

## **Course of Action For The Mobility of Academic And Administrative Personnel In Teaching And Training Within The Framework Of Erasmus+ K103 project**

Erasmus+ Office organizes an introductory meeting for the university staff at least once a year for promoting and informing staff on Erasmus+ Training and Teaching Mobility. In said meeting, detailed information about the process, special needs grant and additional grant opportunities are provided to the staff. Staff who would like to participate in mobility are advised to attend this meeting.

### **The application process for Erasmus+ Mobility for Academic and Administrative Personnel is as follows:**

**1-** Personnel complete properly and without errors the **application form** which can be downloaded from Istanbul Kent University Erasmus+ Webpage or obtained from Erasmus+ and International Programs Office and submit it to Erasmus+ and International Programs Office in the relevant announcement periods.

**2-** Personnel take the English exam or submit a **certificate of language level in English or other foreign language** in the standards of CEFR (Common European Framework of Reference) to Erasmus+ and International Programs Office.

**3-** Personnel should contact the relevant department of the institution they wish to go to and plan their mobility. Accordingly, personnel receive a **Letter of Acceptance or Invitation Letter** from the institution they would like to go and deliver this document to Erasmus+ and International Programs Office **during her/his application.**

**4-** Personnel submit **other necessary documents** that may affect the evaluation criteria to Erasmus+ and International Programs Office.

**5-** The request of the academic and administrative personnel to participate in Erasmus+ Training or Teaching Mobility is finalized by the Erasmus+ and International Programs Office, with the approval of the Rectorate, within the framework of the rules determined by the National Agency Guidelines and within the quota of the grant.

**In-house selection criteria for Erasmus+ Teaching Mobility** for Academic Staff were prepared pursuant to the Turkish National Agency Guidelines and are as follows:

**1-**The starting score is 40 out of hundred for everyone in the academic staff.

**2-**According to the CEFR standard (Common European Framework of Reference): Personnel who submit unexpired foreign language certificates; are awarded +10 points separately for each foreign language certificate in B1 and B2 levels; are awarded +15 points separately for each foreign language certificate in C1 and C2 levels.

**3-**Not having previously participated in Erasmus Teaching Mobility Activity is awarded +10 points in the selection.

**4-**Having completed a year by working in our university is awarded +5 points for each completed year.

**5-**Erasmus+ Departmental Coordinators and Erasmus+ Academic Advisor are awarded +5 points in the selection.

**6-**Personnel with disabilities are awarded +10 points.

**7-**Veteran personnel, and spouses and children of martyrs and veterans in the personnel are awarded +15 points.

**8-**Applications for countries and higher education institutions that were not previously included in staff mobility are awarded +5 points.

**9-** Having contributed to the signing of an Erasmus+ K103 or K107 partnership agreement is awarded with +10 points for each agreement.

**In-house selection criteria for Erasmus+ Training Mobility for Staff** were prepared pursuant to the Turkey's National Agency Guidelines and are as follows:

**1-**The starting score is 40 out of hundred for everyone in the administrative staff.

**2-**According to the CEFR standard (Common European Framework of Reference): Personnel who submit unexpired foreign language certificates; are awarded +10 points separately for each foreign language certificate in B1 and B2 levels; are awarded +15 points separately for each foreign language certificate in C1 and C2 levels.

**3-**Not having previously participated in Erasmus Training Mobility Activity is awarded +10 points in the selection.

**4-**Having completed a year by working in our university is awarded +5 points for each completed year.

**5-**Erasmus+ and International Programs Office and International Office personnel are awarded with +5 points in the election.

**6-**Personnel with disabilities are awarded +10 points.

**7-**Veteran personnel, and spouses and children of martyrs and veterans in the personnel are awarded +15 points.

**8-**Applications for countries and higher education institutions that were not previously included in staff mobility are awarded +5 points.

**9-** Having contributed to the signing of an Erasmus+ K103 or K107 partnership agreement is awarded with +10 points for each agreement.

**10-**Administrative personnel are awarded +5 points in training mobility activity.

**The nomination process for each type of activity is as follows:**

**1-** Within the framework of Erasmus+ Program, the candidates who are eligible for learning and traineeship mobility for students and staff mobility, **are announced on the Istanbul Kent University Erasmus+ Webpage and the list of eligible candidates** is posted on the office door of the Erasmus+ and International Programs Office.

**2-** The academic personnel who are eligible to participate in mobility within the grant quota present their request for participation in mobility to the Deanery / Directorate to which they are affiliated, while the administrative personnel present the request for participation in mobility to the Deanery / Directorate or Manager to which they are affiliated. The proposal of the Dean / Director for the academic and administrative staff and the proposal of the Director for the administrative staff are presented to the rectorate. After the request is approved by the Rector or the Vice Rector, it is forwarded to the Erasmus+ and International Programs Office.

**3-** Administrative staff that will participate in the Training Mobility sign "**Training Agreement**" and academic staff that will participate in the Teaching Mobility sign "**Teaching Agreement**" with Erasmus+ and International Programs Office.

**4-** In Training or Teaching Mobility, the documents requested by the partner university or institution are prepared by the personnel and submitted to Erasmus+ and International Programs Office. The completed documents are forwarded to the partner university by Erasmus+ and International Programs Office.

**5-** The documents required for the visa process are sent to our university or to the student/staff within 3-6 weeks according to the request from the partner university.

**6-** Passport, insurance, visa, travel and accommodation procedures are carried by the personnel individually.

**7-** The personnel can **apply for a visa** by going to the consulate with the **Letter of Acceptance** and the **Official Grant Letter**. (The relevant grant letter is delivered to personnel by Erasmus+ and International Programs Office upon the submittal of the acceptance letter.)

**8-** Personnel open a **EURO account** in their name for the deposit of the Erasmus+ activity grant that they will participate, in the bank branch of Istanbul Kent University corporate EURO account. Personnel grants will be deposited into this account.

**9-** The **Grant Agreement** is prepared by the Erasmus+ and International Programs Office and signed with the personnel.

**10-** The personnel who will participate in the Teaching Mobility and who have received their visa, travel to the campus on the date determined by the partner university and begin Erasmus+ Teaching Mobility activities.

**11-** The personnel who will participate in Training Mobility and who have received their visa, travel to the campus on the date determined by the partner university and begin Erasmus+ Training Mobility activities.

**After Starting the Mobility:**

The mobility is carried out as decided on the Mobility Agreement Staff Mobility For Training or Mobility Agreement Staff Mobility For Teaching.

**After the Mobility:**

The personnel who participate in the teaching and training mobility should submit the following documents to Erasmus+ and International Programs Office:

- Certificate of Attendance,
- The online EU survey which will be sent to personnel's e-mail address by Erasmus+ and International Programs Office,
- Copy of pages with entry and exit stamps on passport, (It is required in the event of a force majeure situation or when there is a notice regarding participation in mobility, otherwise it is not necessary.)
- Mobility Report.

**IMPORTANT NOTES:**

- The period of mobility is not counted instead of annual leave.
- There is no salary reduction for the period within the scope of mobility.
- There is no reimbursement for the period within the scope of mobility.
- Mobility can be carried out for a minimum of 2 days and a maximum of 7 days.
- Academic staff who teach courses within the framework of mobility must teach at least 8 hours.
- \*All personnel who have won the in-house selections and have gained the right to participate in the activity are "Candidate" personnel until the grant for the relevant announcement period is deposited by the Turkey's National Agency into the corporate EURO account of Istanbul Kent University; it is only when the Turkey's National Agency deposits the grant for the relevant period in the corporate EURO account of Istanbul Kent University, and there is enough grant, then it becomes definite that the "Candidate" personnel can participate in the mobility.
- \*If the grant is not deposited in Istanbul Kent University Corporate EURO account during the relevant project period; or if there is not sufficient grant, the personnel who

accept and choose to participate in the teaching/training activities without a grant may participate in the activity without a grant.

- Upon signing the Grant Agreement, the 70% of the total grant is deposited into the Euro account of the staff before the mobility. The remaining part is deposited into the account of the staff, when he/she delivers the necessary documents to the Erasmus+ and International Programs Office after the Mobility.

### **Grant Amounts**

The grants determined by the National Agency are as follows according to the 2019 K103 Guideline:

<b>Country groups</b>	<b>Countries</b>	<b>Daily Grant</b>
1st Group Program Countries	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	153 €
2nd Group Program Countries	Germany, Austria, Belgium, France, Netherlands, Spain, Italy, Malta, Portugal, Greece	136 €
3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia	119 €

### **Travel Expense Grants:**

Travel expense grants determined by the National Agency are calculated with the distance calculator and are as follows according to the 2019 K103 Guideline:

<b>Travel Distances</b>	<b>Grant</b>
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 €