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**ACADEMIC YEAR OF 2024-2025**  
**ERASMUS+ STAFF MOBILITY FOR TRAINING**  
**APPLICATION ANNOUNCEMENT (2<sup>nd</sup> Call)**

**Publish Date:** 17.02.2025

**Project:** 2023-1-TR01-KA131-HED-000119862

- ❖ Erasmus+ Staff Mobility for Training is an activity that allows academic/administrative staff at our university to receive training at another higher education institution with which we have an Erasmus+ agreement. Within this activity, individuals have the opportunity to undergo various training sessions (such as on-the-job training, observation processes) aimed at enhancing the skills related to their current job. The organizations to be visited for training may include businesses, training centers, research centers, chambers of commerce and industry, schools, foundations, non-profit organizations, career guidance providers, professional counselling and guidance organizations, and higher education institutions. There is no requirement for an inter-institutional agreement for staff training mobility.
- ❖ Staff Mobility for Training is a day-based activity, and grant payments are made for the days on which training is received. The activity is scheduled to take place until July 31, 2025. Staff members who qualify for the mobility opportunity are required to obtain the invitation letter from the host institution within this timeframe. It is crucial to pay attention to these dates for the successful participation in the mobility program.

### **WHO CAN PARTICIPATE?**

- ❖ The staff wishing to participate must be employed at the university on a full-time or part-time basis and actively serving in a position within the university.

### **IMPORTANT NOTICE**

- ❖ Before applying, please carefully read the announcement text and the Erasmus+ exchange programs guideline. If you have any questions regarding topics not covered in the text, you can send your inquiries to [erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr).
- ❖ All documents to be uploaded to the application system must be in PDF format.
- ❖ The mobility activities within the scope of this announcement are limited to the duration of the 2023-1-TR01-KA131-HED-000119862 project. Mobility activities must be completed by July 31, 2025.

### **MOBILITY DURATION**

- ❖ Staff Training Mobility lasts a minimum of 2 days and a maximum of 2 months. In staff training mobility, if the activity is carried out for less than 2 days except for force majeure, the activity is considered invalid, and no grant payment is made to the participant.



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## APPLICATION REQUIREMENTS

- ❖ All parties must sign the Staff Mobility Agreement for Training, prepared for training mobility,
- ❖ Receiving an invitation letter from the host institution for the staff mobility (the invitation letter should explicitly state the acceptance for mobility within the Erasmus+ framework and must be uploaded to the application portal),
- ❖ Participants are expected to have the necessary language proficiency for the mobility to take place. The participant is responsible for any situations that may arise due to inadequate language proficiency.

## APPLICATION PROCESS

- ❖ To apply, you must have an e-devlet password. Applications will be accepted through the website <https://turnaportal.ua.gov.tr> with e-devlet identity verification.
- ❖ Staff selection will be conducted fairly and transparently, taking into account the evaluation criteria. Staff wishing to apply for mobility can complete their applications by uploading the required documents to the system. Those who wish to benefit from additional points as outlined in the evaluation criteria must also upload the supporting documents to the system. Otherwise, the additional points will not be applied.

## APPLICATION & MOBILITY CALENDAR

Date	Event
February 17 <sup>th</sup> , 2025	Application Announcement
March 8 <sup>th</sup> , 2024, at 00:00	Opening of the online application system
March 23 <sup>rd</sup> , 2024, at 23:59	Closure of the online application system
March 24 <sup>th</sup> 2024	Preliminary Evaluation Results
March 25-27 <sup>th</sup> , 2024	Objection period
April 2 <sup>nd</sup> , 2024	Final Evaluation Results



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## EVALUATION CRITERIA

Evaluation Criteria	Points
Points awarded to each applicant	+30 Points
Mobility benefiting scoring	-5 points x number of participation
Foreign Language Score (must be documented) <ul style="list-style-type: none"> <li>- Valid foreign language exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (ÖSYM's equivalence tables will be used)</li> <li>- 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.</li> <li>- 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</li> </ul>	+ %10
Being an Erasmus Institution/Unit/Department/Program Coordinator (must be documented)	+5 points
Administrative Staff Priority in Training Mobility	+10 points
Prioritizing Activities Aimed at Developing Digital Skills* in Training Mobility and Activities Related to Artificial Intelligence within the Scope of the 2021-2025 "Ulusal Yapay Zeka Stratejisi"*** Prepared by the Presidency of the Digital Transformation Office	+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

\*This prioritization type is only applicable to Staff Training Mobility. Mobility experiences encompassing one or more of the following activities are considered within this scope: digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software, and code development or website development; installation, maintenance, and management of information systems and networks, cybersecurity, data analytics, data mining, and visualization; programming, robotics, and artificial intelligence training. General customer service, lead generation, data entry, or routine office tasks are not included in this scope. It must be documented that the mobility is within the scope of Developing Digital Skills. The invitation letter/acceptance letter should explicitly state that the mobility is within the scope of Developing Digital Skills and provide detailed information about the activities to be carried out.

\*\*\*[Ulusal Yapay Zeka Stratejisi \(UYZS\) 2021-2025 \(cbdo.gov.tr\)](https://www.cbdo.gov.tr)



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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*)	+2 points (per agreement)
*Please upload the institution and country names of the agreements you have completed as a list in the "other documents" section as pdf.	
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

- ❖ 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.

## HİBE MİKTARI

Country Groups	Country of Residence	Daily Grant (Euro) **
1st Group Countries	Denmark, Finland, Ireland, Sweden, Iceland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway <i>14th Area Countries</i>	162
2nd Group Countries	Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece <i>5th Area Countries</i>	144
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey *	126
Other Countries	11-4th and 6-13th Area Countries	180

\* This is only applicable for staff invited to teach from a business abroad or a higher education institution that does not have ECHE.

\*\* For staff mobility activities lasting more than 14 days; the daily grant amount for the 15th day and beyond should be based on 70% of the daily grant amount mentioned above. No grant payment will be made for days without any activity or for days where the conducted activity cannot be documented appropriately according to its type.



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- ❖ The daily allowance amount for staff benefiting from staff mobility is provided in the table above, depending on the visited country. The amounts shown in the table are in Euro.
- ❖ A maximum of 5 (five) days of grant payment will be made to an individual.
- ❖ In the case of mobility lasting less than 2 (two) days, except for force majeure, the mobility will be considered invalid, and no grant payment will be made to the individual.
- ❖ For this announcement, the number of staff to be carried out mobility is 2. This number may change according to the budget.

## TRAVEL SUPPORT

- ❖ In addition to the daily grant amounts, travel expenses are also supported. The amount of travel expenses is calculated using the "Distance Calculator" available at the link below.  
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
- ❖ Using the Distance Calculator, the distance in kilometers between the location where the staff is based, and the venue of the activity should be determined. The travel grant is then calculated using the table below. The amount corresponding to the round-trip figure for the distance calculated in the Distance Calculator is in Euro, and this amount is not multiplied by two. The amounts shown in the table are in Euros.

Travel Distance	Grant for Standard Travel	Grant for Green Travel
From 10 to 99 KM	23	-
From 100 to 499 KM	180	210
From 500 to 1999 KM	275	320
From 2000 to 2999 KM	360	410
From 3000 to 3999 KM	530	610
From 4000 to 7999 KM	820	-
8000 KM or more	1500	-

- ❖ Staff members have the option to participate in the activity without receiving a grant if they wish. To benefit from the activity without a grant, an application must be submitted, and the application will be subject to evaluation along with other applications. The decision not to receive a grant does not affect the staff member's inclusion in the selection process.

## ACCESSIBLE ERASMUS+ / 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 condition, without additional financial support, prevents their participation in the project/mobility activity. To request additional grants for staff members requiring inclusive support, the University needs to submit a request for additional grants to the National Agency.

For more information: <https://www.fbu.edu.tr/en/student/accessible-erasmus-inclusion-support>



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## FLEXIBILITIES APPLIED DUE TO EARTHQUAKE DISASTER

- ❖ Following the earthquake disaster that occurred on February 6, 2023, the state of emergency was declared in the provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa by the Presidential decree dated February 8, 2023, and numbered 6785. Additionally, the provinces of Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and the district of Gürün in Sivas were declared as disaster areas affecting the entire region, based on the decisions of the Disaster and Emergency Management Authority (AFAD). In order to minimize the impacts on Erasmus+ projects in these regions, various measures, flexibilities, and practices have been introduced by the Presidential decree and the decisions of AFAD.
  - **The scope of flexibility and practices related to the earthquake disaster includes:**
    - Staff members whose families, relatives, or close associates reside in the 17 mentioned provinces and 1 district, but they themselves work at higher education institutions with ECHE in different provinces.
    - Staff employed at higher education institutions with ECHE in the mentioned 17 provinces and 1 district.
  - **Situation of students and staff who have applied for or will apply for mobility:**
    - First-degree relatives of the staff who reside in the mentioned 17 provinces and 1 district, and themselves work at higher education institutions with ECHE in different provinces, are prioritized and evaluated in the disadvantaged category in Erasmus+ staff mobility applications if their first-degree relatives have received disaster assistance from AFAD.
  - **Flexibilities in Mobility-related Documents:**
    - For personnel registered in the earthquake region or at other higher education institutions whose own or their first-degree relatives' residence is in the earthquake region, transactions can be conducted electronically with the condition of later presenting the original documents during the application and payment stages. In cases where documents cannot be provided, transactions can be carried out based on a declaration. In this case, a commitment letter is obtained from the participant, stating that they acknowledge and declare that they will lose their acquired rights and the granted grant will be reclaimed if it is determined that false statements have been made.

For Detailed Information: [https://www.ua.gov.tr/media/111bbdxt/deprem\\_%C3%B6nlemleri\\_05-04-2023-v2.pdf](https://www.ua.gov.tr/media/111bbdxt/deprem_%C3%B6nlemleri_05-04-2023-v2.pdf)

## CONTACT US

Directorate of International Relations Floor: L1 Room No: 13

[erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr)