

Staff Exchange FAQ

Frequently Asked Questions
for Faculty and Administrative
Staff Members

Updated on January 2023



Erasmus+



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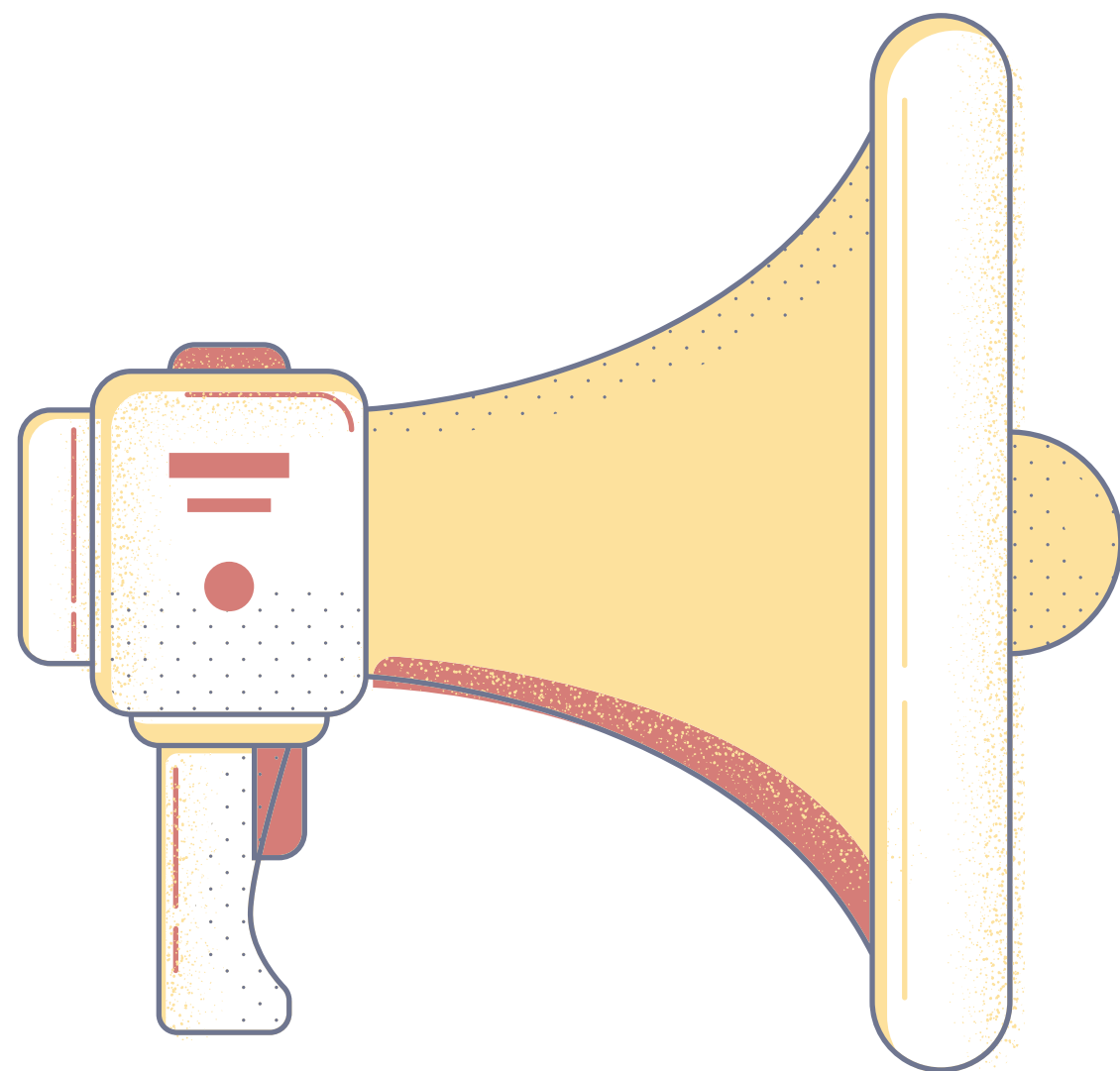
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What is Staff Exchange?

There are three types of programs that enables faculty and administrative staff members to go on an exchange under Erasmus+:

- Erasmus+ Staff Exchange and
- Erasmus+ Worldwide Staff Exchange
- Swiss Staff Mobility

Information for these Staff Mobility programs can be found in this FAQ document.

What is the *purpose* of the program?

The purpose of this type of mobility is to provide an opportunity for the participants to learn from another institution's experience and good implementations and to improve required talents for their current assignments.

The basic activities are study visits, short-term assignments, on-the-job training programs or teaching assignments that can come in various forms and take place as seminars, lectures, and tutorials, for academic staff members.

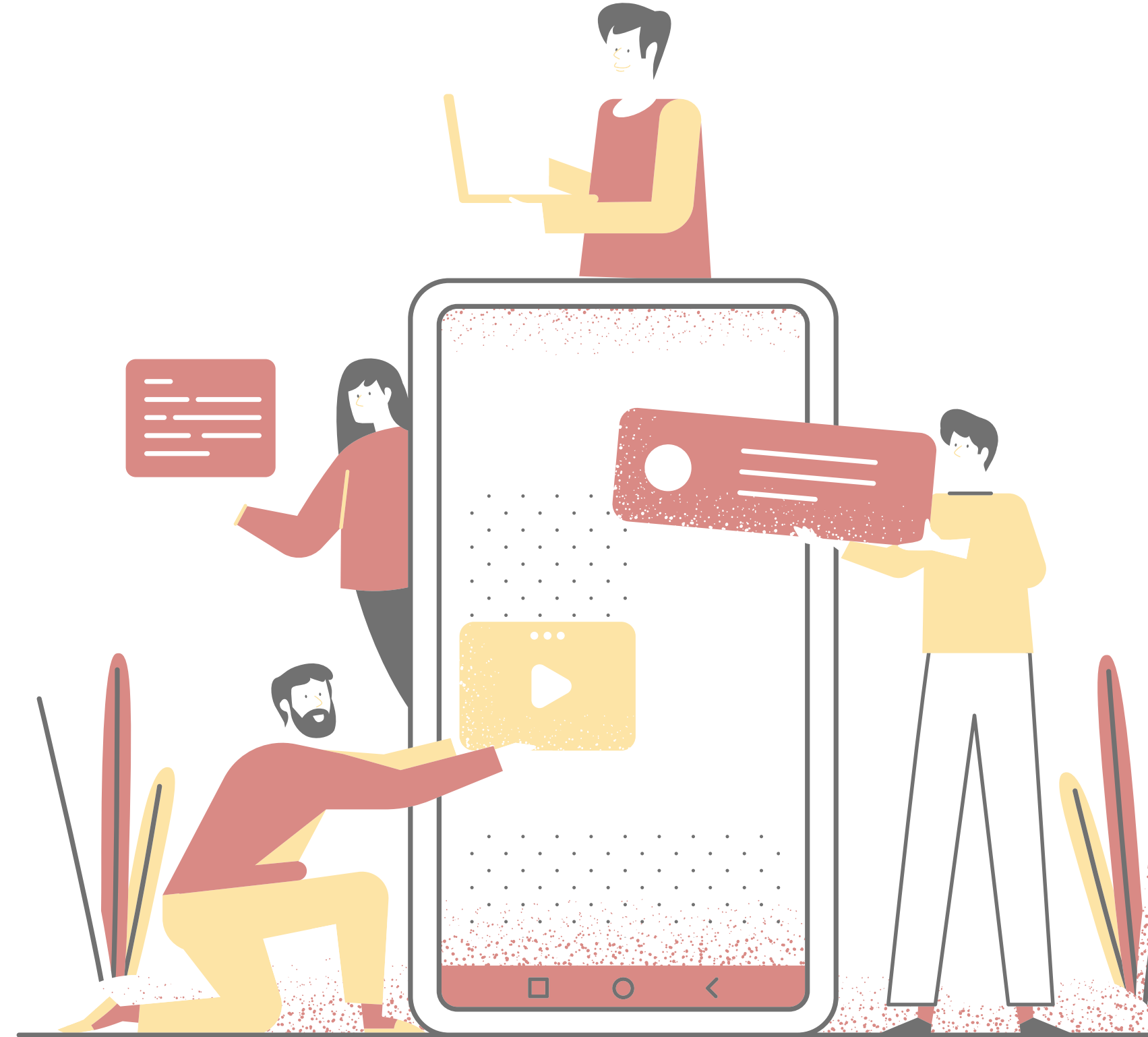


Who is Eligible to Apply?

Faculty/ Administrative staff members have to be full-time/part-time employees of Koc University.

How can I apply?

All Staff members applying to this program must submit their application through both KUAPP nd erasmusbasvuru.ua.gov.tr . A guideline for submitting the application on the Erasmus Basvuru Portal system can be found [on guideline](#).



Important Note:

The staff intending to participate in a staff mobility program must be a full/part-time personnel employed in an ECHE-holding higher education institution (HEI) in Turkey and effectively working in that institution.

It is not required to have a permanent employment contract with the HEI they effectively work at for the staff to benefit from the staff mobility program. The staff who have a contract with the higher education institution can benefit from the program in that HEI. The staff who have a permanent contract with a HEI, yet, effectively work in a different HEI under a fixed term contract shall participate in the staff mobility program in the institution they effectively work, not in the institution they have an indefinite contract with. Since there is no contract between the staff and the HEI they effectively work at when the staff is employed in that HEI through service buying, the staff cannot benefit from the staff mobility program.

Which program is *suitable for me?*

Administrative staff members can participate in these program for training assignments.

Academic staff members can participate in these programs for either teaching or training assignments.

Both academic and administrative staff members can participate in [Erasmus+ Staff Exchange](#), [Erasmus+ Worldwide Staff Exchange](#) and [Swiss Staff Exchange](#) programs.

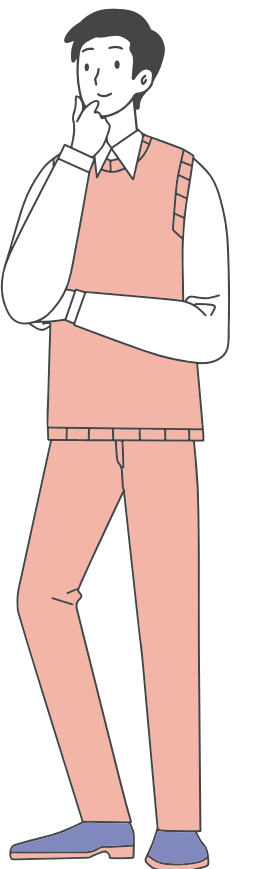


What is the difference between Erasmus+ Staff Exchange, Erasmus+ Worldwide Staff Exchange and Swiss Staff Exchange?

Both academic and administrative staff of a university with an Erasmus University Charter (EUC) can benefit from staff mobility in an Erasmus+ partner university or in a business enterprise located **in Europe** in the scope of the *Erasmus+ Staff Exchange*.

Erasmus+ Worldwide Staff Exchange offers both academic and administrative staff the chance to participate in an exchange program in an ICM Partner University **outside Europe**.

The Swiss Programme for Erasmus+ for higher education is called Swiss-European Mobility Programme SEMP. It gives Swiss higher education institutions the possibility to support students as well as teaching and administrative staff doing a study-, training- or teaching-mobility in Europe with funding. Please note that selection and placement criterias for Swiss Staff Exchange program is similar to the Erasmus+Staff Exchange program.



Can I apply for both programs?

Staff members can participate in both Erasmus+ Staff Exchange and Erasmus+ Worldwide staff exchange programs.

Application dates are the same for these two programs, however our staff members are able to apply for both programs and plan their mobilities for both KA103 and KA107 project programs separately.

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.



What is the duration of the program?

How long can I stay in scope of the program?

Teaching periods for faculty members can have a duration of 5 days – 2 months, on condition of minimum 8 lecture hours per week, excluding travel date(s).

Training periods for both academic and administrative members can have a duration of 2 days – 2 months, excluding travel date(s). 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.

For more details about the program duration please check our website.
([Erasmus+ Staff Exchange](#) & [Erasmus+ Worldwide Staff Exchange](#))

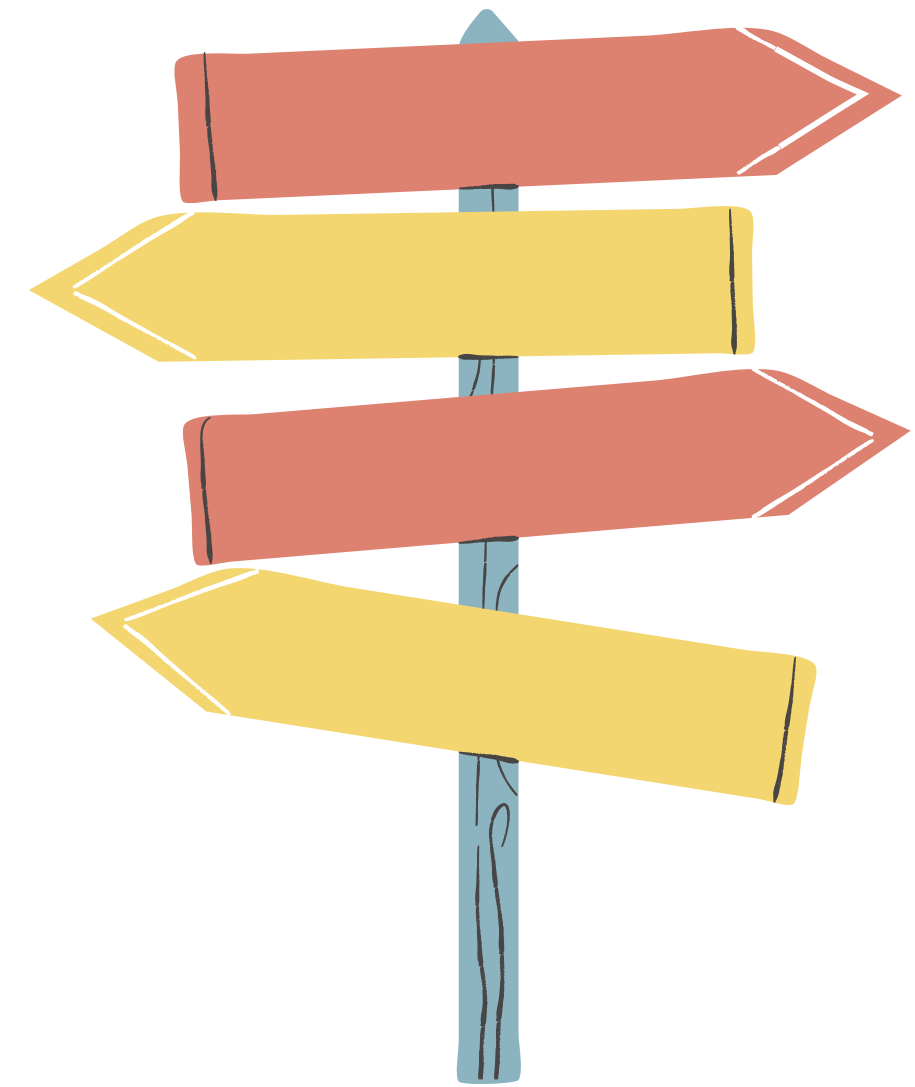


When can I apply and when can I go?

Please visit our [Application & Selection Calendar](#) for specific dates.

There are 2 application rounds for each program in every academic year . Dates and program details will be communicated with all staff members 1 month prior to the applications.

Staff members can plan their mobilities depending on their schedule and availability. There are no specific dates for staff members to participate in the program.



Where can I find the universities to go for Erasmus+ Staff Exchange?

ERASMUS+ STAFF EXCHANGE AND SWISS STAFF EXCHANGE

Staff members can plan and go on Erasmus+ Staff Exchange at an institution located in Europe.

We have a range of universities on our [Institutional Partners List](#), our staff members can check our partners on here.

ERASMUS+ WORLDWIDE STAFF EXCHANGE

Staff members can only plan and go on Staff Exchange at partner institution which are listed among our announcements.

We have the list of our Erasmus+ Worldwide program partner universities on our website, our staff members can check our partners on our [website](#).



ERASMUS+ STAFF EXCHANGE : APPLICATION DOCUMENTS

Which documents do I need to submit for my Erasmus+ staff exchange application, if I am an academic staff member?

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

Which documents do I need to submit for my Erasmus+ staff exchange application, if I am an administrative staff member?

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

For Administrative Staff Members only:

- Confirmation letter signed by your supervisor.
- English Language Certificate



ERASMUS+ WORLDWIDE STAFF EXCHANGE: APPLICATION DOCUMENTS

Which documents do I need to submit for my Erasmus+ worldwide staff exchange application for if I am an academic staff member?

- CV in English
- Letter of Motivation and potential impact

Which documents do I need to submit for my Erasmus+ worldwide staff exchange application if I am an administrative staff member?

- CV in English
- Letter of Motivation and potential impact
- Confirmation letter stating you can participate in the Erasmus+ training mobility program for the proposed date/duration, signed by your supervisor.
- English Language Certificate for administrative staff

How can I get an English Language Certificate if I am an administrative staff member?

One of the following should be submitted with the application for administrative staff members:

- The staff member who studied at English taught university can present a copy of her/his diploma
- The staff member who took an English proficiency test by HR can present the result of that test
- **NEW:** If the staff member do not have any proof of language proficiency, OIP will organize online English proficiency tests to be taken online during the application period on a first come first serve basis, with a limitation of 20 staff members for this application round. We kindly ask you to register for the test by using this request form shared in the announcements and exams will sent out to first 20 participants. Please note that staff members who took English proficiency test provided by HR is not eligible for this online exam.



How does OIP do the selection for Erasmus+ Worldwide Staff Exchange Program?

How is my placement score calculated?



Please check the selection criteria for both Academic staff members and for Administrative staff members by clicking the PDF document under ["Application&Selection"](#) menu on our website.

How does OIP do the selection for Erasmus+ Staff Exchange Program? How is my placement score calculated?

Selection Criteria for Teaching Assignments:

Please check the selection criteria for both Academic staff members and for Administrative staff members by clicking the PDF document under ["Application&Selection"](#) menu on our website.

**How does OIP do the selection for Erasmus+ Staff Exchange?
How is my placement score calculated?**

 **Selection Criteria for Training Assignments:**

Please check the selection criteria for both Academic staff members and for Administrative staff members by clicking the PDF document under ["Application&Selection"](#) menu on our website.

How many universities can I list in my preferences?

In scope of Erasmus+ Staff Exchange program, staff members can list 1 University with 1 invitation letter.

For Erasmus+ Worldwide Staff Exchange program, staff members can list up to 6 preferences [among our partner universities](#) while completing their application. We recommend that our staff members list alternative destinations.

What should I do after I complete my application on Kuapp and Erasmus Portal?

OIP will announce the placement results on their website under Exchange Programs>Outgoing Staff>Erasmus+ KA 107 (or Erasmus+ KA103) >Placement Results section. The staff members will also be communicated via e-mail, with necessary information on further steps of their exchange.



What should I do after the results are announced?

Staff members must submit their commitment letters within the given time to let OIP know about their participation decision. OIP will take staff member's commitment letter into the records.

OIP will contact nominated staff members and inform them about the procedures and processes via e-mail.

If staff members do not submit their commitment letters within the given period, their participation will automatically be cancelled.



What should I do after submitting my commitment letter?

Staff members who will carry out their programs within the scope of **Erasmus+ Staff Exchange Program**, can start to plan their programs and specify the mobility dates on the commitment letter.

The staff members who were selected within the scope of **Erasmus+ Worldwide Staff Exchange Program**, will be nominated by the OIP to the partner institutions they selected and OIP will inform the staff members to plan their programs.

Which documents do I have to submit *before* I start my exchange for both exchange program types?

if I am an academic staff member

- Commitment Letter
- 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

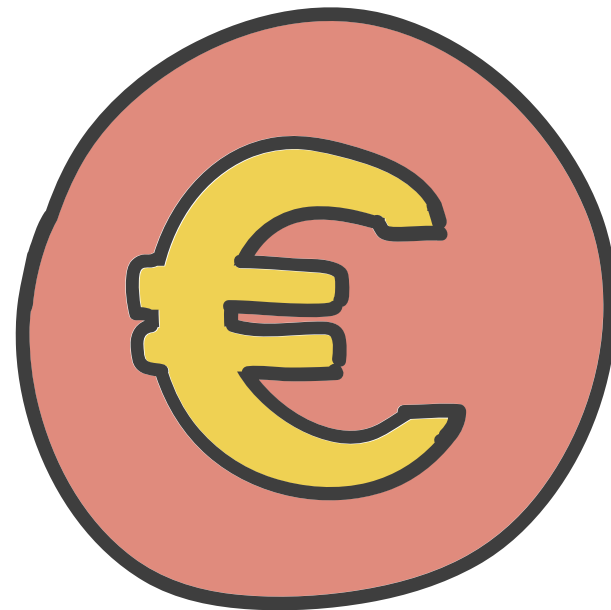
if I am an administrative staff member

- Commitment Letter
- 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

Can I receive the Erasmus+ Grant?

Do I need to apply for grant separately?

Staff members do not need to apply for Erasmus+ grant separately. Staff members who got selected (for either Erasmus+ Staff Exchange or Erasmus+ Worldwide Staff Exchange program), are eligible to receive the grants for 5 days. Grant amounts will be indicated in the announcements and on our website.
(Erasmus+ Staff Exchange & Erasmus+ Worldwide Staff Exchange)



How is the grant paid?

Grants are paid in two instalments. 70% of the grant is paid before departure, following the submission of before mobility documents to OIP, and the remaining 30% is paid after the student submits all required after mobility documents.

In which cases will I be asked to refund the Erasmus+ Grant?



The rules and regulations about refunding the Erasmus+ Grant are explained on our [website](#) in detail.

Do I need to open a bank account to receive the grant?



Staff members must open a Yapi Kredi EUR bank account to receive their Erasmus+ Grants.

What happens if I decide to change the dates of the mobility?

Staff members who got selected (for either Erasmus+ Staff Exchange or Erasmus+ Worldwide Staff Exchange program), can make changes in the dates of the mobility, provided that their host university approves this deferral.

Staff members can upload new invitation letters with updated dates and let OIP know about the changes [via e-mail](#).



Does OIP provide any services in terms of visa, insurance or accommodation?



Staff members are responsible to make the arrangements for their visa application, insurance and accommodation.

Each country and institution might have their own visa, insurance and accommodation procedures.

We ask our staff members to follow their host university's guidelines, pay attention to the relevant country consulate's rules and regulations for these arrangements.



Which documents do I have to submit *after* my exchange?



if I am an academic or administrative staff member

- Certificate of Attendance: 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: the participant will receive an automatic message from European Commission's system and the survey has to be filled out by the participant.

What should I do if I decide to cancel my exchange program?

After being selected for either program, staff members are given usually around two weeks to decide whether they would like to participate in the program or not.

If staff members cancel within the given period, there is no penalty. However, if staff members decide to cancel at the given period, a 10-point deduction will not be made on the staff's next Erasmus+ application. Staff members who wish to cancel their exchange must fill in and submit the [cancellation petition](#), which can be found on our website.

If exchange programs are cancelled due to Covid-19 restrictions, governmental and institutional decisions prohibiting physical travel to the exchange destinations, staff members will not be subject to the 10-point deduction in their next applications.

Does OIP hold Info sessions or Q&A sessions?

Yes, OIP holds info sessions for every exchange program including both Staff Exchange programs, during the application period for each program.

The specific dates and times of the info sessions/Q&A sessions for Erasmus+ Program will be announced via e-mail and KUDaily when the Erasmus+ applications start.



How can I contact OIP if I have further questions?

Please contact our outgoing staff advisors via outgoing@ku.edu.tr or book an [online appointment](#) with our advisors to discuss any questions you might have about exchange programs.

