



## CALL FOR APPLICATIONS

### FOR ERASMUS+ STAFF TEACHING MOBILITY GRANTS 2024/2025

Within the ERASMUS+ Project 2023-1-TR01-KA171-HED-000167447 referring to cooperation with Higher Education Institutions in the Partner countries, Fatih Sultan Mehmet Vakif University announces the Call for Applications for awarding financial supports to individual incoming and outgoing teaching staff mobilities. All incoming and outgoing activities supported within this call are coordinated and administered by the Fatih Sultan Mehmet Vakif University.

#### PURPOSE OF THE CALL

The main purposes of this call is:

- **Teaching periods:** this activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad.

#### APPLICATION DOCUMENTS FOR STAFF MOBILITY

*Applications will be submitted to UNSA International Office.*

*All application documents shall be prepared in the English language.*

- Erasmus Application for Staff Mobility (must be approved by the relevant Head of Department/Office and by the Host institution)
- Work plan (Overall aim and objectives, expected results, teaching activities to be carried out and a program for the teaching period)
- CV
- Copy of the first page of the applicant's passport
- Certificate of employment of the sending institution
- Staff Mobility Agreement for Teaching signed by home and host institution – scanned document is accepted
- Flight Ticket/Boarding Pass
- Knowledge of English (Exam result or min B2 certificate, no older than 5 years)

\* **Enrolment Starts** : October 7, 2024

\* **Nomination Deadline** : **December 1st, 2024**

\* **Start of the Spring Semester** : February 24, 2025

\* **End of Semester** : July 9, 2025

Applications must be submitted by the given deadlines. Incomplete and/or e-mailed application forms will not be accepted. Late applications will not be considered. Applicants will be notified about the application decisions within four weeks after the deadline.

By submitting the application to this call, all applicants agree that the Fatih Sultan Mehmet Vakif University publishes their personal data on the web page and further uses their personal data within the administration procedures and reporting.

## SELECTION

The selection of outgoing candidates is carried out by the sending institution.

Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Teaching is made up of two components; Travel contribution and Individual support (Subsistence).

### Criteria

- Personnel who have not previously benefited from the training/teaching mobility: +20 Points
- Previous Use of the Program (with or without grants / for each mobility): -10 Points
- Administrative staff in the applications for training mobility: +10 Points
- Activities aimed to develop digital skills in training mobility: +5 Points
- Disabled staff: +20 Points
- Participation in mobility in the country of citizenship: -10 Points
- International Programs (for academic unit) Coordinator: +5 Points
- English Language Proficiency Level: 10% Points
- Turkish Language Proficiency Level: 20% Points

*Sending institution is able to apply additional criteria appropriate to its institutional needs and priorities on condition that its effect does not exceed 20%. In every occasion, criteria to be applied must be declared publicly and be fair, transparent and documented, ensuring equal opportunities to the participants eligible for mobility.*

**Note:** Deductions are made based on the staff's total score.

**The list of selected staff according to the placement results will be announced on the website of the sending institution, including the placement scores.**

## OBLIGATIONS OF THE BENEFICIARIES

- To take out and prove to be in possession of adequate insurance throughout the mobility period according to the Erasmus+ programme rules.
- To obtain visa for the stay in the receiving country
- To carry out the mobility stay according to the proposal and dates committed
- To complete all procedures and fill in the required documents as required by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established by the Fatih Sultan Mehmet Vakif University.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.

## TRAVEL SUPPORT

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission. <https://www.distancecalculator.net/> Distance is calculated between start and end location of the mobility in straight lines from one location to another.

Beneficiaries will be requested to present a copy of their flight tickets prior to departure.

## QUOTAS AND GRANTS

FROM UNSA TO FSMVU	Staff Mobility	Department	Number of staff /mobility days	Mobility Period	Individual Support	Travel Support (Standard)	Travel Support (Green Travel)
	Teaching Staff	History	2staff/8 days (6 working days + 2 days for travel)/8 hours	February- July 2025	140€ per day	275€ per participant	320€ per participant

➤ 80% of the total amount of the scholarship will be deposited to a Turkish bank account after the staff has signed the grant agreement.\*

➤ Airfares will be reimbursed once the staff presents the confirmation of their flight ticket and boarding pass/card, the amounts will be calculated according to the official distance calculator.

➤ 20 % of the grant will be paid at the end of the stay (last day).\*

➤ Staff can participate in activities without receiving grants if they wish. Zero-grant staff are also subjected to evaluation process along with other applications and go through the same procedure.

➤ Staff who have been selected for mobility, but have not waived their mobility within the given period, will be deducted points on their future application.

➤ Inclusion support may be provided for staff with fewer opportunities on condition that sufficient grant can be found in the project budget. For the mentioned opportunity, sending institution's international office needs to contact with FSMVU International Programs Office.

➤ Green travel support may be provided for staff who are willing to take advantage of on condition that sufficient grant can be found in the project budget. For the mentioned opportunity sending institution's international office needs to contact with FSMVU International Programs Office.

Staff are obliged to submit the EU Survey in the Beneficiary Module (BM) Platform and to submit scanned travel documents (tickets, boarding passes, copy of passport pages with arrival/ departure stamps, etc.) to the FSMVU International Programs Office.

***\*The host institution holds the right to modify payment rates in a way that is applicable, equal and fair to all participants and payment rates along with the payment method are stated in the grant agreement to be signed by participant.***

### **GREEN TRAVEL**

Green travel is the realization of travel by using low carbon emission public transportation vehicles. The use of buses, trains, shared cars is included in the scope of green travel. In order to receive green travel support, it is necessary to use green travel for both departure and return, and more than half of the entire trip must be made using green vehicles.

Staff who prefer green travel may be provided an individual support up to 4 days in addition

to the grant amount specified in the table above. In case of using sustainable means of transportation (green travel); the declaration of the person receiving the travel grant will be used as a supporting document.

## **INCLUSION SUPPORT**

The Erasmus+ Program encourages the participation of participants with limited opportunities in the program. A person with limited opportunities is a potential participant whose personal physical condition, mental state or health condition does not allow him to participate in the project/mobility activity unless there is additional financial support.

The requested grant should be directly related to the purpose of enabling the participant with inclusion support to participate in the activity. Host institution takes the necessary action upon the request of participant on inclusion support. A proper support is provided on condition that it is found suitable by the Turkish National Agency.

It is calculated based on actual expenses. All expenses are invoiced by the participant (receipt, bill, ticket etc.) and must be proved by documents.

## **Procedure**

Signed by the legal representative of the sending institution, the related form is sent to FSMVU. FSMVU takes the necessary action and forwards it to Turkish National Agency with official letter inquiring whether the participant is suitable for inclusion support or not. The inquiry is evaluated by the Turkish National Agency. Upon the approval of the Turkish National Agency, FSMVU issues additional grant agreement for participant and provides necessary support. In every occasion, application must be submitted to Turkish National Agency before the start of the mobility.

## **ONLINE LANGUAGE SUPPORT (OLS)**

Support will be provided for third countries not related to the Programme and for staff who will benefit from staff mobility activities in higher education, through the European Commission's Corporate learning management platform called "[EU Academy](#)". The system will gradually offer language learning services in all 29 official languages of EU Member States and countries associated with the Erasmus+ and ESC programme.

Participants will be able to choose the language(s) they want to learn, without any limitation on the number of courses and languages.

After participant's e-mail addresses are entered into the system through the user data management system, which will be processed gradually, participants will have the right to access the EU Academy page through the web page link sent to their e-mail addresses.

