

# ROADMAP & REQUIREMENTS FOR ERASMUS+ ICM PARTNERS IN STAFF MOBILITY PROGRAMME

## STEP 1

**Once you are granted with Erasmus+ ICM funding with KU, make sure to have a Selection Committee preferably assigned by the University President**

Partner universities are required to form a selection committee that has min. 3 main members and min. 2 substitute members. Partner universities are required to share the copy of the “letter of authorization of the selection committee” with KU OIP. Selection Committee is responsible of reviewing all the applications and making the final selection.

**Teaching Mobility:** As per the Erasmus+ International Credit Mobility program rules, each teaching mobility is required to last at least 5 workdays and include 8 teaching hours. Participants can also have meetings with the faculty members of the host institution in addition to the 8 hours of teaching. Actual teaching in this context should require the teacher to be physically present with the students. Please note that the teaching mobility requires at least 8 hours of teaching per five working days of mobility. It should be noted that the teaching time should be increased as the duration of stay is increased. In cases where teaching and training mobilities are combined, the minimum teaching duration should be 4 hrs.

**Training Mobility:** As per the Erasmus+ International Credit Mobility program rules, each training mobility is required to last at least 5 workdays and can comprise of job shadowing or observation period trainings at a partner university (KU). The training mobility shall support the professional development of HEI administrative and academic staff. Please note that conferences do not fall within the scope of the training mobility under Erasmus+ ICM.

## STEP 2

### Open the call for applications

Partner universities are required to run separate application calls for each mobility type of Erasmus ICM/Worldwide. Partner universities are required to share the screen shots/copy of the “call for application” for all types of mobility (i.e. student, academic staff, and administrative staff) with KU OIP.

**The advertisement of each application call** should be released through the university mass communication channels transparently and equally minimum 20 days before the applications begin. Applications should be collected at least for 15 days, allowing applicants to provide answers to pre-determined criteria.

**The program announcement/advertisement should include the following criteria:**

- The number of mobility slots with/without Erasmus ICM Grant at Koç University
- The academic/administrative departments that are open for application

### Eligibility criteria

The selection criteria and required documents  
Erasmus Grant Amount (Individual & Travel Support)  
Deadline for application

Lower priority should be given to those who have already participated in the program. Less priority should not be given directly but should be provided as deduction of points during the selection process.

Staff Members who want to participate in mobility programs in their birth country receive less priority. Less priority should not be given directly but should be provided as deduction of points during the selection process.

Disabled staff members should be prioritized if substitutive documents are provided. Priority should not be given directly but should be provided as additional points during the selection process.

Selection criteria that would result in additional grant or deduction from the grant should be stated in the call for applications

**STEP 4**  
**Pay attention to the following during selection process:**

The selection process will evaluate the applicants and will prioritize candidates according to the established criteria and budgetary availability.

The selection process will be based on the principles of equity, fairness and transparency

**STEP 3**  
**Check eligibility of the applicants**

Faculty / Staff members must be the full-time employees of a partner university

**STEP 5**  
**Take into consideration the suggested assessment criteria for faculty and staff**

**Suggested Assessment Criteria for Teaching Mobility:**

**Eligibility:** The teaching staff meets the eligibility criteria for the proposed mobility period.

**Motivation:** The staff clearly demonstrates how s/he will benefit academically and personally from the proposed mobility period.

**Teaching Plan:** The motivation letter includes a strong teaching plan at the host institution.

**Potential Impact:** The motivation letter clearly outlines the expected outputs of the proposed mobility period e.g.future plans for collaboration, internationalization of the curriculum etc.

**English:** Full professional proficiency (B2 or above)

**Seniority:** The faculty member who has been working in the same institution for a longer period than the other applicants may be given priority

## STEP 6

### Follow the required steps to nominate the academic or administrative staff you selected

Partner HEIs should send the “Appointment Letter and Selection Committee Report for Staff” to the Office of International Programs at Koç University via [partner@ku.edu.tr](mailto:partner@ku.edu.tr) (please kindly use [incoming@ku.edu.tr](mailto:incoming@ku.edu.tr) after 30th June 2020).

Partner university should also submit CV and Motivation Letter of the selected staff member during nomination through e-mail to [partner@ku.edu.tr](mailto:partner@ku.edu.tr) (please kindly use [incoming@ku.edu.tr](mailto:incoming@ku.edu.tr) after 30th June 2020).

Once the faculty/staff member is nominated to KU OIP by the home university, KU OIP will confirm the receipt of the nomination and start the process to find a host department/person for the candidate at KU.

Home university’s International Office and the candidate will be updated and notified once the host department/person is identified. Then KU OIP will guide the participant for the official application to KU on KU OIP’s online system KUAPP and put the participant and the host person in contact so that they can work on the mobility schedule.

Each incoming staff member is assigned a host at KU by KU Office of International Programs (OIP). That host supports the incoming staff member with the scheduling of the mobility and the mobility activities as well as liaising with the respective unit at KU, at which the mobility will take place. The host person is also be the first point of contact for the incoming staff throughout the mobility at KU.

### Suggested Assessment Criteria for Training Mobility:

**Eligibility:** The administrative staff meets the eligibility criteria for the proposed mobility period.

**Motivation:** The staff clearly demonstrates how s/he will benefit professionally and personally from the proposed mobility period.

**Training Plan:** The motivation letter includes a strong training plan at the host institution.

**Potential Impact:** The motivation letter clearly outlines the expected outputs of the proposed mobility period e.g.future plans for collaboration, internationalization of the home institution etc.

**English:** Full professional proficiency (B2 or above).

**Seniority:** The staff member who has been working in the same institution for a longer period than the other applicants may be given priority

## STEP 7

**Don't forget to remind the staff members to submit the online application and all required documents before deadline (if any)**

CV in English

Motivation Letter / Letter of Intent

Identification Card Copy or Passport Copy

Home University Confirmation of Application

Special Needs Statement & Proving documents  
(only if applicable)

## STEP 8

**Keep in contact with the participating staff members for before mobility procedures and documents**

**Mobility Agreement for Training or Teaching:**

This document will be drafted by and sent to the staff member by KU OIP. Staff members are required prepare this document which includes the proposed mobility program for the planned mobility.

All parts of the Mobility Agreement have to be filled in electronically – mind that signatures can be handwritten, electronic or scanned; handwritten Mobility Agreements cannot be accepted. Once the Mobility Agreement is signed by the staff member and the home institution's advisor, it should be submitted to OIP office for the signature KU's Institutional Erasmus Coordinator.

**Copy of Flight Ticket for the Mobility:** The first part of the grant payment – which is 70 % of the expected total amount (5/6 days of individual grant + travel grant)– is made on the first day of the mobility in cash at the bank on KU campus and the remaining part is made on the last day of mobility. Therefore, participants are expected to provide a copy of their flight ticket before the mobility for the correct calculation of their Erasmus+ grant.

**Grant Agreement:** A draft version of the Grant Agreement is shared with the student by OIP. The student is obliged to sign each page of the agreement and sign the signatory part of two copies of the agreement. The student is then asked to submit 2 signed copies to OIP office.

Staff members should have adequate insurance coverage for the whole time of their mobility.

## STEP 9

### Keep in contact with your selected staff for after mobility procedures and documents

**EU Participation Survey:** EU Survey is needed to be filled out online. All Erasmus+ Programme participants will receive the link of a survey through the Mobility Tool of European Commission.

**Copy of the Passport/Boarding Passes:**

Participants need to submit a copy of their boarding passes or stamped pages of their passport indicating arrival to and departure from the host country (Turkey).

## STEP 10 (if applicable)

### **Deductions and/or repayment may apply to staff members who do not fulfill their responsibilities and/or are unsuccessful. Grant deduction and/or repayment may take place in case of the following:**

Grant deduction and/or repayment may take place in case of the following:

If an incoming staff member leaves KU before the minimum time frame of five days and cannot present a Force Majeure\* with proof, the staff's mobility is considered null and s/he is required to return his/her grant (70%) to Koc University within the specified time frame.

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 the minimum mobility period and/or all the required paperwork to Koc University on time, the s/he will be obliged to pay the grant received (70%) back to Koc University.

\* Force Majeure is an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part and prevents participant from fulfillment of liability under the Agreement.