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FENERBAHÇE UNIVERSITY

2024-2025 ACADEMIC YEAR

2024 KA131 PROJECT

ERASMUS+ STAFF MOBILITY FOR TRAINING

Announcement Date: 4th of October 2024

Project: 2024-1-TR01-KA131-HED-000202221

ERASMUS+ STAFF MOBILITY FOR TRAINING

- Erasmus+ Staff Mobility for Training is an activity that allows academic/administrative staff of our university to receive training in another organization within the scope of Erasmus+. Within the scope of this activity, it is possible to receive various training (such as on-the-job training, observation processes) to improve the skills of the person related to his/her current job. The organizations to be trained can be enterprises, training centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, organizations providing career guidance, professional counselling and guidance organizations, higher education institutions. **No inter-institutional agreement with the institution is required** for the mobility to receive education.

APPLICATION REQUIREMENTS

- The staff who want to apply must be full/part-time staff employed at the university.

MINIMUM AND MAXIMUM DURATION

- Staff Mobility for Training is for a minimum of 2 days and a maximum of 2 months. In the staff mobility for training, if the beneficiary performs the activity for less than 2 days except for force majeure in the certificate of participation, the activity is deemed invalid and no grant payment is made to the beneficiary, and if it has been made, a refund is requested.

PERIOD OF MOBILITY

- Mobility must be completed by the end of the 2024-2025 academic year (31 August 2025).



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IMPORTANT NOTICE

- Please read the announcement text and the Erasmus+ exchange programs directive carefully before applying. You can send your questions about the issues not included in the text to erasmus@fbu.edu.tr e-mail address.
- All documents to be uploaded to the application system must be in **PDF** format.

APPLICATION SCHEDULE

Date	Description
4 November 2024	Publication of Application Announcement
25 November 2024	Opening of the TURNAPORTAL Application System
31 January 2025	Closing of the TURNAPORTAL Application System
7 February 2025	Pre-Evaluation Results
7-11 February 2025	Appeal Process
14 February 2025	Final Evaluation Results

APPLICATION CONDITIONS

- Ensuring the minimum language level required to undertake mobility,
- Receiving an invitation letter from the institution where the mobility of the staff member will take place (it should be clearly stated in the invitation letter that the staff member has been accepted for mobility within the scope of Erasmus+),
- The work plan form (Staff Mobility Agreement for Training) prepared for the mobility to receive training must be signed by all parties.

APPLICATION PROCESS

- You must have an e-devlet password to apply. Applications will be received via turnaportal.ua.gov.tr with e-devlet authentication.
- Staff selection will be made in a fair and transparent manner, taking into account the evaluation criteria. Staff who wish to apply for mobility will be able to complete their applications by uploading the documents mentioned above to the system. The staff who want to benefit from the additional points in the evaluation criteria must also upload the proving documents to the system. Otherwise, there will be no additional points awarded.



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EVALUATION CRITERIA

Selection Criteria	Points
Points awarded to each staff member who successfully completes their application	+30 points
Previously benefiting from the activity	-5 points x number of times
<p>Foreign Language Grade (must be documented)) *</p> <ul style="list-style-type: none"> Valid Foreign Language Exams: ÜDS, KPDS, YDS, TOEFL, PTE, YÖKDİL (ÖSYM equivalency tables will be used.) Staff graduating from a program at undergraduate or postgraduate level who's medium of instruction is 100% foreign language (language of operation) will be awarded 90 points out of 100 points. Staff who have been at an institution providing education in a foreign language for at least 1 year are evaluated as 70 points out of 100 points; staff who have taught at least 1 year in a foreign language are evaluated as 90 points out of 100 points. <p><i>* There is no time requirement for foreign language certificate.</i></p>	+%10
Being Erasmus Institution/Unit/Department/Program Coordinator (must be documented)	+5 points
Prioritization of administrative staff in training activities	+10 points
Prioritization of activities for the development of digital skills in the activity of receiving education** and activities related to Artificial Intelligence within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency of the Presidency Digital Transformation Office***	+10 points
Prioritization of disabled staff (must be documented)	+10 points
Prioritization of veteran staff and the spouses and children of martyrs and veterans (must be documented)	+10 points
Mobility to the country of citizenship	-10 points
Undertaking mobility in a university/country where staff mobility has not been carried out before	+10 points 1 st time: +7 points 2 nd time: +5 points 3 rd time: +3 points 4 th or more: +0 points
Prioritization of the staff who have carried out all the processes of the inter-institutional agreement within the scope of Erasmus+ on behalf of the department/university between two calls for applications/announcements (must be documented)	+2 points (per agreement)



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Not cancelling the mobility, except for force majeure, until the deadline to be specified, even though he/she was entitled to receive a grant in the previous call for applications	-20 points
Visiting universities ranked in the top 500 in the 'Times Higher Education' or 'QS World University Ranking' in the relevant academic year	+10 points

***This includes Staff Training Activities that include one or more of the following activities
Participation in on-the-job training/training courses on European Student Card Initiative (ESCI)
tools, digital educational tools/software, programming and IT software and systems for the
management of higher education institutions*

****<https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf>*

- In cases where it is necessary to make a choice between two staff members with the same score as a result of the evaluation, priority is given to the staff member who benefits for the first time. If the equality continues, the length of service of the staff member at Fenerbahçe University is taken into consideration and the staff member with a longer service period is given priority.

GRANT AMOUNTS

Country Groups	Receiving Institution	Daily Grant (Euro) *
Group 1 Countries	Austria, Belgium, Denmark, Finland, France, France, Germany, Ireland, Iceland, Iceland, Liechtenstein, Luxembourg, Iceland, Netherlands, Italy, Sweden, Norway, Sweden <i>Countries of the 13th and 14th Regions Not Associated with the Program</i>	171
Group 1 Countries	Greek Administration of Southern Cyprus, Greece, Czech Republic, Estonia, Latvia, Malta, Portugal, Greece, Slovakia, Slovenia, Spain	153
Group 1 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	133
Other Countries	1-12. Countries of the Region	190

**For staff mobility activities lasting longer than 14 days; 70% of the daily grant amount given above for the 15th and subsequent days should be taken as a daily basis. No grant payment is made for the days that do not include any activity or cannot be documented that the activity is carried out in accordance with the type of activity carried out.*

- A maximum of **5 (five) days** grant payment is made to a staff member.
- In the case of mobility for less than 2 (two) days except for force majeure, the mobility is deemed invalid and no grant payment is made to the staff member.



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- Within the scope of this announcement, **4 (four)** staff will be selected **with a grant**. In case of additional grants or if the candidate on the noble list cancels the mobility, the grant order will pass to the other candidate with the highest score.

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 following link.
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
- The distance between the two points from the place of residence of the staff member to the place of activity should be determined by means of the distance calculator and the travel grant is calculated using the table below. The grant equivalent of the kilometers in the distance calculator in the table below is the round-trip amount, which is not multiplied by two. The amounts shown in the table are in Euros.

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

- Staff can participate in the activity without a grant if they wish. In order to benefit from the activity without a grant, an application must be made, and the application must be evaluated together with other applications. The difference with non-grant staff is that they are not included in the budget calculations and are not paid. Not receiving a grant is not a reason for not being included in the selection process.

ABOUT INCLUSION SUPPORT

- The Erasmus+ Program encourages the participation of 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 participate in the project/mobility activity without additional financial support. In order to award additional grants to staff requiring inclusion support, the University must request additional grants from the National Agency.
- For more information: <https://www.fbu.edu.tr/ogrenciler/385/erasmus-projeler>

CONTACT INFORMATION

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