**SAMPLE**

**EVALUATION:**

 The applications which meet the requirements are evaluated on the basis of the "Ranking Score (RS)" from the highest score to the lowest score. In the calculation of RS, the effect of the criteria in the following table (Table-1) is added to the base point, which is accepted as 40pts.

**Table - 1**

|  |
| --- |
| **Erasmus+ Staff Mobility for Training Evaluation Criteria** |
| Base Point | 40 pts. |
| \*Language Score | %20 of total score |
| Benefiting from the programme for the first time | +10 pts. |
| Administrative staff? | +10 pts. |
| **\***Disabled staff | +10 pts. |
| \*Being a martyr’s or ghazi’s relatives **(Not applicable except for Turkish Higher Education Institutions)** | +15 pts. |
| Being from a department that has never benefited from Erasmus+ Staff Mobility | +5 pts. |
| Having benefitted from the programme before | -10 pts. |
| Planning to visit a higher education institution which has never been visited before within the frame of the programme | +5 pts. |
| Is the staff going to his/her country of citizenship? | -10 pts. (if the answer is “Yes”) |
| **Important:** In cases where there are at least 2 members of staff who receive equal points, the member of staff whose service period is longer than the other will have priority. |

**\*The applicant should submit a document that certify the result/situation.**

**The Points to Take into Consideration:**

1. In addition to those mentioned above, the higher education institution may use other criteria appropriate to its institutional needs and priorities.
2. Prioritization should be applied as a plus point during the evaluation.
3. The higher education institution is obliged to ensure that the selection of the staff who will benefit from the mobility is made in an impartial manner, that transparency and justice are observed, and that it can provide all kinds of documents related to the selection process when necessary.
4. **The evaluation process needs to be fair, transparent, impartial and consistent. Criteria cannot be determined to completely exclude a certain person or category of staff or to select only a certain person or category of staff. Weight in the positive or negative direction of the specified criterion should not be such that this criterion determines the overall evaluation result.**
5. **The actual assessment criteria, which is planned to release to the staff during the evaluation process, must be redacted by managerial decision (senatus consultum, board decision or approval of rectorate) and announced before the application process starts.**
6. **The evaluation process must be carried out by a commission consisting of at least three full and sufficient substitute members, assigned by the Rectorate with an 'official assignment'. None of the evaluaters should have a personal connection or conflict of interest with the applicant. Transparency and fairness are one of the general rules of the program and a requirement of ECHE.**