



ANTALYA BİLİM UNIVERSITY

ERASMUS+ KA107 – INTERNATIONAL CREDIT MOBILITY PROGRAM TEACHING AND TRAINING MOBILITY ANNOUNCEMENT

- The 2021-2022 academic year teaching and training mobility includes the activities between 28.12.2021 and 01.06.2022,
- After the election results are announced, the selected candidates should bring their invitation/acceptance letters until February 01, 2022, and completed their mobility and returned until June 01, 2022. After the results are announced, the selected staff can begin their mobility.

DEADLINE FOR APPLICATION: 27.12.2021, Monday, 23:59

How can you complete application?

You must complete your application at <https://exchange.antalya.edu.tr>

Application Documents;

1. It is necessary to register from the link <https://exchange.antalya.edu.tr>
2. Document showing that you know the English Language, certificate (30% will be added to the calculation)
3. Applications of staff who do not have an English language certificate will also be accepted,
4. If the language of instruction of your university is English, a photocopy of your diploma or transcript must be uploaded to the system.

After logging in to <https://exchange.antalya.edu.tr> it is necessary to register as a user. Required information must be filled while registering and '**Outgoing Staff**' must be marked in the section that says 'Role'. After the registration is completed, the account should be activated by clicking the activation link that will be sent to your e-mail address. The password that will be sent to your same address will be the password you will use when logging in to <https://exchange.antalya.edu.tr> from now on. You can complete your applications by re-entering the application address with your e-mail address and new password and clicking the "**Apply**" link from the "Partner Countries Program / KA107 Teaching or Training Applications" link. After entering the application information, the process should be completed

by clicking the 'Complete' button. In addition, supporting documents must be uploaded to the 'Files' section of the system.

- PDF printout of the online application, with the signatures (must be signed by the head of your department) completed.
- The following documents must be prepared after the candidates' participation in the mobility has been finalized and at the latest 3 weeks before the start of the activity:
 1. *Official letter to be received from the affiliated Dean's Office / Institute Directorate / School Directorate / Central Directorate / Department,*
 2. *A signed copy of the Business Plan to be approved in advance by the Erasmus Institutional Coordinator and the host university. (Teaching schedule should be stated on a day-to-day basis in the Business Plan.)*
 3. *Teaching / Training Mobility Agreement*
 4. *A copy of Denizbank current AVRO account (can be any Denizbank Branch)*

Documents to be submitted to the Erasmus Office on return:

- Letter of confirmation from the institution visited (A signed and stamped document containing the start and end dates of your mobility),
- Final Report Form (To be sent by e-mail – to be filled online),
- Travel documents (boarding pass and passport copy).

Evaluation:

- The applications will be evaluated by the Erasmus program board of ABU according to the selection criteria mentioned below and the election results will be communicated to the departments,
- The main and back-up lists will be announced on the website of Antalya Bilim University (<https://www.antalya.edu.tr/tr>)

GENERAL INFORMATION ABOUT TEACHING MOBILITY

Staff mobility for teaching for academic staff and for invited staff from non-academic organizations to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months.

Minimum and Maximum teaching hours and days for Staff Teaching Mobility:

The activity period for staff teaching mobility is determined as a minimum of 5 working days and a maximum of 2 months, excluding travel. However, in order for the activity to be considered a valid activity, at least 8 lesson hours must be given. In cases where the activity takes place longer than 1 week, the required course hours should increase in proportion to the duration.

In staff teaching mobility, in cases where the beneficiary's participation certificate shows that it has been operating for less than 5 days and/or teaching less than the required number of hours, except for force majeure, the activity is deemed invalid and no grant payment is made to the beneficiary.

GENERAL INFORMATION ABOUT TRAINING MOBILITY

Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods, and/or training at a partner HEI. The mobility period can last from 5 days to 2 months. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organization located in a Programme Country.

Minimum and Maximum days for Staff Training Mobility:

From 2 days (5 days from and to Partner Countries) to 2 months, excluding travel time. But, in order to provide mobility opportunity for higher number of staff, the maximum duration of the mobility period for STT is limited to 5 days (excluding travel time) by ABU Erasmus Program Board. If the training activity lasts less than 2 days, the activity is considered as void and the grant payment is not made for the related activity.

GRANTS

The calculation of the grant that the staff is made by the staff's own higher education institution, within the framework of the grant calculation rules determined by the commission.

- The grant given to the staff benefiting from the training and teaching mobility is a contribution; It is not intended to cover all the expenses related to the period spent abroad.
- **80%** of the Erasmus grant is will be transferred into the Euro account (Deniz Bank) specified by the beneficiary in the contract signed with the staff who will benefit from the training/teaching mobility after they return and after the transactions are completed, staff will get the rest of grant **20%**

Erasmus Staff Mobility Without Grant (Zero Grant)

It is possible to participate in Erasmus staff mobility programme without grant. Those staff who would like to participate in the programme without grant need to make application and their applications need to be evaluated as the others. Those participants with zero grant have to fulfill rights and obligations of the program.

• Staff who benefit from the training / teaching mobility are paid daily/weekly subsistence and travel expenses according to the travel distance, within the framework of the rules determined by the commission. This payment is a contribution to travel and subsistence expenses for the period spent abroad. Travel expense payment is a contribution to the travel cost of the participants to go from their place of residence to the place of activity and return. The travel distance must be calculated using the distance calculator provided by the European Commission

(http://ec.europa.eu/programmes/erasmusplus/tools/distance_en.htm).

Grant Amounts:

University	Department	Outgoing Staff	Travel Budget
University of Bihac	Civil and Mechanical Engineering 3 staff will be selected.	1 Staff 180 Euro for a day 900 Euro for 5 working days	Travel grant for 1 staff is 275 Euro
Bosnia- Herzegovina	Toplam: 3525 Euro	3 staff: 2700 Euro	3 staff: 825 Euro

University	Department	Outgoing	Travel Budget
Kolegji Universum	Computer Engineering and Business Administration 4 staff will be selected.	1 Staff 180 Euro for a day 900 Euro for 5 working days	Travel grant for 1 staff is 275 Euro
Kosovo	Totally= 4700 Euro	4 staff: 3600 Euro	4 staff: 1100 Euro

QUOTA

Engineering Faculty;

Staff Training Mobility

Civil Engineering: 1 staff

Computer Engineering: 1 staff

Mechanical Engineering: 1 staff

Staff Teaching Mobility

Civil Engineering: 1 staff

Computer Engineering: 1 staff

School of Business and Social Sciences

Staff Training Mobility

Business Administration: 1 staff

Staff Teaching Mobility

Business Administration: 1 staff

TOTAL: 7 Staff

Important: Only Research Assistant and/or Faculty Secretary can apply for training activity (administrative staff).

Important: Only Faculty Members and/or Lecturers can apply for the teaching activity.

ADDITIONAL GRANT FOR DISABLED STAFF

Erasmus+ gives special importance for guidance, welcoming, physical access, pedagogical and technical support, and especially contributing to the additional costs of students and staff whose physical, mental or health-related conditions is such that their participation in Erasmus+ would not be possible without extra financial support (from here on referred to as “students and staff with physical, mental or health-

related conditions”). This is to ensure you take full advantage of the European Union of the Erasmus + mobility arrangements.

All higher education institutions which sign the Higher Education Erasmus University Charter are committed to providing equal access and opportunities for participants from all circles. Therefore, students and staff with physical, mental or health-related conditions can take advantage of all the support services offered by the host institution to their local students and staff.

Erasmus+ support for the individual needs related to mobility includes affordable accommodation, travel assistance, medical attendance, support equipment, appropriate learning materials, companion, etc. and suitable relevant areas but are not limited to those stated.

For your special access needs during mobility, you can apply for Erasmus+ physical, mental or health-related special status students and staff additional grant in addition to your regular monthly Erasmus + learning, training or staff mobility. To apply for Erasmus + Specific Needs Support please indicate your anticipated extra costs concerning your special needs and physical mental or health-related condition while preparing for your Erasmus + mobility period.

SELECTION OF ACADEMIC AND ADMINISTRATIVE STAFF TO PARTICIPATE IN MOBILITY

1. Selections will be held by the Erasmus Office, **according to the priorities specified in the Erasmus Handbook (by Turkish National Agency) and the selection criteria approved by our University,**
2. **4 Administrative Staff will be selected for Training, 3 Academic Staff Mobility for Teaching,**
3. First time participation is prioritized,
4. Foreign language knowledge and/or language level (English) is prioritized,
5. Disabled staff are prioritized,
6. Veteran staff and staff who are relatives of martyrs and veterans are prioritized,
7. Prioritization should be applied as a plus point during the evaluation, not in the form of direct entitlement,

Calculations

- *If staff has never benefited from the mobility before; +20,*
- *If staff is a disabled; +10,*
- *If a veteran and/or a martyr's relative; +10,*
- *Has benefited from the program in the last 3 academic years (within ABU); -40,*
- *Erasmus Departmental/Institutional Coordinator; +10,*
- *If staff gave up the Erasmus right without force majeure in the previous periods; -10,*
- *If he/she has contributed to the signing of Erasmus Bilateral Agreement for any of the Academic Departments of ABU; +10,*
- *Current language score (if applicable); + 30%,*

- Document showing English language proficiency (language certificate, transcript or copy of diploma showing that the language of instruction of the graduated (or still studying) university is English, TOEFL, YDS, YÖKDİL will be accepted),
- Application Base Score; +40,
- Department employees whose staff have not benefited Erasmus+ personnel before are prioritized,
- In case the candidates applying and selected to the KA103 Staff Mobility Program apply for KA107;
- 5 points,
- If two staff get the same score, they are prioritized according to the older employee and/or academic title.