

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

Below is the information regarding Erasmus+ Staff Training Mobility. The mobility schedule is published before the start of the application period.

HOW TO APPLY?

Applications will be made online through the e-Government system using the following link:
<https://turnaportal.ua.gov.tr>

Candidates can apply by answering all the questions in the announcement and uploading the required documents to the system completely. Applications with missing documents will be considered invalid.

Application Documents

1. **Invitation/Acceptance Letter:** A letter of invitation from the university where the training will take place or a screenshot of the correspondence indicating pre-acceptance must be uploaded to the application system or delivered to the Erasmus Coordination Office in person or via email after the application.
2. **Disability Status:** Candidates with disabilities must upload their Disability Health Board report or a picture of their disability card to the application system.
3. **Status as a Veteran, Martyr, or Child of a Veteran:** Candidates who are veterans or children of martyrs or veterans must upload documents proving their status to the application system.
4. **Foreign Language Certificate:** There is no foreign language requirement for personnel training mobility. However, candidates with foreign language scores will be prioritized. Candidates who wish to use their foreign language scores should not take the Erasmus foreign language exam conducted by the School of Foreign Languages (YDYO) but can submit results from YDS, e-YDS, YÖKDİL, or other language exams recognized by ÖSYM that are valid for the last five years. Candidates who want to use their scores must upload their foreign language exam result documents to the application system during the application or deliver them to the International Relations and Erasmus Coordination Office in person or via email. When calculating the foreign language score, 20% of the corresponding value according to the score conversion tables will be included in the calculation.

Candidates who do not have valid foreign language exam scores from YDS, e-YDS, YÖKDİL (valid for the last 5 years), or other exams recognized by ÖSYM (valid for the last 5 years) may take the foreign language exams conducted by the School of Foreign Languages. They can use the scores obtained from these exams in their applications. The format, location, and date of the exams will be announced on the official website of our university and will also be communicated to candidates via email.

Candidates applying must accept responsibility for the accuracy of all information in the documents they have submitted in the system. If the information is found to be incorrect, their applications will be deemed invalid.

WHAT IS STAFF TRAINING MOBILITY?

Staff training mobility is an activity that allows any staff member employed at an ECHE (Erasmus Charter for Higher Education)-holding higher education institution in Turkey to receive training in one of the program countries.

Within this activity, individuals can enhance their skills in areas related to their current job through various training opportunities, such as on-the-job training and observation processes. Staff training mobility also enables staff employed at an ECHE-holding higher education institution to visit another ECHE-holding higher education institution or a relevant organization for training purposes.

Training activities can be conducted at multiple host institutions/organizations within the same country. This scenario is considered a single teaching or training activity where the minimum activity duration is applicable.

The organizations that can be visited for training include businesses, training centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career counseling organizations, professional consulting and guidance organizations, higher education institutions, and other entities specified in the Erasmus+ Program Guide.

In this context, appropriate businesses can include all types of institutions/organizations, whether public or private, regardless of their size, legal status, and the economic sector in which they operate, including all types of economic activities in the social economy. Staff training activities are full-time activities, and grant payments are made for the full days of training attended. Therefore, the training program must be specified on a daily basis in the Staff Mobility For Training Agreement.

DURATIONS IN STAFF TRAINING MOBILITY

In Staff Training Mobility, the minimum duration for mobility to program countries, excluding travel, is at least 2 consecutive working days; for mobility to partner countries, it is at least 5 consecutive working days. In both cases, the maximum duration of the activity is 2 months. However, **Istanbul Gedik University** has limited the grant payment duration for the Erasmus+ Staff Training Mobility to a maximum of 1 week (comprising 2-5 days of training plus 2 days for travel, totaling a maximum of 7 days) in order to allow more staff to benefit from the available funding.

If the duration of the activity is less than 2 days, except in cases of force majeure, the activity will be deemed invalid, and no grant payment will be made to the participant. Activities where the minimum duration is not completed may be accepted, provided that the force majeure is documented; grants will be awarded for the duration stayed, and travel expenses will be reimbursed according to the distance calculator. Participants should contact the Center before considering any event or situation as force majeure.

WHO CAN APPLY FOR ERASMUS+ STAFF MOBILITY?

Staff who wish to participate in mobility activities (teaching or training) must be employed full-time or part-time at a higher education institution in Turkey that holds the Erasmus+ University Charter (ECHE) and must be actively working at that institution.

For staff employed at the higher education institution, there is no requirement for a specific position; staff with a contract with the institution can benefit from the activities. Academic staff whose position is at **Istanbul Gedik University** but who are working at another institution on assignment and do not have a teaching load at **Istanbul Gedik University** cannot apply for announcements at **Istanbul Gedik University**; they may apply for announcements at the institution where they are actively employed.

Academic staff whose position is at **Istanbul Gedik University** but who are working at another institution on assignment and have a teaching load at both institutions can apply for announcements at the institution where they are actively employed. In this case, they can apply to one of the institutions where they teach.

Academic staff contracted at another institution but working at a different higher education institution on a contractual basis should apply for mobility at the institution where they are actively employed, not at the institution where their position is held. Individuals employed at a higher education institution through procurement contracts do not have a contract with the institution and therefore cannot benefit from staff mobility.

Research assistants without a teaching load at the time of application may only apply for training mobility.

Selection Criteria:

APPLICATION EVALUATION CRITERIA

Applications will be evaluated by the Erasmus Commission of **Istanbul Gedik University**. The following criteria determined by the Commission and the national priorities specified by the National Agency will be taken into account during the evaluation process:

1. **First-Time Participation:** Priority will be given to first-time participants.
2. **Foreign Language Proficiency:** Higher priority will be given based on the level of foreign language proficiency.
3. **Administrative Staff:** Administrative staff will be prioritized for training mobility activities.
4. **Digital Skills Development:** Activities aimed at developing digital skills will be prioritized in training mobility.
5. **Disabled Staff:** Staff with disabilities will be given priority.
6. **Veterans and Relatives:** Priority will be given to staff who are veterans or have relatives (spouse or child) who are martyrs or veterans.
7. **Underrepresented Departments/Units:** Applications from departments or units that have not previously participated in staff mobility will be prioritized.
8. **Less Common Destinations:** Applications planning to carry out mobility activities with countries and higher education institutions that have had limited participation in previous staff mobility will be given priority.
9. **AI Activities:** Activities related to Artificial Intelligence, as outlined in the National Artificial Intelligence Strategy (2021-2025) prepared by the Presidential Digital Transformation Office, will be prioritized.
10. **Low Priority for Citizenship Countries:** Mobility activities to the applicant's country of citizenship will be given lower priority.
11. **Disaster Victims:** Priority will be given to staff or their first-degree relatives who receive disaster relief assistance from AFAD (Disaster and Emergency Management Authority).

12. **Inter-Institutional Agreements:** Staff who facilitate inter-institutional agreements between **Istanbul Gedik University** and a foreign university under the Erasmus+ program will be prioritized.

13. **Acceptance Letter:** Staff who already have an acceptance/invitation letter (provided that the letter is uploaded to the application system) will be given priority.

14. **Tenure:** After the applications are completed, among the staff with the same score, priority will be given to those with longer tenure (length of service) at **Istanbul Gedik University**.

NOTE: Prioritization will not guarantee rights directly but will be applied as additional points during the evaluation process.

Selection Criteria and Weighted Score Table

PERSONEL EĞİTİM ALMA HAREKETLİLİĞİ ÖLÇÜTLERİ	AĞIRLIKLIL PUAN
İlk kez katılım seçimde önceliklendirilir	İlave 10 puan
Yabancı dil seviyesi önceliklendirilir.	Yabancı dil sınav sonucunun %20'si alınır.
Eğitim Alma Faaliyeti'nde idari personel önceliklendirilir.	İlave 10 puan
Eğitim Alma Faaliyeti'nde dijital becerilerin geliştirilmesine yönelik faaliyetler önceliklendirilir.	İlave 5 puan
Engelli personel önceliklendirilir.	İlave 10 puan
Gazi personel ve 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 olunan ülkeye hareketliliklere düşük öncelik verilir.	Eksi 10 puan
Kendileri veya 1. derece yakınları AFAD'dan afetzede 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 will be paid for that mobility; any initially paid grant will be reclaimed. The relevant personnel will be reported to the Beneficiary Module.
2. If the documents proving participation in the mobility (such as the participation certificate) are not submitted to the Erasmus Coordination Office, the mobility will be deemed invalid, and the personnel will not receive any grant; any initially paid grant will be reclaimed.
3. Selected personnel will be considered as candidate personnel. The final list will be determined by the Coordination Office and will be officially recorded by the Istanbul Gedik University Erasmus Commission and published on the university's website.
4. Personnel who are selected under a grant agreement but do not carry out their activities within that agreement period cannot be included in the grant agreement for the next period based on "acquired rights." Personnel are selected for each grant period based on the selection criteria applicable for that period and must carry out their activities accordingly. Personnel who do not carry out their activities within the duration of the relevant agreement must reapply and be selected if they wish to benefit from the mobility later.
5. The Istanbul Gedik University Erasmus Coordination Office cannot be held responsible for personnel not receiving acceptance from the institution where they will go for training after their applications.
6. Personnel who are entitled to benefit from the Erasmus+ program must attend the information and orientation meetings organized by our Coordination Office for outgoing personnel. Personnel who do not attend the meetings or training organized by our Coordination Office without a valid excuse will have 5 points deducted from their total score upon reapplying for Erasmus.
7. Personnel who are entitled to benefit from the Erasmus+ program are required to submit all relevant documents related to Erasmus+ (Mobility Agreement, Visa Approval, Health Insurance, Euro Account Notification Form, etc.) to our Coordination Office within one month prior to mobility and within one month after mobility (Participation Certificate, Passport Entry-Exit Records, and EU Survey, etc.).
8. The appeal period for selection results is 7 days from the date the final selection results are published on the university's website. Appeals made after this date will not be considered. (In this announcement, this period is set to 3 days.)
9. The "waiver period" for personnel is 7 days from the date the selection results are published on the university's website. If personnel waive after this period without a valid reason (those providing a valid reason must document it), and if the correspondence and all processes for the mobility have been completed, they will have 10 points deducted from their total score upon reapplying for Erasmus.

10. After being notified by our Coordination Office that they have been nominated, personnel who do not contact the Coordination Office within 3 days of the notification date will be deemed to have waived their application to prevent other applicants from losing their rights, and the next personnel on the list will be considered a candidate.
11. Personnel who notify our Coordination Office that they will waive after being nominated (via email or phone) but do not submit their waiver letter on time will also be deemed to have waived to prevent other applicants from losing their rights, and the next personnel on the list will be considered a candidate.
12. Personnel applying must upload all required documents requested by our Coordination Office to the system completely during the application process. Applicants accept responsibility for the accuracy of the information in the application documents; if there are errors, the application will be deemed invalid.
13. Since the corporate email address and phone numbers will be used as communication channels between the applicants and our Coordination Office, applicants are responsible for providing an up-to-date email address, phone number, and an emergency contact's phone number. The applicant is responsible for any failure to communicate via the provided contact addresses.
14. The personnel are responsible for their exit procedures abroad, securing accommodation, and handling passport and visa matters. If any documents required by national or other authorized institutions for visa and passport purposes are to be prepared by Istanbul Gedik University, these documents will be arranged by our university. Personnel whose visas are denied will not have documents reissued unless they present a valid excuse to our Coordination Office.

QUOTAS AND GRANTS

The number of available spots is an estimate and is determined based on the grant amount allocated to us by the National Agency for each contract period under the Erasmus+ Program Staff "Training Mobility" budget.

The grant amounts are as follows; personnel may participate in activities without receiving a grant if they wish. Personnel without grants will also be subject to the general evaluation alongside other applications and will go through the same process as those receiving grants. The difference for personnel without grants is that they will not be included in the budget calculations, and no payment will be made to them. Not receiving a grant does not serve as a justification for exclusion from the selection process.

INDIVIDUAL GRANT AND TRAVEL SUPPORT FOR PERSONNEL

1. The calculation of the grant entitled to higher education institution personnel benefiting from the Training Mobility is made by the personnel's own higher education institution, in accordance with the grant calculation rules specified by the Turkish National Agency.
2. The grant provided to personnel benefiting from the Training Mobility is a contribution and is not intended to cover all expenses related to the period spent abroad.
3. Personnel benefiting from the Training Mobility will receive travel expense payments according to daily/weekly allowances determined by the Center and based on the travel distance. This payment serves as a contribution to the travel and per diem expenses incurred during the period spent abroad. The travel expense payment is intended to contribute to the travel costs incurred by participants traveling from their home institution to the activity location and back.

It is assumed that the starting point of the travel is the location of the sending institution, and the location of the activity is where the hosting institution is situated. If the starting point of travel is a city different from that of the sending institution or if the activity takes place in a city other than that where the hosting institution is located, and this change results in the travel falling into a different distance band, travel invoices will be requested, and the grant will be provided according to the actual distance band.

4. The daily/weekly grant provided to personnel benefiting from the Training Mobility covers expenses such as accommodation, meals, communication, local travel costs, and insurance. No additional payment will be made for these expenses. All costs will be covered by the granted Erasmus+ funding.
5. Personnel who do not use public transport and provide their own transportation will not receive fuel expenses unless they present an invoice.
6. The total grant amount specified in the contract (grant agreement) to be signed between the personnel benefiting from the Training Mobility and the higher education institution will be determined based on the approved teaching program and estimated travel expenses.
7. The first installment of the Erasmus grant will be deposited into the euro account specified by the beneficiary in the signed contract with the personnel benefiting from the Training Mobility, after all transactions have been completed, and before the personnel travels abroad.
8. The duration and grants for personnel will be estimated before the activity starts. After the activity concludes, the actual durations and grants will be recalculated. The amounts for daily allowances to be given to personnel benefiting from the Training Mobility are determined by the Center, taking into account the living standards of the countries, as shown in the table below.
9. Personnel benefiting from the Training Mobility will receive daily/weekly allowance (grant) payments and travel expense payments based on travel distance according to the rules specified by the Center. This payment serves as a contribution to the travel and per diem 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.

The table below applies to personnel who will carry out mobility to program-related countries under project number 2023-1-TR01-KA131-HED-000118115.

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

* Yalnızca yurtdışındaki bir işletmeden ya da ECHE sahibi olmayan yükseköğretim kurumundan ders vermek üzere davet edilen personel için kullanılmaktadır.

Travel Expense Calculations

The amount of travel expenses to be paid to personnel benefiting from the mobility activity is 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. A person with special needs is a potential participant whose personal physical, mental, or health conditions may prevent them from participating in the project/mobility activity without additional financial support. To provide additional grants to students and staff who require inclusion support, the beneficiary higher education institution must request additional funding from the Center.

Once the participant in need of inclusion support has been selected, if they request additional funding, the approximate extra expenses will be determined, and an additional grant request will be made to the Center. The request for additional funding can be made during the contract period but must be submitted no later than 60 days before the end date of the contract in any case. After the participant's activity has concluded, no requests for an increase in funding will be accepted.

For any questions or issues encountered during your application, you can email erasmus@gedik.edu.tr

Istanbul Gedik University
International Affairs and Erasmus Coordinatorship

