



ERASMUS+ INCOMING STAFF MOBILITY CALL

CALL INFORMATION	
Call Title	Erasmus+ Staff Mobility Call
Action Type	KA171 (Third Countries not associated to the Programme)
Project Year	2023 KA171 Project
Project Number	2023-1-TR01-KA171-HED-000116051
Application Dates	18.11.2024-08.12.2024

Please read the call document carefully before applying.

Firat University Erasmus Institutional Coordination Office has announced the call for incoming staff mobility within the framework of Erasmus+ KA171 (Third Countries not associated to the Programme).

The applications will be accepted through the [Application Form](#) of Erasmus+ Institutional Coordinator within the dates stated in the **CALENDAR** section.

All the mobilities must be realized within the Spring Semester in 2024-2025 that will be held from **24.02.2025** to **18.06.2025**.

MOBILITY TYPES FOR APPLICATION

Staff Mobility for Teaching Call is open to all academic staff working in ISCED-coded fields specified in the inter-institutional agreement. Please see the detailed quota table for the list of ISCED-coded fields that you can apply. The candidates from fields that are not included in the detailed quota table are ineligible for this mobility.

APPLICATION PROCESS

The applications will be made through [Application Form](#) during the application period specified in **CALENDAR** section. The applicants should send the



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required documents listed below to the erasmus@firat.edu.tr during their application. The documents must comply with the conditions as specified below. More information about the conditions supportive documents must meet can be found in the **SELECTION CRITERIA** section.

Required documents:

- **Application form with photo** (Application form will be provided with the announcement, must be signed by applicant and Erasmus/IRO coordinator before uploading)
- **Language proficiency level in English**
 - exam result/certificate (officially approved) or
 - official document stating that the medium of instruction is English at your institution, or (signed and stamped by the sending institution officials)
 - official document stating that the official language of the country is English (signed and stamped by sending institutions officials)
- **Service Document** (Institution-approved document showing the year of service)
- **Valid certificate for disabled staff** (Certificate can be any document authorized by the applicant's home country's officials.)
- Any other documents required for additional points (for details please see **SELECTION CRITERIA** explanations)

DEFINITIONS

Definition of Staff Mobility

Staff mobility can occur between any institution in a non-associated third country mentioned in the call and an institution in an EU member state or a third country associated with the programme. To ensure impactful mobility experiences of high quality, the activity should focus on the staff member's professional development and cater to their learning and personnel growth requirements.

Staff Mobility for Teaching

- The activity area allows a staff member who is obliged to teach at a higher education institution in a third country not associated with the programme to teach classes at the higher education institution holding an ECHE (Erasmus Charter for Higher Education) and to execute joint academic/educational activities related to teaching with the partner institution.



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- Only academic staff in the fields specified in the agreement can benefit from teaching mobility. Regardless of the applicant's field of work, the unit in which the staff is located is taken as the basis.
- Staff teaching is a day-based activity, and grant payments are made only for the days the activity related to the tutoring activity is carried out (and for travel days, depending on the university's decision). For this reason, the teaching schedule must be specified on a daily basis in the Staff Mobility for Teaching - Mobility Agreement.
- Within the scope of teaching mobility, at least 8 hours of teaching activity must be given, and the teaching plan should be arranged according to at least 5 working days.
- Staff who meet the application requirements can benefit from the activity without the grant.



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QUOTA

Detailed Quota Table

COUNTRY	UNIVERSITY	DAYS (Mobility + Travel Days)		GRANT (€)					FIELD OF EDUCATION
		Teaching							Chemical Engineering Civil Engineering Electrical-Electronics Engineering Mechanical Engineering
		Main	Reserve	DAYS (Mobility + Travel Days)	Individual Support	Travel Days	Travel Support	Total Grant	
ETHIOPIA	Addis Ababa Science and Technology University	3	6	7 (5+2)	900	360	530	1790	



SELECTION CRITERIA

The evaluation criteria have been determined by Firat University Erasmus Institutional Coordination Office within the scope of the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Affairs of the Ministry of Foreign Affairs of the Republic of Türkiye (Turkish National Agency), the Directive of International Relations Office, and Directive of Erasmus Program of the Firat University, Republic of Türkiye

Criteria		Score
Language Competency in English ¹ (with a valid certificate)		%40 (out of 100)
First time participation in Erasmus+ KA171/KA107 staff mobility		+15
Previous participation in Erasmus+ KA171/KA107 staff mobility within last five academic year.	Once	+10
	Twice	+5
	More than twice	+0
Years of Service	0-10 years	+5
	10-20 years	+10
	20+ years	+15
Academic Title	Professors	+15
	Associate Professors	+10
	Assistant Professors	+5
Oral Exam Conducted by the Home University		+15 (Max.)
Administrative Staff		+15 (Max.)
Disabled staff member (with a valid certificate) ²		+10
Agreement Contact Person (specified in IIAs) ³		+10
Mobility for Digital Skills Development		+5
Participating Erasmus+ Mobility in a Country of Participant's Nationality ⁴		-10

Explanations:

¹ at least B2 level of English according to CEFR (Common European Framework of Reference for Languages) is required. The language score will be converted to a 100-point scale based on the reference table below to calculate a total point.

Reference Table for Conversion of CEFR levels to 100 point scale

CEFR Levels	Points (100 scale)
C2	100
C1	90
B2	70



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The applicant's home university can hold a language competency exam for their staff members.

If the applicant comes from a university in which the medium of instruction is English or a country where the official language is English, the applicant's English level is considered B2 unless otherwise documented with a valid language competency certificate. An official document/letter signed and stamped by the home institution officials regarding the medium of instruction or official language is required.

² Certificate can be any document authorized by the applicant's home country's officials.

³ A maximum of two agreement contact persons may be involved in an IIA, and the agreement contact person may benefit from this criterion once.

⁴ It is applied if the applicant is a citizen of the Republic of Türkiye.

*****All documents provided by the applicant must be in English or translated into English. Documents translated into English must be approved by the university's Erasmus/IRO coordinator.**

******In case of equality in the ranking, the following criteria shall be applied respectively until the equality is broken:**

- Staff with a higher language proficiency score
- Staff with more service time at the sending university

To ensure an objective and transparent selection the evaluation of applications will be made by an evaluation commission officially appointed by the Rectorate of Firat University in accordance with the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Education and Youth Programs of the Ministry of Foreign Affairs of the Republic of Türkiye (Turkish National Agency), the Directive of the International Relations Office of the Firat University and the Erasmus Program Directive.

The results will be announced on the website of the Coordination Office (<https://disiliskilerkoord.firat.edu.tr/en>). Commissioners will not be able to benefit from this exchange program due to the rules of the National Agency.

Detailed information about the program can be obtained from the website (<https://disiliskilerkoord.firat.edu.tr/en>) of the Erasmus Coordination Office, International Relations Office, Firat University.

TRAVEL SUPPORT

Travel Distances	Standard Travel Grant Amount (€)	Green Travel Grant Amount (€)
Between 10 and 99 KM	23	-
Between 100 and 499 KM	180	-
Between 500 and 1999 KM	275	-
Between 2000 and 2999 KM	360	-
Between 3000 and 3999 KM	530	-
Between 4000 and 7999 KM	820	-

CALENDAR



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DATE	EVENT
November 08, 2024	Call Date ¹
November 18, 2024	Start of the Application
December 08, 2024, 23:59	Application Deadline ²
December 16, 2024	Announcement of Results ³
December 20, 2024	Objections to Results Deadline ⁴
February 24-June 18, 2025	Mobility Dates ⁵

Explanation

¹ The announcement of the call on our website.

² The last day to apply for the mobility through our application form.

³ The evaluation results will be announced on the website of our office (<https://disiliskilerkoord.firat.edu.tr/en>).

⁴ The last day to object to results.

⁵ The mobilities of the participants must be carried out within the stated dates.

DEDUCTION FROM THE GRANT

The higher education institution makes a grant deduction in the following cases, provided that it is announced before the mobility and stipulated in the contract:

1. If the documents proving participation in the mobility are not submitted, the mobility will be deemed invalid and the grant will not be paid to the personnel, and the initially paid grant will be collected. In addition, grant deductions are made for activities that occur less than planned or are not appropriate.
2. Except for technical reasons, personnel who do not fill out the participant survey will be deducted at the rate of 20% of the travel grant calculated according to the total number of activity days and distance band on which the grant is calculated.
3. If the mobility period is less than the minimum period, regardless of force majeure, the mobility in question will be deemed invalid and no grant payment will be made.

SITUATIONS FOR WHICH THERE ARE NO PROVISIONS

On matters not included in this announcement text, the Erasmus+ Program Guide for the relevant call year published by the European Commission, T.R. Erasmus+ Handbook for Higher Education Institutions for the relevant call year published by the Ministry of Foreign Affairs, Directorate for European Union Affairs, European Union Education and Youth Programs Center (Turkish National Agency), T.R. Procedures are carried out within the framework of Firat University International Relations Office Directive and Erasmus Program Directive.

CONTACT INFORMATION OF THE INTERNATIONAL RELATIONS OFFICE

Website:

<https://disiliskilerkoord.firat.edu.tr/en>

E-Mail: erasmus@firat.edu.tr



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