



FBU
FENERBAHÇE UNIVERSITY



**2022-2023 ACADEMIC YEAR
STAFF TRAINING MOBILITY
CALL FOR APPLICATION**

Application Date: 29.08.2022

Project Period: 2022 1 TR01 KA131 HED 000054480

Erasmus+ staff mobility for training is the area of activity which allows our university's academic/administrative staff to get education from another contracted higher education institution within the scope of Erasmus+. Within the scope of this activity, the Staff who is going to join this mobility will be able to have various trainings such as on-the-job training and observation process in order to improve his/her skills related to his/her current job. Businesses, education centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional counseling and guidance organizations, and higher education institutions can be organizations to be accepted for training mobility. The inter-institutional agreement with the counterparty is not necessary for training mobility.

Staff training mobility is a day-based activity and grant is paid for the days of training. The mobility will take place between 1 December 2022 - 30 August 2023, therefore, our staffs who are entitled to join the program must receive the invitation letter from the counterparty by paying attention to this time interval.

You can send your questions related with process to erasmus@fbu.edu.tr.

Who Can Join?

The staff must be full/part-time personnel employed and currently working at Fenerbahçe University.

Which Conditions Required From The Applicant?

- The work plan form (Staff Mobility Agreement for Training) prepared for training mobility must be signed by all parties,

- Receiving an invitation letter from the institution where the staff mobility will take place (in the invitation letter, it must be clearly stated that acceptance for mobility within the scope of Erasmus+ has been received),
- It is expected to have the necessary language knowledge in order to join the mobility. Because the participant is responsible for the situations that can be occurred due to insufficient language level.

How to Apply?

In order to apply, you must have an e-devlet password. Applications will be received via e-devlet identity authentication on <https://portal.ua.gov.tr>. Before the online application system is opened, the application guide will be announced on our website.

Staff selection will be made in a fair and transparent manner, considering the evaluation criterias. Staff who want to apply for mobility will be able to complete their applications by uploading the following necessary documents to the system. Staff who want to benefit from the extra points included in the evaluation criterias must also upload the supporting documents to the system. Otherwise, he/she is not able to get extra points.

Application and Mobility Calender

29.08.2022	Application Call
19.09.2022	Opening the online application system at 00.00
19.10.2022	Closing the online application system at 23.59
1.11.2022	Announcement of preliminary evaluation results
1-8.11.2022	Objection period
11.11.2022	Announcement of final evaluation results

Required Documents for Academic/Administrative Staff

- Official invitation letter
- Erasmus + Staff mobility contract (Staff Mobility Agreement for Training)
- Supporting documents in order to benefiting from extra points included in the evaluation criterias

What are the Evaluation Criterias?

Selection Criterias	Extra Points
Points given to each staff who applied	+30 points
Mobility benefiting scoring	-5 points x number of previous mobility
Foreign Language Score (must be documented) <ul style="list-style-type: none"> - Valid foreign language exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (ÖSYM's equivalence tables will be used) - Staff who has graduated from a program at the undergraduate or graduate level whose language of education is 100% foreign language (language of mobility) is evaluated as 90 points out of 100 points. - Staff who has been in an institution providing education in a foreign language for at least 1 year is evaluated as 70 points out of 100 points; staff who has lectured in a foreign language for at least 1 year is evaluated as 90 points out of 100 points. 	+ % 10
Being an Erasmus Institution/Unit/Department/Program Coordinator (must be documented)	+5 points
Prioritizing administrative personnel in training mobility	+10 points
Prioritizing activities for the development of digital skills in training mobility	+10 points
Prioritization of disabled personnel (must be documented)	+10 points
Prioritization of veteran staff, and martyrs and veteran spouses and children (must be documented)	+10 points
Mobility to the country of citizenship	-10 points

Mobility in a University/Country where staff mobility has not been done before	+10 points Once: +7 points Twice: +5 points Three times: +3 points Four times or more: +0 points
Prioritizing the staff who has carried out all the processes of the inter-institutional agreement within the scope of Erasmus+ on behalf of the department/University between two application calls/announcements (must be documented*) * Please upload the institution and country names of the agreements you have completed as a list in the "other documents" section as pdf.	+2 points (per agreement)
Except for force majeure, not to cancel his/her mobility until the deadline specified, although being entitled to receive a grant in the previous application call.	-20 points
Visiting Universities that are in the top 500 in the "Times Higher Education" or "QS World University Ranking" in the relevant academic year.	+10 points

IMPORTANT: In cases in which a choice has to be made between two staffs with the same score as a result of the evaluation, priority is given to the staff who is going to benefit from mobility for the first time. If the equality continues, the length of services of the staffs at Fenerbahçe University is considered, and priority is given to the staff with longer term of office.

Grant Amount

The daily amount to be given to the staff who will benefit from the staff mobility is given in the table below, according to the countries visited. The amounts of grants are shown as Euros in the table below. The maximum five-day (5) grant payment is made to one staff. The minimum

number of mobility days are two (2). Except for force majeure, if the mobility is made for less than 2 (two) days, the mobility is considered invalid and no grant payment is made to the staff.

Country Groups	Host Countries in the Mobility	Daily grant amounts (Euro)**
1st Group Countries	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway, 14th Area Countries	162
2nd Group Countries	Germany, Austria, Belgium, France, South Cyprus, Hollande, Spain, Italy, Malta, Portugal, Greece, 5th Area Countries	144
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey*	126
Other Countries	1-4th and 6-13th Area Countries	180

In addition to daily grant amounts, travel expenses are also supported. The amount of travel expense is calculated using the "Distance Calculator" in the link below.

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

Through the distance calculator, the kilometers between two points from the place where the staff is settled to the place of mobility is determined and the travel grant is calculated using the table below. The grant amount for the km value in the distance calculator is calculated as round-trip in the table below, therefore the grant amount is not multiplied by two.

Acquired “km” amount	Amount of Grant €
10-99 KM	20
100-499 KM	180
500-1,999 KM	275
2,000-2,999 KM	360
3,000-3,999 KM	530
4.000-7,999 KM	820
Over 8,000 KM	1500

If the staff wishes, he/she can participate to the mobility without receiving grant. In order to benefit from the mobility without grant, an application must be made and the application must be evaluated together with other applications. The difference of the staff who is not going to receive grant is that the staff is not included in the budget calculations and he/she is not able to take any payment. Staff can be included to the selection process even though he/she is not going to receive grant.

INCLUSION SUPPORT

Erasmus+ Program encourages the participation of the people with special needs. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow him/her to be participant of the project/mobility unless there is additional financial support. In order to be able to give additional grants to staff who need inclusion support, the university must request an additional grant from the National Agency.