**Iskenderun Technical University (ISTE)**

**Erasmus+ KA171 (2022) Project (International Mobility Involving Third Countries Not Associated to the Programme)**

**Information Pack**

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| **Staff Mobility for Training (STT)** |
| Duration | Minimum 5 days (excluding travel days) |

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| **What is Erasmus+ KA171 (International Mobility Involving Third Countries Not Associated to the Programme) Staff Mobility for Training (STT)?** |
| Staff training mobility,is a field of activity that, a staff employed in a higher education institution in third countries not associated to the programme, provides an opportunity to receive education in a higher education institution with ECHE in Turkey or;is a field of activity that, a staff employed in a higher education with ECHE in Turkey, provides an opportunity to receive education in a higher education institution in a third country not associated to the Programme.Within the scope of this activity, it is possible for the person to receive various training (such as job shadowing, observation processes etc.) in order to improve the skills related to his/her current job. Conference participation is not considered as an appropriate activity within the scope of staff training activity. |

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| **What is the Role of Organisations Participanting in this Project?** |
| Participating organisations involved in the mobility project assume the following roles and tasks:* **Applicant organisation** from a EU Member State or third country associated to the programme: in charge of applying for the mobility project, signing and managing the grant agreement and reporting.
* **Sending organisation:** in charge of selecting students/staff and sending them abroad. This also includes grant payments (for those in EU Member State or third countries associated to the programme), preparation, monitoring and recognition related to the mobility period.
* **Receiving organisation:** in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity.
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| **Partner Universities and Application Period** |
| Erasmus+ extends beyond Europe, allowing for mobility from and to other parts of the world (between 33 EU member states or third countries associated to the programme and 167 third countries not associated to the Programme). EU member states or third countries associated to the programme are those countries participating fully in the Erasmus+ program. Turkey is one of the third countries associated to the programme. Third countries not associated to the programme cover the rest of the world outside the European Union.In order to conduct training mobility, there must be a bilateral Erasmus+ agreement between ISTE and the partner institution. Countries as well as partner lists that can be granted change every year within the framework of the Program budget allocated by Turkish National Agency. For each call of Erasmus+ KA171 Staff Mobility for Training, the list of countries/partner universities are updated in accordance with the Program budget allocated to ISTE. International Offices in partner universities conduct their own application process according to the rules and regulations of the Erasmus+ Programme and Turkish National Agency and announce the application dates and procedures at least 20 days prior to accepting applications on their institution’s website. International offices in the partner universities organize a fair, transparent and documented selection process and send first the nomination emails of the selected staff and then application documents of the teaching staff to ISTE IRO (erasmus@iste.edu.tr). * The number of staff that can be nominated to ISTE is **2** for Ternopil Ivan Puluj National Technical University (TNTU) within the frame of staff mobility for training
* The number of training staff that can be nominated to ISTE is **4** for Universum College (UC)
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| **Selection Committee** |
| The selection committee has some tasks and responsibilities as indicated below:The applications are evaluated (in line with the rules and regulations of the Erasmus+ Programme and Turkish National Agency) by the selection committee. The assessment list is prepared “considering the staff’s total Erasmus scores (which is calculated according to the criterias below), university preferences, the quota of receiving university” by the International office in partner university. Upon completing the assessment list, it is sent to the selection committee for assessment and approval. |

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| **Selection of Academic/Administrative Staff** |
| Please take the rules and regulations of the Erasmus+ programme and Turkish National Agency into consideration while accepting the applications, evaluating them and selecting the administrative staff to participate in the staff mobility for training. Please find the following main assessment criteria;Applicants must be;• a member of the partner university and they must actively work at the time of application,• employed as administrative or academic staff at the university in the partner country,• have a minimum English proficiency level of B2\*• first beneficiary is prioritized,• administrative staff is prioritized,• knowldege of foreign language is prioritized,• disabled staff is prioritized,• In addition to the criteria above, the higher education institution can determine criteria in compliance with the institutional requirements and priorities,• The institution should apply the priorities by giving plus points to the relevant candidate who is matching the criteria.Members of your administrative staff are welcome to for a period of 5 days in the designated faculties/departments/units (in signed IIA) of Iskenderun Technical University (ISTE) between 2023 and 2025 years **(until Project ending date: 31st July 2025**).**\* having a minimum English proficiency level of B2 according to**[**Common European Framework of Reference for Languages**](http://europass.cedefop.europa.eu/resources/european-language-levels-cefr)**.****Note: 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.** |

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| **Application Documents** |
| After being selected by their home university, the staff should prepare, fill and sign the following forms/documents. The selection committee report, the assessment lists and home university confirmation letters should be prepared by the home university. The staff application documents for ICM Program is as follows; * Selection Committee Report\*
* The Assessment List\*
* Staff Application Form\*
* Mobility Agreement for Training\* (confirmed by all required parties)
* Curriculum Vitae (CV)
* Home university confirmation letter\*
* Copy of passport / national ID card
* A national or international language examination score (at least B2 level for English language) (if available)

\*These draft documents will also be provided by ISTE IRO unit in case the partner institution’s request. |

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| **Duration of the Activities** |
| According to KA171 program rules, duration of training mobility ranges from 5 days to 2 months (max.) excluding travel time. However, as the Program budget allocated to ISTE changes every year, the maximum duration of the training mobility is 5 days (excluding travel days) per person.For those countries which have a budget to support more than one week, it may be possible to allocate the whole budget for one teaching staff, if there is only one applicant. In case of having more than one application, the available budget will be shared among applicants according to program rules.Within the scope of this activity, it is possible for the person to receive various training (such as job shadowing, observation processes etc.) in order to improve the skills related to his/her current job. Conference participation is not considered as an appropriate activity within the scope of staff training activity.Important notes:* If the teaching activity/teaching hours last less than the minimum requirements, the activity is considered as void by the funding body and the grant payment will not be made for the related activity.
* The activity must take place until the end of the related project term (31st July 2025).
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| **Erasmus+ KA171 (International Mobility Involving Third Countries Not Associated to the Programme) Program Grants for Staff Mobility** |

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|  **Daily Grant Amounts For Incoming Staff** |
| For the incoming training mobility period, the grant per day is 140 €.  |
| Estimated grant days = 5 working days + 1 travel days = 6  | Estimated amount: 840 Euro (per person) |

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| **Travel Grant for Incoming Staff** |
| In addition to the daily grants, the travel grant is calculated by using the “Distance Calculator” below:<http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm>The distance calculator is used to determine the distance between the location where the staff is residing and the place of activity. The kilometers in distance calculated by the distance calculator corresponds to the round-trip and the amount does not get multiplied by two. |
| 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+ | 1500 Euro |

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| **Important Note:** Participants receive 100 % of the total financial support during their mobility period; **however the participants must meet their obligations according to the rules and regulations of the Erasmus+ Programme and Turkish National Agency.** |

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| **A Sample of Grant Calculation** |
| For a visit from Kosovo for 5 working days, the total grant is calculated as follows:Daily Grant: 140\*5 (mobility days) + 140\*1 (travel days) = 840 € Travel Grant: 275 €Total Grant (per person): 840+275 = 1115 €For a visit from Ukraine for 5 working days, the total grant is calculated as follows:Daily Grant: 140\*5 (mobility days) + 140\*1 (travel days) = 840 € Travel Grant: 275 €Total Grant (per person): 840+275 = 1115 €For a visit from Bangladesh for 5 working days, the total grant is approximately calculated as follows:Daily Grant: 140\*5 (mobility days) + 140\*2 (travel days) = 980 €Travel Grant: 820 €Total Grant: 1800 € |

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| **Inclusion Support (Staff)** |
| Erasmus+ Program encourages the participation of the people with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility activity unless there is additional financial support. In order to provide additional grants to students and staff who need inclusion support, an additional grant request must be made by the beneficiary higher education institution. After the participant who needs special need is selected, If the participant has an additional grant request, the approximate additional costs are determined and an additional grant is requested from the Center. An additional grant request can be made by sending the appropriately filled inclusion support form and its annexes to the Center before the mobility of the relevant participant begins. Requesting an increase in grant after participant activity ends not possible.Inclusion Support grant application forms are published on the website of the Center at <https://www.ua.gov.tr/anaSayfa/icerikler/baglanti-ve-dokumanlar/2022-donemi-ka107-sozlesme-belgeleri/>  |

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| **Erasmus Staff Mobility without Grant (Zero-Grant)** |
| It is possible to participate in Erasmus staff mobility programme without a grant. Those staff members, who would like to participate in the programme without a grant, need to submit an application and their applications need to be evaluated along with all the others. Those participants with zero grant also have to fulfill rights and obligations of the program. |

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| **Required Documents for the Selected Beneficiaries** |

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| **Before The Mobility** |
| * **Application and Nomination Documents**: indicated in “**Application Documents” section.**
* **Invitation Letter;** provided by ISTE IRO.
* **A Valid Passport and A Visa (if required)** in which dates should contain the period of mobility. Please check the following website (Republic of Turkey - Ministry of Foreign Affairs) for visa information for foreigners:<https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>
* **Health Insurance**: A copy of health insurance document (English version) must be submitted to ISTE IRO. It is compulsory that beneficiaries have a valid health insurance in Turkey with sufficient coverage especially in cases of repatriation and specific medical intervention. It is beneficiaries’ responsibility to purchase and provide such an insurance if required. ISTE is not liable for the costs incurred by medication or hospitalization related to the mobility activity. Please visit the following web page for the details (<https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-personel>).
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| **During The Mobility** |
| * [**Erasmus+ HE Staff Mobility**](https://ico.metu.edu.tr/system/files/incoming_outgoingstaff_teachingtraining_grant_agreement_0.doc) **Grant Agreement:** filled and signed with the help of ISTE IRO advisor. According to EU programme rules, ISTE IRO will sign a grant contract upon the arrival of beneficiaries at ISTE which regulates the financial aspect of the mobility. Please note that this instalment will be made available to beneficiaries during the mobility period.
* **Turkish Tax Number and Bank Account:** upon their arrival beneficiaries should get a Turkish tax number, since it is not possible to open a bank account in Turkey during short-visits without getting a tax number. For the details about how to get a Turkish tax number, please visit the following web page for the details (<https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-personel>).
* **Flight Tickets and Boarding passes (for round trip):** For EU grant regulations beneficiaries should keep their flight tickets + boarding passes and submit them to ISTE IRO. If beneficiaries are not travelling by plane, they must keep their relevant travel tickets instead. Please note that without these documents it is not possible to make individual support payment for travel days.
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| **After The Mobility** |
| * **EU Survey:** an online survey which will be sent by ISTE IRO advisor to beneficiary’s e-mail address.
* **Certificate of Attendance:** provided by ISTE IRO.
* Explanatory and substitutive documents concerning special conditions (provided by the incoming staff if required)
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| **Useful Information for the Selected Beneficiaries** |
| Please find the following [web link](https://ico.metu.edu.tr/system/files/staff_orientation_package.pdf) including information like how to get to ISTE campus, Iskenderun City, social life, food, useful telephone numbers, cost of living, transportation, accommodation, practical information for staff, etc.<https://obs.iste.edu.tr/oibs/Bologna/index.aspx?lang=en> <https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-personel> If one can’t find enough information from the above links, ISTE IRO will also be able to send a guide booklet to the incoming staff via e-mail. |

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| **Organization of the Academic Year 2023-2024** |
| **Autumn Semester** | **Spring Semester** |
| The Beginning of the Classes: October 2023 | The Beginning of the Classes: February 2024 |
| Mid-term Exams; November 2023 | Mid-term Exams; April 2024 |
| The End of the Classes: January 2024 | The End of the Classes: May 2024 |
| Final Exams: January 2024 | Final Exams: May-June 2024 |

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| **2024 Public Holidays in Turkey**  |
| New Year’s Day | 1st January 2024 |
| National Sovereignty and Children’s Day | 23rd April 2024 |
| Labour Day | 1st May 2024 |
| Commemoration of Ataturk, Youth and Sports Day | 19th May 2024 |
| Ramadan Fest Eve | 9th April 2024 (1/2 day) |
| Ramadan Fest | 10-12 th April 2024 |
| Eid – al - Adha Eve | 15th June 2024 |
| Eid – al - Adha | 16th June – 19th June 2024 |
| Victory Day | 30th August 2024 |
| Republic Day | 29th October 2024 |