Passbook:** It can be any AKBANK Branch.

* **International General Health Insurance:** Overseas General Health Insurance: It must cover the dates of mobility. In Shengen Countries must be valid.

* **Photocopy of Passport and Visa**

* **Affiliated Dean's Office / Institute Directorate / School Directorate / Center**

Official Letter of Appointment to be Received from the Directorate / Head of Department:

* Academic staff who are entitled to participate in the mobility within the grant quota submit the request for participation in the mobility to the Dean's Office / Vocational School Directorate to which they are affiliated, and administrative staff submit the request for participation in the mobility to the administrative unit to which they are affiliated.

* The participation request of administrative staff is forwarded to UIDB after approval by the Rectorate. The participation request of academic staff shall be forwarded to the UIDB after approval by the Rectorate together with the approval of the UYK. then forwarded to the UIDB.

* The beneficiary who is entitled to participate in the mobility is considered to be on administrative leave during the staff mobility. The time spent within the scope of mobility is not counted as annual leave.

* **Teaching/Training Mobility Grant Agreement:** It is prepared in 2 copies by the Department of International Relations after all documents are submitted to the International Office by the participant. Each page is mutually initialed and signed.

DOCUMENTS TO BE GIVEN TO THE INTERNATIONAL OFFICE AFTER THE MOBILITY:

-**Certificate of Attendance:** It is a signed and sealed document issued on behalf of the participant and containing the start and end dates of your mobility.

-**Online Final Report (Eu Survey):** When your mobility is over, the system will send the final report to your e-mail address that you have notified to us.will be sent by

-**Travel Documents:** The ticket stub of the ticket/tickets used is taken.

CONTACT

International Office: international@isikun.edu.tr

Phone: +90 444 07 99/ 7234-7245

Address: FMV Işık Üniversitesi Meşrutiyet Mahallesi, Üniversite Sokak No:2, 34980 Şile / İSTANBUL

Sile Campus, Administrative Building (H Block), Ground floor