ERASMUS+
Faculty & Staff
Exchange Program

2019-2020 Academic Year
Description of the Mobility

FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)

Erasmus+ enables university academic staff to spend teaching periods at the partner universities via bilateral agreements in which the staff mobility for teaching assignments is foreseen. **Bilateral agreement is required for academic staff exchange program.**

STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)

Administrative staff of a university with an Erasmus University Charter (EUC) can also benefit from the staff mobility training (STT) in an Erasmus partner university or in a business enterprise. **Bilateral exchange agreement is not required for administrative staff exchange program.**
The purposes of STA (Staff Mobility for Teaching) may be summarized as follows:

• to provide teaching staff with opportunities for personal & professional development

• to share expertise in specialist areas within teacher education, to deepen mutual understanding of different European Education Systems and to raise the profile of the European Dimension in Education

• to allow students who are not able to participate in mobility to benefit from the knowledge and expertise of staff in other European institutions.
Staff mobility training (STT) includes three types of mobility:

The mobility of university staff member going to an enterprise and vice versa: The purpose of this type of mobility is to provide opportunity for the training of the participants through the transmittal of knowledge and experience. The basic activities are; workshops, courses and trainings practice education processes, short-term assignments etc.

The mobility of the university executive and administrative staff going to another university: The purpose of this type of mobility is to provide opportunity for the participants to learn from another institution’s experience and good implementations and to improve required talents for his/her current assignments. The basic activities are study visits, short term assignments, job shadowing and on the job training programs.

The mobility of academic staff going to another higher education institution to have training: Apart from the regular trainings; courses, internships are eligible.
**ERASMUS+ Faculty & Staff Exchange**

**DURATION OF THE MOBILITY**

### Teaching periods

- Duration of 2 days - 2 months
- min. 8 lecture hrs/week

**⇒** IF, Mobility lasts **MORE THAN 1 week**

Since it is **compulsory to carry minimum 8 hours of teaching per week**, this should be minimum 16 hours for a two weeks-activity

**⇒** IF, Teaching activity lasts **LESS THAN 2 days**

The activity is considered as void and the grant payment is **not made** for the related activity. If the payment was already made, it shall be refunded.

### Training periods (job shadowing, workshops, etc.)

- Duration of 2 days - 2 months

**⇒** IF, the mobility stated on the participation certificate is **less than 2 days**, the mobility is accepted as invalid and the participant is required to return the Erasmus grant.
Partners & Destinations

**FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)**
To be able to participate in this mobility program, your Department/School/Faculty/Institute must have a valid Erasmus+ Faculty exchange agreement with the partner institution you intend to visit. The current list of our partners is provided in the Institutional Partner List. If you wish to visit an institution that is not yet our partner, we urge you to contact the Office of International Programs (partner@ku.edu.tr ) to initiate the procedure for signing a new agreement. Please note that an institution must have an Erasmus Charter to be able to take part in this mobility.

**STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)**
Erasmus agreement is not required for administrative staff exchange program. Therefore, administrative staff members can identify the institution before the application procedure.
Faculty members are advised to find a host university among our Faculty Exchange partners: [https://oip.ku.edu.tr/?q=search-results&keyword=&type=126](https://oip.ku.edu.tr/?q=search-results&keyword=&type=126)

The total quota for Academic staff exchange is **15** and distributes among colleges and institutes as follows:

<table>
<thead>
<tr>
<th>College/Department</th>
<th>Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASE or GSB</td>
<td>2</td>
</tr>
<tr>
<td>SOM or GSSH</td>
<td>2</td>
</tr>
<tr>
<td>CSSH or GSSSH</td>
<td>2</td>
</tr>
<tr>
<td>CE</td>
<td>2</td>
</tr>
<tr>
<td>CS, GSSE</td>
<td>2</td>
</tr>
<tr>
<td>CL</td>
<td>3</td>
</tr>
<tr>
<td>SON</td>
<td>2</td>
</tr>
</tbody>
</table>

*Unused faculty quotas will be transferred to the applicants with the highest eligibility scores. Quotas are subject to change.*

The total quota for Administrative staff exchange is **13**.
Please refer to OIP’s Application and Selection Calendar.

First Call: Open until 22.11.2019

In case some grants/quotas are not exhausted after the first round of application, a second round of application will be announced.
Application & Selection

Who is Eligible to Apply?

Faculty / Administrative staff members

- Full-time / part-time employees of Koc University.
- Who has a contract with Koc University can also participate in the program despite the fact that the employee does not have a tenure at KU.
## ERASMUS+ Faculty & Staff Exchange
Evaluation Criteria for Faculty members

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First applications:</td>
<td>+10</td>
</tr>
<tr>
<td>Mobility Agreement (Teaching) providing a detailed program and plan for mobility:</td>
<td>+10</td>
</tr>
<tr>
<td>• Job experience at Koç University:</td>
<td></td>
</tr>
<tr>
<td>➢ 1-3 years:</td>
<td>+3</td>
</tr>
<tr>
<td>➢ 3-5 years:</td>
<td>+5</td>
</tr>
<tr>
<td>➢ 5 years +:</td>
<td>+10</td>
</tr>
<tr>
<td>Erasmus Faculty/Department Coordinators at the time of application:</td>
<td>+10</td>
</tr>
<tr>
<td>Members of the Department/Faculty/Graduate School taking part in the program for the first time:</td>
<td>+10</td>
</tr>
<tr>
<td>Disabled staff members receive if proving documents are provided in the application.</td>
<td>+10</td>
</tr>
<tr>
<td>Spouse and/or Children of martyr people and/or veteran staff members receive if proving documents are provided in the application.</td>
<td>+10</td>
</tr>
</tbody>
</table>
• Former applicants: -5 points
• Holding a residence for outgoing country: -5 points
• Applicant who was selected but cancelled his/her application after the timeline given by OIP in his/her previous application (without a force majeure situation) will lose 10 points in the new application.

**Application Documents:**

**FACULTY EXCHANGE: STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)**

• Invitation Letter from the host institution
• **Mobility Agreement for Teaching** signed by the participant and the host institution
• CV in English
• Special Needs Statement (if applicable)
• Documentation proving the status of being a Spouse and/or Children of martyr people, and/or veteran staff members (if applicable)
<table>
<thead>
<tr>
<th>First applications: <strong>+10 points</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Mobility for Training Agreement: providing a detailed program and plan for mobility: <strong>+10 points</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Job experience at Koç University:</td>
</tr>
<tr>
<td>➢ 1-3 years: <strong>+3 points</strong></td>
</tr>
<tr>
<td>➢ 3-5 years: <strong>+5 points</strong></td>
</tr>
<tr>
<td>➢ 5 years +: <strong>+10 points</strong></td>
</tr>
<tr>
<td>English Certificate of Competence (min. B1 level)</td>
</tr>
<tr>
<td>➢ B2 level English <strong>+5 points</strong></td>
</tr>
<tr>
<td>➢ C1 level English <strong>+7 points</strong></td>
</tr>
<tr>
<td>➢ C2 level English <strong>+10 points</strong></td>
</tr>
<tr>
<td>Members of the Department taking part in the program for the first time: <strong>+10 points</strong></td>
</tr>
<tr>
<td>Disabled staff members receive <strong>+10 points</strong> if proving documents are provided in the application.</td>
</tr>
<tr>
<td>Spouse and/or Children of martyr people and/or veteran staff members receive <strong>+10 points</strong> if proving documents are provided in the application.</td>
</tr>
</tbody>
</table>
ERASMUS+ Faculty & Staff Exchange
Evaluation Criteria for Administrative Personnel

- Former applicants: -5 points
- Holding a residence for outgoing country: -5 points
- Applicant who was selected but cancelled his/her application after the timeline given by OIP in his/her previous application (without a force majeure situation) will lose 10 points in the new application.

**Important Notes:**
In case more than 1 applicant receives the same score;
- Priority is given to the applicant who has no prior or less participation in Erasmus+ KA103 staff mobility program
- Priority is given to the applicant who has more job experience at KU (calculation is made based on year, month and day)
Application Documents

STAFF EXCHANGE: STAFF MOBILITY FOR TRAINING (STT)

- Invitation Letter from the host institution
- Mobility Agreement for Training signed by the participant and the host institution
- CV in English

For Administrative Staff Members only:

- Confirmation letter stating you can participate in the Erasmus+ training mobility program for the proposed date/duration, signed by your supervisor. (Only for administrative staff)
- English Language Certificate
- Special Needs Statement (if applicable)
- Documentation proving the status of being a Spouse and/or Children of martyr people, and/or veteran staff members (if applicable)
In case more than 1 applicant receives the same score;

Priority is given to the applicant who has no prior or less participation in Erasmus+ KA107 staff mobility program

Priority is given to the applicant who has more job experience at KU (calculation is made based on year, month and day)

IMPORTANT: If an applicant is applying to both Erasmus+ KA103 and Erasmus+ Worldwide KA107 Faculty & Staff Exchange Programs, there will be a deduction of -5 points in one of the programs upon the applicant’s choice.
English Language Certificate for administrative staff:

- The staff member who studied at English taught university can present a copy of her/his diploma. The level of English proficiency will be considered as B2.

- The staff member who took an English proficiency test by HR can present the result of that test.

- The staff member with no language proficiency test score/document can ask for an interview with the ELC department and receive a document stating his/her level of English.
# Mobility Agreement (Teaching)

## Mobility Agreement Staff Mobility For Teaching

**Planned period of the teaching activity:** [Day/Month/Year] - [Day/Month/Year]  
**Duration (days):** [Days] - excluding travel days: [Days]

### The teaching staff member

<table>
<thead>
<tr>
<th>Last name (s)</th>
<th>First name(s)</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gender: Female/Male/Unspecified  
Academic year: [Year]  
E-mail: [Email]

### The sending Institution/Enterprise

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Institution name]</td>
<td>[Email]</td>
</tr>
</tbody>
</table>

**Erasmus+ code of applicant:** [Code]

**Address:** [Address]

**Country:** [Country code]  
**Turkey/ TR:** [Yes/No]

**Contact person name and position:** [Name and Position]

**E-mail:** [Email]

**Contact person phone:** [Phone]

**Number of enterprise or programme (applicable):** [Number]

**Size of enterprise or programme:** [Size]

### The receiving Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Institution name]</td>
<td>[Email]</td>
</tr>
</tbody>
</table>

**Erasmus+ code of applicant:** [Code]

**Address:** [Address]

**Country:** [Country code]

**Contact person name and position:** [Name and Position]

**E-mail:** [Email]

**Contact person phone:** [Phone]

**Number of enterprise or programme (applicable):** [Number]

**Size of enterprise or programme:** [Size]

---

## Section to be completed BEFORE THE MOBILITY

### 1. PROPOSED MOBILITY PROGRAMME

**Main subject field:** [Field]

**Level (select the main one):**  
- Short cycle (EQF level 5)  
- Bachelor or equivalent first cycle (EQF level 6)  
- Master or equivalent second cycle (EQF level 7)  
- Doctoral or equivalent third cycle (EQF level 8)

**Number of students at the sending institution benefiting from the teaching programme:** [Number]

**Number of teaching hours:** [Hours]

**Language of instruction:** [Language]

**Overall objectives of the mobility:**

**Added value of the mobility (in the context of the modernization and internationalisation strategies of the Institutions involved):**

**Content of the teaching programme:**

**Expected outcomes and Impact (e.g., on the professional development of the teaching staff member and on the competences of students at both institutions):**

---

## COMMITMENT OF THE THREE PARTIES

By signing this document, the teaching staff member, the sending institution/enterprise and the receiving institution undertake that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernization and internationalization strategy and will nominate it as a component in any evaluation or assessment of the teaching staff member.

The receiving institution is committed to host the teaching staff member for the entire period of the mobility agreement and to coordinate the teaching sessions in the home university.

The teaching staff member and the sending Institution commit to the requirements set out in the event agreement signed between them.”

### The teaching staff member

**Name:** [Name]  
**Signature:** [Signature]  
**Date:** [Date]

### The sending institution/enterprise

**Name of the responsible person:** [Name]  
**Signature:** [Signature]  
**Date:** [Date]

### The receiving institution

**Name of the responsible person:** [Name]  
**Signature:** [Signature]  
**Date:** [Date]
Mobility Agreement (Training)

Section to be completed BEFORE THE MOBILITY

1. PROPOSED MOBILITY PROGRAMME

Language of training: ______________________

Overall objectives of the mobility:

Training activity to develop pedagogical and/or curriculum design skills:  
Yes ☐ No ☐

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Activities to be carried out:

Expected outcomes and impact (e.g., on the professional development of the staff member and or both institutions):

---

1. Adaptation of this template:
   a. In case the mobility, seminars, learning and training activities, the mobility agreement for teaching/research must be signed and delivered to the home university.
   b. In the cases of mobility between Programme Countries: this agreement must be signed before the staff member. As Programme Countries, EACEA and Mobility must be in accordance with the Programme Country’s law (this template) and the receiving organisation (the guidelines in note 4).
   c. In the cases of mobility between Programme Countries and Partner Countries, the signing of this agreement must be signed by the Programme Country entities. The list of such entities is to be submitted to EACEA. The signature of the Programme Country entities (this template) and the receiving organisation (the guidelines in note 4).
   d. Internship: junior career (1-2 years of experience), intermediate career (1-10 years of experience), senior career (> 10 years of experience).
   e. Nationality: Country to which the person belongs administratively and that issues the 2B card and/or passport.
   f. Erasmus Code: a unique identifier that every higher education institution that has been awarded the Erasmus label on education in the field of vocational education and training receives. It is very applicable to higher education institutions familiar with the concept of registering learning activities in the EU-credit system. They can benefit from Erasmus Code benefits.
   g. Country Code: EHEA country code according to the World Bank Country Code that enables the Erasmus Code to identify the education system country. The list of country codes can be found in the official website of the European Commission (https://ec.europa.eu/education/)
   h. Program Country: Programme Country, i.e., the Programme Country that provides or plans to provide professional services or to deliver services or to be involved in any EACEA education programme. Programme Country: Programme Country that provides or plans to provide professional services or to deliver services or to be involved in any EACEA education programme. Programme Country: Programme Country that provides or plans to provide professional services or to deliver services or to be involved in any EACEA education programme.
Application Method

Application is done via OIP’s online application system: https://kuapp.ku.edu.tr/ If you have not applied to any of the Mobility Programs offered by OIP via kuapp.ku.edu.tr, please first create a “Preliminary Application” for yourself as shown on the right:
Grants are paid to staff members in two instalments.

- 70% of the total grant (daily grant & travel grant) is paid before departure in 30-45 days following the submission of before mobility documents to OIP.

- Remaining 30% is paid after the staff member submits all required after mobility documents, depending on the mobility duration as verified by the Certificate of Attendance.

Payments are made in Euros, which requires a Euro bank account in Yapi Kredi Bank.
## Erasmus Grant & Payment Procedure

<table>
<thead>
<tr>
<th>Country Group</th>
<th>Host Country</th>
<th>Grant Amount Per Day (Euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group Program Countries</td>
<td>United Kingdom, Denmark, Ireland, Sweden, Finland, Iceland, Lichtenstein, Luxembourg, Norway</td>
<td>153</td>
</tr>
<tr>
<td>2. Group Program Countries</td>
<td>Germany, Austria, Belgium, France, Italy, Cyprus, Greece, The Netherlands, Spain, Malta, Portugal,</td>
<td>136</td>
</tr>
<tr>
<td>3. Group Program Countries</td>
<td>Bulgaria, Latvia, Macedonia, Slovakia, Czech Republic, Poland, Romania, Estonia, Croatia, Lithuania, Slovenia, Hungary, Serbia</td>
<td>119</td>
</tr>
</tbody>
</table>

### Daily Grant Amount

Erasmus+ Staff mobility program provides daily stipend to staff members based on the table. Koç University holds the right to determine the maximum duration for grant payment. Grant payments are made in Euro without being subjected to tax cuts.

For staff mobility activities lasting more than 14 days; %70 of the specified amounts must be taken into consideration as daily grant after day 15 and more.
Erasmus Grant & Payment Procedure

### Travel Grant

Calculated via [distance calculator](#) according to the table below.

<table>
<thead>
<tr>
<th>Travel Distances</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 10-99 km</td>
<td>€ 20.00</td>
</tr>
<tr>
<td>Between 100-499 km</td>
<td>€ 180.00</td>
</tr>
<tr>
<td>Between 500-1999 km</td>
<td>€ 275.00</td>
</tr>
<tr>
<td>Between 2000-2999 km</td>
<td>€ 360.00</td>
</tr>
<tr>
<td>Between 3000-3999 km</td>
<td>€ 530.00</td>
</tr>
<tr>
<td>Between 4000-7999 km</td>
<td>€ 820.00</td>
</tr>
<tr>
<td>8000 km and more</td>
<td>€ 1,500.00</td>
</tr>
</tbody>
</table>

The grant amount is for a round trip and cannot be multiplied. Connecting flights are subjected to the same procedure.
Erasmus Grant & Payment Procedure

Grant Deduction

• If the participant does not complete the required after mobility documents in line with the terms of the agreement, 30% of the grant based on total duration of mobility shall be deducted.

• If the participant does not submit the approved certificate of participation which is the proof for fulfilment of the mobility, the grant that has been paid before shall be refunded by the participant.

• If the participant does not complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.

• If a participant fails to submit and complete all the required paperwork to Koc University on time, the participant will be obliged to pay the grant received (70%) back to Koc University.

• If the participant does not complete the min. duration of mobility (2 days) and return to home country without any force majeure reason, the mobility activity will be considered void and the participant will be asked to return the initial grant (70%).

• If there is a force majeure situation, the participant has to inform OIP before returning to home country and wait for OIP’s confirmation. In such cases, the participant is only paid for the actual duration of stay and may be asked to return a part of the initial grant.
Zero Grant Participation
Participants are able to participate in Erasmus+ Study program without receiving grant. However, it should be noted that the participants have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.

Erasmus Disability Grant

- Additional grants are available for participants with disabilities, where participation would not be possible without extra financial support.
- The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.
- Applications for the Erasmus Disability Grant must be submitted to OIP prior to the start of the mobility.
- Participant’s application must include a statement from a doctor or other authority confirming the disability or health condition, its severity, the impact on the Erasmus+ mobility, additional requirements and additional costs to be met. A detailed estimate of costs is required.
- The application should provide information on any other sources of financial support that the participant receives and why this is insufficient to cover extra costs.
- If you have any questions please send an e-mail to kuapp@ku.edu.tr
- Special Need Support Request Form
The participant is required to submit the following documents to OIP before the mobility takes place.

**Academic Staff (Teaching Activity)**
- [Commitment Letter (English)](#)
- [Teaching Agreement](#) (Detailed teaching plan should be indicated): Teaching Agreement is submitted during the application phase. However, if there is any change in the plan, then an updated version of the agreement has to be submitted to OIP.
- Grant Agreement: will be provided by OIP upon the submission of documents listed above

**Administrative Staff (Training Activity)**
- [Commitment Letter (Turkish) / Commitment Letter (English)](#)
- [Training Agreement](#) (Detailed training plan should be indicated): Training Agreement is submitted during the application phase. However, if there is any change in the plan, then an updated version of the agreement has to be submitted to OIP.
- Grant Agreement: will be provided by OIP upon the submission of documents listed above
The participant is required to submit the following documents to OIP after the mobility takes place.

**Academic Staff (Teaching Activity)**

- [Certificate of Participation](#) Has to be signed by the representative at the host institution.
- Copy of the boarding pass/ passport pages that shows the entry & exit to host country
- EU survey (Final report)

**Administrative Staff (Training Activity)**

- [Certificate of Participation](#): Has to be signed by the representative at the host institution.
- Copy of the boarding pass/ passport pages that shows the entry & exit to host country
- EU survey (Final report)
CERTIFICATE OF PARTICIPATION

Sending Institution: KOC University, Istanbul, Turkey

Receiving Institution: ________________________________

___________________________________________ (name) has attended the Taemoon Staff Mobility Program at our institution from ___________ to _________________.

Activities or teaching plan that was carried out during the mobility were indicated in Annex I.

Officer's Name: ____________________________

Signature: ____________________________

Seal: ____________________________

Date: ____________________________

(If your contact partner@koc.edu.tr if you have any questions)

ANNEX I

WEEK 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1 (.../.../20__)</th>
<th>Day 2 (.../.../20__)</th>
<th>Day 3 (.../.../20__)</th>
<th>Day 4 (.../.../20__)</th>
<th>Day 5 (.../.../20__)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please multiply the table in case you have spent more than one week at the partner institution.

Signature of the supervising international officer at the partner university: ____________________________

(If your contact partner@koc.edu.tr if you have any questions)
To cancel your application after submitting the Commitment Letter, you need to submit the cancellation petition to OIP.

It should be noted that participants, who cancel their exchange after the “notice period” provided by OIP right after the announcement of selection results, would lose **-10 points** if they apply for Erasmus+ Program again in the future.
For further information about the program please visit

OIP Erasmus+ Faculty & Staff Exchange Website

Contact us for being a part of this adventure and receive detailed information:

E-mail: kuapp@ku.edu.tr
Office Hours:
From Monday to Friday (11:30-12:30 & 14:00-15:00)

Office of International Programs
Student Center -3 B396
ku.edu.tr
oip.ku.edu.tr

Twitter: kocunivoip
Facebook: kocunivoip
Instagram: kocunivoip
Youtube: kocunivoip
LinkedIn: Koç University