

Minimum and Maximum Periods for Staff Teaching and Training Mobility

Activity period for staff teaching and training mobility is minimum 5 working days and maximum 2 months excluding travel.

However, for the activity to be valid, at least 8 lesson hours are required.

Determining the Personnel to Participate in the Mobility

Announcement Process

The announcement is carried out by giving information about the application process of Teaching / training mobility via e-mails, web pages of higher education institutions and various notice boards.

If a different announcement method will be used, it must reach the potential target group.

In order for the announcement to reach its purpose, the website and billboards are expected to be kept for at least **20 days**.

The announcement must include the following information:

- The number of quotas allocated to its department / unit,
- Information on who can apply,
- Minimum conditions required to benefit from the activity,
- Documents to be submitted during the application,
- Deadline and place of application (at least 15 days for staff to apply)
- Evaluation criteria and their share in the total,
- Information about financial support to be provided to the selected personnel,
- Information about the opportunity to benefit from the activity without grant,
- Information about additional support and opportunities for disabled personnel

Application Process

All applications within the scope of teaching / training mobility are received by a deadline set by the institutions.

Registration and storage of all applications by the institution are required.

Personnel participating in the activity must meet the following minimum requirements:

The personnel who wants to perform the staff mobility has been employed full / part-time in the coordinator organization or partner higher education institution of the country and must be a staff who is actually on duty.

Evaluation Criteria

The higher education institution must ensure that the selection of the personnel who will benefit from the mobility is a neutral, ensuring transparency and fairness, and, when necessary, is obliged to document in a way to present all kinds of documents belonging to the process.

- Participation for the first time is prioritized

- Foreign language knowledge is prioritized.
- Administrative personnel are prioritized in training activities.
- Disabled personnel are prioritized.

Sending Country	Receiving Country	Daily grant amounts (Euro)
Partner Country	Turkey	140

Travel Grant Calculations

Amount of travel grant to be paid to staff benefiting from staff mobility activity must be calculated using the "Distance Calculator". Distance calculator can be reached from this link:

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

The "km" value obtained	Grant Amount
Between 10-99 km	20 Euro
Between 100-499 km	180 Euro
Between 500-1999 km	275 Euro
Between 2000-2999 km	360 Euro
Between 3000-3999 km	530 Euro
Between 4000-7999 km	820 Euro
Between 8000-above	1500 Euro

Documents Required for Staff Teaching and Training Mobility

The following documents must be included in the files:

- Application form
- Grant agreement signed between the staff and the higher education institution
- Staff mobility agreement for teaching activity (approved by the parties)
- Certificate of attendance
- Personnel Questionnaire: Using the Mobility Tool, filling out the online EU survey (EU Survey) of the beneficiary staff required. (The printout does not need to be in the file.)
- Proof of grant payment (receipt or equivalent)
- In case of individual support grants for travel days, travel dates, documents showing (such as flight cards, passport entry-exit)

STUDENT MOBILITY

• **Student mobility for studies**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months.

• **Student mobility for traineeships**, open from call 2018 to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 2 to 12 months.

- Student and staff mobility can take place in any subject area or academic discipline. Moreover, HEIs are free to apply for staff mobility or student mobility, or any combination of the two. Staff teaching and training activities can be combined. A study period and a traineeship can also be combined, for a minimum of 3 months (or one academic term) and a maximum of 12 months
- **In order to participate in the activity, students must first meet the following minimum requirements:**
 1. The student is a full-time student registered in a higher education program in any of the formal education levels (first, second or third stage) within the institution of higher education.
 2. Having an academic grade point average determined and recorded jointly by 2 institutions that will carry out the mobility, 2.20 for undergraduate and 2.50 for PhD, and MSc.
 3. Sufficient number of ECTS credit burden for learning mobility According to the ECTS Guide of the European Commission, the sufficient number is 30 ECTS credits for one term.

Selection Criteria

Higher education institutions select students by considering the criteria in Erasmus+ handbook.

It should be decided among the partners by which institution the selection process will be carried out.

The sending institution, receiving institution or two institutions can carry out the selection process together.

Student elections, among the students who apply by meeting the minimum requirements, is carried out according to the Evaluation criteria and weighted scores announced by higher education institutions by taking into account the scores that are ranked from the highest to the bottom.

Higher education institutions involved in the project, during the student selection,

They should use these criteria:

1. Academic achievement level
2. A foreign language level (English) equally applicable to all students
3. Appropriate amount of additional points are given by Higher education institution for disabled students (on the condition that the disability is certified)

Application Announcement

Estimated quotas for study and internship mobility are planned and announced separately for faculty / departments. Separate quotas are recommended to be specified for associate degree, undergraduate, graduate and doctorate degrees

Application call is recommended to be announced on the website of the institution and on the relevant faculty notice boards

The announcement must be published at least 20 days before the start of the application, in order for students to complete the application documents, at least 15 days must be given for students to apply.

Higher education institutions is obliged to provide the students who will apply with necessary documents and selection rules in advance

The following information should be included in Application call:

- 1- Who can apply,
- 2- Start and end dates of the Application,
- 3- Where the application will be made,
- 4- The names of the university / faculty / department to which students can be sent, the number of quotas,
- 5- The number of quotas allocated to undergraduate, graduate and doctoral levels,
- 6- Academic average required to apply,
- 7- The method to be used in determining the foreign language level and the threshold application, if any
- 8- Information on the criteria to be used in the selection phase and their share in the total,
- 9- Documents and forms to be submitted in the application,
- 10- Financial support to be given to selected students for their time abroad,
- 11- Information that students who wish to waive financial support,
- 12- Information on the issues in Erasmus+ handbook that will bring plus or minus points in the selection,
- 13- Information about additional support and opportunities for disabled students.

Grant Support, Duration and Grant Calculations

Grants are given to students during their activity abroad. Grants are not intended to cover the full expenses of the students related to the activity, only the contribution.

The monthly grant amounts to be given to the students who will benefit from the activity are given in the table below.

Sending Country	Receiving Country	Monthly grant amounts (Euro)
Partner Country	Turkey	800

Travel Grant Calculations

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The "km" value obtained	Grant Amount
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Documents issued before and during the activity:

- 1- Acceptance Letter from the host institution
- 2- Learning Agreement for Studies-Learning Agreement for Traineeships
- 3- Grant agreement
- 4- Academic Recognition Form
- 5- Student Information Form

Documents completed at the end of the activity:

- 1- The "after-activity" part of the Learning / Internship Agreement given to the student by the host institution, showing the student's starting and ending dates of the activity, approved by the host institution. If a separate document showing the activity dates is issued and approved by the host institution, these documents are also accepted.
- 2- Certificate of attendance
- 3- A document showing the student's success regarding the activity. For learning mobility: Transcript for the study period abroad. For internship mobility: "Evaluation of the Trainee" section of the Internship Agreement, which shows the evaluation of success in the internship activity.
- 4- Student Questionnaire: Using the Mobility Tool, students are asked to fill out the online EU survey (EU Survey). Students whose activities are completed must fill in the questionnaire.
- 5- After the student returns, the final transcript showing that the courses are recognized by the higher education institutions and/or the Diploma Supplement, if available.