

**ERASMUS+ KA171 International Credit Mobility**  
**Erasmus+ Non-European Exchange Programme**  
**Project No: 2022-1-TR01-KA171-HED-000077791**

STAFF EXCHANGE APPLICATION CALENDAR, TERMS AND CONDITIONS

## 1. MOBILITY TYPES - DESCRIPTION OF THE ACTIVITY

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- a) **Staff Mobility for Teaching Assignments (STA)** is a mobility activity that allows academic staff of a Higher Education Institution (HEI) to teach and carry joint academic/educational activities at a partner HEI. Erasmus+ KA171 Staff Mobility for Teaching Assignments might include a variety of activities such as lecturing, hands-on teaching activities, giving a seminar and organizing a workshop in the amount of at least 8 hours during a 5-day mobility at hosting institution.
- b) **Staff Mobility for Training (STT)** is a mobility activity that supports the professional development of administrative staff in HEI in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI.

## 2. APPLICATION DOCUMENTS

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- a) Application Form
- b) Acceptance Letter from the Hosting University OR Mobility Agreement signed by all parties
- c) Language Certificate or Petition for Alanya University Erasmus Foreign Language Exam
- d) Scan (in colour) of the Identity Card
- e) Scan (in colour) of the Passport Identification page (if available)

## 3. APPLICATION CONDITIONS

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- a) Applicants must be employees of Alanya University and they must actively work full/part time at the time of application.
- b) Staff who wants to benefit from teaching/training mobility must have sufficient level of English: minimum B2 for teaching mobility and B1 for training mobility, according to CEFR The Common European Framework of Reference for Languages (language exam\* conducted by Alanya University SFL, Teaching Mobility 75 points/Training Mobility 60 points from YDS/ÜDS/KPDS Exam or an exam accepted as equivalent by YÖK).

- c) Candidates are obligated to apply for a mobility to the partner universities listed below, as these are the HEIs that have received a mobility grant from the Turkish National Agency. Alanya University is actively cooperating with those partners on a basis of active Inter-Institutional Agreements.
- d) At the moment of application, applicants must have a Mobility Agreement approved and signed by three parties: the participant, home and hosting university **OR** an Acceptance Letter from the preferred HEI (from the list). Applications without at least one of these documents will not be evaluated. Those applicants who wish to apply for more than one HEI must have a signed Mobility Agreement **OR** an Acceptance Letter for each of their choices. Applicants can apply maximum for **3** from the listed universities.
- e) The application must be made through the Application Portal (<https://turnaportal.ua.gov.tr>). All the required documents must be uploaded to Turna Portal and submitted as hard copies to the International Relations Office.
- f) All application, selection and placement procedures are carried out online and through Turna Applicational Portal.

\* The Erasmus Foreign Language Exam held by the Alanya University SFL will be organized **ONLY** if it is requested with a petition during the application. If the exam is organized, the details will be announced on Alanya University website.

\*\* Validity of the language exam conducted by the Alanya University SFL is 2 years.

#### **4. APPLICATION CALENDAR**

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<b>Announcement Period</b>	03.04.2024 - 23.04.2024
<b>Applications</b>	<b>24.04.2024 - 08.05.2024</b>
<b>Foreign Language Internal Exam</b>	09.05.2024 – on demand
<b>Results Announcement</b>	<b>14.05.2024</b>

#### **5. GRANT**

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The grant given to the staff benefiting from the Staff Mobility is a contribution, and the grant is not intended to cover all the expenses related to the period spent abroad. The final amount to be paid for the mobility period is determined by multiplying the number of mobility days with the daily grant amount valid for the country of destination and adding the travel contribution to this amount.

Each participant is allocated Individual Support and Travel Support in the amount of:

- Individual Support is 180 Euro per day
- The "Distance Calculator" <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator> mandated by the National Agency is used in the travel expense calculations of the participant. The number of kilometres in the distance calculator is the round-trip. Please be careful that the travel support is a fixed amount, and it does not change even if the price of flight ticket is more or less than this amount.

Obtained "km" value	Travel Support
10-99 km	20 Euro
100-499 km	180 Euro
500-1999 km	275 Euro
2000-2999 km	360 Euro
3000-3999 km	530 Euro
4000-7999 km	820 Euro
8000+ km	1500 Euro

Mobilities are carried out according to the rules within the scope of the 2022 Erasmus+ Guidebook published by the European Union Education and Youth Programs Center of the Ministry of EU Affairs.

## 6. QUOTA – list of available mobilities for staff mobility (Teaching or Training)

Country	University	Mobility number	Grant duration per person	Individual support per person	Travel support per person
Maldives	The Maldives National University - Dhivehi Raajjeyge Qaume University	1	7 days	1260 EUR	820 EUR
Belize	University of Belize	1	7 days	1260 EUR	1500 EUR
Bahamas	University of the Bahamas	1	7 days	1260 EUR	1500 EUR
Ecuador	Technical University of Manabi	1	7 days	1260 EUR	1500 EUR
Cambodia	University of Puthisastra Co. Ltd	1	7 days	1260 EUR	820 EUR
Seychelles	University of Seychelles	1	7 days	1260 EUR	820 EUR
Eswatini	Eswatini Medical Christian University	1	7 days	1260 EUR	820 EUR
Nepal	Kathmandu University	1	7 days	1260 EUR	820 EUR
Albania	University College of Business	1	7 days	1260 EUR	275 EUR
Senegal	Cheikh Anta Diop University of Dakar	1	7 days	1260 EUR	820 EUR
Ethiopia	Mekelle University	2	7 days	1260 EUR	530 EUR
South Africa	University of Pretoria	2	7 days	1260 EUR	820 EUR
Madagascar	University of Antananarivo	2	7 days	1260 EUR	820 EUR

It is highly **requested** that the mobilities are held between **13.05.2024** and **31.12.2024**.

At the same time, the mobility **has to** be completed until the end of related project term, which is 31.07.2025.

## 7. EVALUATION CRITERIA

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Application documents are forwarded to the Erasmus+ Selection Committee within the date ranges specified in the announcement. Draft election lists created by the Project Coordinator are evaluated impartially and transparently by the Election Commission appointed by the Rectorate, and final lists are created.

### a) Staff Mobility for Teaching Assignments (STA)

<b>CRITERIA</b>	<b>SCORE</b>
Full Time employees	+ 40 points
Part Time employees	+ 20 points
Language Score	Language Score x 20%
Lecturer who has not benefited from the KA171 teaching mobility before	+ 10 points
Lecturer from the Department/Program that has not sent any lecturer for the KA171 teaching mobility before	+ 10 points
Erasmus+ Department Coordinator/Erasmus+ Programme Coordinator	+ 10 points
Lecturer conducting classes in a foreign language for Erasmus+ students in the current academic year	+ 10 points
Was actively involved (e.g. lecturing, organizing additional activities etc.) in the international events in the frames of Erasmus+ (e.g. International Week, Erasmus+ Day etc.) in the current academic year or previous academic year	+ 5 points
Employees or their first-degree relatives who receive assistance from AFAD for earthquake victims	+ 5 points
Disabled employees	+ 5 points
Employees who had been selected for KA171 mobility and did not join the mobility without a disclaimer notice	- 10 points
Has benefited from Erasmus+ mobility KA171 current academic year or previous academic year	- 15 points
Has benefited from Erasmus+ mobility KA171 two years ago	- 10 points
Has benefited from Erasmus+ mobility KA171 three years ago	- 5 points
Has not submitted their Alany University Mobility Report after the previous KA171 mobility	- 10 points

! Staff who has been selected for the mobility in the frames of Erasmus+ KA171 in the previous project application, but has not benefited from the planned mobility **yet**, will be counted as having benefited from the project in the previous year.

! Personnel who has already carried out their KA171 mobility in 2024 will be considered as having benefited from the program in the previous year.

! Each mobility will be counted separately.

**b) Staff Mobility for Training (STT)**

<b>CRITERIA</b>	<b>SCORE</b>
Full Time employees	+ 40 points
Part Time employees	+ 20 points
Language Score	Language Score x 30%
Staff who has not benefited from the KA171 training mobility before	+ 10 points
Staff from the Department/Unit that has not sent any employee for the KA171 training mobility before	+ 10 points
Administrative Staff	+ 15 points
Was actively involved (e.g. lecturing, organizing additional activities etc.) in the international events in the frames of Erasmus+ (e.g. International Week, Erasmus+ Day etc.) in the current academic year or previous academic year	+ 5 points
Employees or their first-degree relatives who receive assistance from AFAD for earthquake victims	+ 5 points
Disabled Staff	+ 5 points
Employees who had been selected for KA171 mobility and did not join the mobility without a disclaimer notice	- 10 points
Has benefited from Erasmus+ mobility KA171 current academic year or previous academic year	- 15 points
Has benefited from Erasmus+ mobility KA171 two years ago	- 10 points
Has benefited from Erasmus+ mobility KA171 three years ago	- 5 points
Has not submitted their Alanya University Mobility Report after the previous KA171 mobility	- 10 points

! Staff who has been selected for the mobility in the frames of Erasmus+ KA171 in the previous project application, but has not benefited from the planned mobility **yet**, will be counted as having benefited from the project in the previous year.

! Personnel who has already carried out their KA171 mobility in 2024 will be considered as having benefited from the program in the previous year.

! Each mobility will be counted separately.

## 8. ADDITIONAL INFORMATION

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**General Regulations** Activity duration, activity conditions and all other procedures are in accordance with Alanya University Erasmus+ Higher Education Program Implementation Directive and it is carried out within the scope of the Erasmus+ Handbook published by the European Union Education and Youth Programs Centre of the Ministry of EU Affairs <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

**Quota** The stated quotas are estimates and may vary depending on the situation of our candidates who have qualified but have postponed their mobility. Since the 2022 Project Period will end on 31.07.2025, priority will be given to activities planned to be completed before this date.

**Zero Grant Mobility** Staff can participate in the activity without receiving a grant if they wish. In order to benefit from the activity without a grant, an application must be made, and evaluated as other applications. The difference between Zero Grant personnel is that the personnel is not included in the budget calculations and is not paid.

## 9. ERASMUS+ KA171 INFORMATION MEETING

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An Information Meeting will be organized by the International Relations Office of Alanya University before the application period. The date, place, time will be announced on the University website. Subjects to be covered during the meeting:

- Visa
- Health insurance
- Financing conditions
- Duties to be completed during a mobility
- Mobility Report

## 10. CONTACT

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