***Staff Mobility applications within the Erasmus+ KA107 (Partner Countries) start on 06 March, 2023***

**Project Nr:** 2020-1-TR01-KA107-084091

***You can apply by sending their application documents to the International Relations Office's e-mail address between 27 March,2023 – 11 April, 2023.***

* ***APPLICATION DOCUMENTS***
* ***-Teaching/Training Mobility Application Form (attached)***
* ***-Foreign Language Exam Result Document (not mandatory for Education Mobility)***
* ***-Coordinator/Assistant Coordinator Document (if any)***
* ***-Disability or Martyr's Relative Certificate (if any)***
* ***- A document signed by the Head of the Department (if any) showing that he/she took an active role during the writing of the project***
* ***MINIMUM REQUIREMENTS***

***The total quota is for 3 staff, totally and the staff should be from the departments that are listed below:***

* ***Industrial Design***
* ***Mathematic***
* ***Civil Engineering***
* ***Chemical Enginerring***
* ***Materila Engineering***
* ***Electronic and Electrical Engineering***

***Staff to participate in the activity must have the following minimum requirements:***

***Staff (both of academic and administrative) must be full/part-time personnel employed in CIT***

***1.Teaching Mobility: It allows lecturers working in CIT to teach in ESTU. It is obligatory to have a bilateral agreement between CIT and ESTU whose mobility will be realized. Within the scope of mobility, at least 8 hours of lectures must be given and the teaching plan must be arranged according to a maximum of 5 working days. Only academic staff working in the fields specified in the agreement can benefit from the mobility. Personnel who meet the application requirements can benefit from the activity without a grant if they wish.***

***2. Training Mobility:***

***It enables the academic and administrative staff working in CIT to receive education in ESTU. Only academic and administrative staff working in the fields specified in the agreement can benefit from the mobility. Personnel who meet the application requirements can benefit from the activity without a grant if they wish.***

***\* If an application is made to both teaching and training mobility in the same application period and is entitled to participate in both mobility, a petition is received from the candidate for the mobility given priority and 10 points are deducted from the mobility that is given the second priority.***

***\* If more than one partner institution is preferred in the same application period, no points are deducted from the first choice. However, considering the preference order made in the application form, 10 points for the second choice and 20 points for the third choice are subtracted from the total score of the applicant.***

***The amount of travel expenses to be paid to the personnel benefiting from the personnel mobility activity is calculated using the "Distance Calculator". The distance calculator is available at the link below:***

***http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm***

***Through the distance calculator, the km value between two points from the place where the personnel is settled to the place of activity is determined and the travel grant is calculated using the table below.***

|  |  |
| --- | --- |
| **4000-7999 km** | **820 €** |

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**KA107 Erasmus+ Programme**

**2020-2023 Project Period**

2020-1-TR01-KA107-084091

**Erasmus+ Staff**

**Teaching / Training Mobility**

**MOBILITY CALENDAR**

|  |  |
| --- | --- |
| **06 March 2023** | Announcing / Publishing the Call for the mobility |
| **27 March – 11 April 2023** | **APPLICATION PROCEDURE**   * Application will be accepted until 11 April 2023 17.00. Applications submitted afterward will not be accepted. |
| **27 March – 11 April 2023** | **DOCUMENTS for the APPLICATION:**   * ***Teaching/Training Mobility Application Form* (Signed by the applicant)** * Languauge Score Document (in case you have) * A document signed by the Head of the Department / Department of International Exchange and Cooperation showing that he/she took an active role during the writing of the project. * A document signed by the Head of the Department / Department of International Exchange and Cooperation showing that it is the first time the participant participates to Erasmus+ Programme   The above documents must be submitted until **11 April 2023 17.00**.  **IMPORTANT**  \*If the evaluation criteria must be carefully examined and a proof document not specified above must be submitted, that document must also be submitted.  \*Mobilities must be completed by 15 June 2023 at the latest. |
| **17 April 2023** | Announcement of the ranked list of all applicants, prepared according to Erasmus+ Staff Teaching/Training Evaluation Criteria, on the website of Department of International Exchange and Cooperation. |
| **17-18 April 2023** | Objection period to the results of the application; Acceptance and evaluation of possible objections by Department of International Exchange and Cooperation.  All the objections must be documented officially. |
| **24 April 2023** | Deadline for renouncing the right to be an Exchange staff.  **NOTe:** After this date will receive -10 points. |