



ERASMUS+ INCOMING STAFF MOBILITY CALL

CALL INFORMATION	
Call Title	Erasmus+ Staff Mobility Call
Action Type	KA171 (Third Countries not associated to the Programme)
Project Year	2022 and 2023 KA171 Projects
Project Number(s)	2022-1-TR01-KA171-HED-000069445; 2023-1-TR01-KA171-HED-000167459
Call Date	11.07.2024

Please read the call document carefully before applying.

Kastamonu University Erasmus Institutional Coordination Office has announced the call for incoming staff mobility within the framework of Erasmus+ KA171 (Third Countries not associated to the Programme).

The applications will be accepted through the [Application System](#) of Erasmus+ Institutional Coordinator within the dates stated in the **CALENDAR** section.

All the mobilities must be realized within the framework of 1st International Staff Week that will be held from **14.10.2024** to **18.10.2024**.

MOBILITY TYPES FOR APPLICATION

An applicant can only apply for one type of mobility at a time, either a staff mobility for teaching or a staff mobility for training. If an applicant applies for two types of mobility, both mobility applications will be rejected.

Staff Mobility for Teaching Call is open to all academic staff working in ISCED-coded fields specified in the inter-institutional agreement. Please see the detailed quota table for the list of ISCED-coded fields that you can apply. The candidates from fields that are not included in the detailed quota table are ineligible for this mobility.

Staff Mobility for Training Call is open to all academic and administrative staff from any unit.

APPLICATION PROCESS

The applications will be made through <https://applyerasmus.kastamonu.edu.tr> during the application period specified in **CALENDAR** section. The applicants should upload the



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required documents listed below to the application system during their application. The documents must comply with the conditions as specified below. More information about the conditions supportive documents must meet can be found in the **SELECTION CRITERIA** section.

Required documents:

- **Application form with photo** (Application form will be provided with the announcement, must be signed by applicant and Erasmus/IRO coordinator before uploading)
- **Language proficiency level in English**
 - exam result/certificate (officially approved) or
 - official document stating that the medium of instruction is English at your institution, or (signed and stamped by the sending institution officials)
 - official document stating that the official language of the country is English (signed and stamped by sending institutions officials)
- **Letter of intent** (must be signed by the applicant)
- **Valid certificate for disabled staff** (Certificate can be any document authorized by the applicant's home country's officials.)
- Any other documents required for additional points (for details please see **SELECTION CRITERIA** explanations)

DEFINITIONS

Definition of Staff Mobility

Staff mobility can occur between any institution in a non-associated third country mentioned in the call and an institution in an EU member state or a third country associated with the programme. To ensure impactful mobility experiences of high quality, the activity should focus on the staff member's professional development and cater to their learning and personnel growth requirements.

Staff Mobility for Teaching

- The activity area allows a staff member who is obliged to teach at a higher education institution in a third country not associated with the programme to teach classes at the higher education institution holding an ECHE (Erasmus Charter for Higher Education) and to execute joint academic/educational activities related to teaching with the partner institution.



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- Only academic staff in the fields specified in the agreement can benefit from teaching mobility. Regardless of the applicant's field of work, the unit in which the staff is located is taken as the basis.
- Staff teaching is a day-based activity, and grant payments are made only for the days the activity related to the tutoring activity is carried out (and for travel days, depending on the university's decision). For this reason, the teaching schedule must be specified on a daily basis in the Staff Mobility for Teaching - Mobility Agreement.
- Within the scope of teaching mobility, at least 8 hours of teaching activity must be given, and the teaching plan should be arranged according to at least 5 working days.
- Staff who meet the application requirements can benefit from the activity without the grant.

Staff Mobility for Training

- Staff Mobility for Training allows a staff working at a higher education institution in a third country not associated with the programme to train at a higher education institution in Türkiye. All staff at a higher education institution can take part in a training activity abroad that is relevant to their day-to-day work at their institution. The training activity may take the form of training events or job shadowing.
- The Training Schedule must be tailored to at least 5 working days.
- Staff who meet the application requirements can benefit from the activity without the grant.



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QUOTA

Detailed Quota Table

COUNTRY	UNIVERSITY	QUOTA				DAYS (Mobility + Travel Days)	GRANT (€)				FIELD OF EDUCATION (ISCED)**
		Teaching		Training			Individual Support	Travel Days	Travel Support	Total Grant	
		Main	Reserve	Main	Reserve						
BOSNIA AND HERZEGOVINA	University of East Sarajevo	2	4	x	x	7 (5+2)	700	280	275	1255	0912, 0731, 0715, 0112, 0113, 0114
KOSOVO	Universum International College	1/1*	2/2*	x	x	7 (5+2)	700	280	275	1255	0413, 1015, 0412, 0211
KOSOVO	University of Pristina	1/1*	2/2*	x	x	7 (5+2)	700	280	275	1255	0111, 0114, 0715, 0713, 0714, 0732, 0841, 0311
KOSOVO	Kadri Zeka University	1*	2*	x	x	7 (5+2)	700	280	275	1255	0111, 0413, 0311, 0613
AZERBAIJAN	Azerbaijan University Limited Liability Company	1	2	x	x	7 (5+2)	700	280	275	1255	0411, 0412, 0311, 0413
AZERBAIJAN	Lankaran State University	1	2	x	x	7 (5+2)	700	280	275	1255	0111,0113, 0114, 0821, 0410, 0311, 1015, 1013, 0413, 0311, 0841
GEORGIA	Georgian Technical University	1	2	x	x	7 (5+2)	700	280	275	1255	0710, 0321, 0310, 0311
GEORGIA	L.E.P.L Apollon Kutateladze Tbilisi State Academy of Art	1	2	x	x	7 (5+2)	700	280	275	1255	0213, 0212, 0211, 0731



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UKRAINE	Ukrainian National Forestry University	1	2	x	x	7 (5+2)	700	280	275	1255	0821, 0413, 0311
ALGERIA	Universite de Mostaganem	1	2	1	2	7 (5+2)	700	280	360	1340	0413, 0311, 0114, 1014, 0731/0710
ALGERIA	Universite de Ouargla	1	2	1	2	7 (5+2)	700	280	360	1340	0541, 0610, 0500, 0232, 0310, 0111
JORDAN	Aqba University of Technology	1	2	1	2	7 (5+2)	700	280	275	1255	0732, 0613, 0411, 0413
CHINA	Zhejiang A&F University	1	2	x	x	7 (5+2)	700	280	820	1800	0821
INDONESIA	Universitas Dian Nuswantoro	1	2	x	x	7 (5+2)	700	280	1500	2480	0714, 0613, 0610
INDONESIA	University of Muhammadiyah Malang	1	2	x	x	7 (5+2)	700	280	1500	2480	0910, 0221, 0841
MALAYSIA	Universiti Teknologi Mara	1	2	x	x	7 (5+2)	700	280	1500	2480	0231, 0710, 1014, 1015
NEPAL	Kathmandu University	2	4	x	x	7 (5+2)	700	280	820	1800	0300
PHILIPPINES	Mindanao State University	1/1*	2/2*	x	x	7 (5+2)	700	280	1500	2480	0841, 0821, 0831, 0221, 0111
KAZAKHSTAN	L.N. Gumilyov Eurasian National University	x	x	1*	2	7 (5+2)	700	280	530	1510	1015, 0413, 0114/0111, 0313, 0221, 0311
KYRGYZSTAN	OSH Technological University	1	2	x	x	7 (5+2)	700	280	530	1510	0311, 0413, 0410
TAJIKISTAN	Tajik State University of Commerce	1	2	1	2	7 (5+2)	700	280	360	1340	0311, 1015, 0412, 0312/0413



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UZBEKISTAN	Namangan State Institute of Foreign Languages	1	2	1	2	7 (5+2)	700	280	530	1510	0232, 0114, 1015, 0610
GHANA	Central University	2	4	x	x	7 (5+2)	700	280	820	1800	0913, 0732, 0410, 0321, 0610, 0221

*Numbers with asterisk on the quota table represent the remaining quota from 2022 KA171 Project.

**Please look at 'ISCED Codes and Equivalent Departments at KU' document to see the departments that you can be placed for your mobility.



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SELECTION CRITERIA

The evaluation criteria have been determined by Kastamonu University Erasmus Institutional Coordination Office within the scope of the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Affairs of the Ministry of Foreign Affairs of the Republic of Türkiye (Turkish National Agency), the Directive of International Relations Office, and Directive of Erasmus Program of the Kastamonu University, Republic of Türkiye

Criteria	Score	
Language Competency in English ¹ (with a valid certificate)	%50 (out of 100)	
First time participation in Erasmus+ KA171/KA107 staff mobility	+15	
Previous participation in Erasmus+ KA171/KA107 staff mobility within last five academic year.	Once	-10
	Twice	-15
	More than twice	-20
Letter of intent (to be evaluated by the home university) ²	+20	
Disabled staff member (with a valid certificate) ³	+15	
Erasmus Coordinator/IRO Coordinator ⁴	+5	
Agreement Contact Person (specified in IIAs) ⁵	+15	
Administrative Staff (for training activity only) ⁶	+15	

Explanations:

¹ at least B1 level of English according to CEFR (Common European Framework of Reference for Languages) is required. The language score will be converted to a 100-point scale based on the reference table below to calculate a total point.

Reference Table for Conversion of CEFR levels to 100 point scale

CEFR Levels	Points (100 scale)
C2	100
C1	95
B2	75
B1	60

The applicant's home university can hold a language competency exam for their staff members.

If the applicant comes from a university in which the medium of instruction is English or a country where the official language is English, the applicant's English level is considered B2 unless otherwise documented with a valid language competency certificate. An official document/letter signed and stamped by the home institution officials regarding the medium of instruction or official language is required.



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² Letter of intent should be evaluated by the committee formed by the applicant's home university. The committee should not have any conflict of interest with applicants.

³ Certificate can be any document authorized by the applicant's home country's officials.

⁴ An official document prepared by the university authorities showing the applicant's years of service as Erasmus/IRO coordinator. The applicant may benefit from this criterion once.

⁵ A maximum of two agreement contact persons may be involved in an IIA, and the agreement contact person may benefit from this criterion once.

⁶ Academic staff members applying to training activity cannot be considered as administrative staff even if they have administrative duties in their university.

*****All documents provided by the applicant must be in English or translated into English. Documents translated into English must be approved by the university's Erasmus/IRO coordinator.**

******In case of equality in the ranking, the following criteria shall be applied respectively until the equality is broken:**

- Staff with a higher language proficiency score
- Staff with more service time at the sending university

To ensure an objective and transparent selection the evaluation of applications will be made by an evaluation commission officially appointed by the Rectorate of Kastamonu University in accordance with the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Education and Youth Programs of the Ministry of Foreign Affairs of the Republic of Turkey (Turkish National Agency), the Directive of the International Relations Office of the Kastamonu University and the Erasmus Program Directive.

The results will be announced on the website of the Coordination Office (<https://erasmus.kastamonu.edu.tr>). Commissioners will not be able to benefit from this exchange program due to the rules of the National Agency.

Detailed information about the program can be obtained from the website (<https://erasmus.kastamonu.edu.tr>) of the Erasmus Coordination Office, International Relations Office, Kastamonu University.

TRAVEL SUPPORT

Travel Distances	Standard Travel Grant Amount (€)	Green Travel Grant Amount (€)
Between 10 and 99 KM	23	-
Between 100 and 499 KM	180	210
Between 500 and 1999 KM	275	320
Between 2000 and 2999 KM	360	410
Between 3000 and 3999 KM	530	610
Between 4000 and 7999 KM	820	-
8000 KM or more	1500	-



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CALENDAR

DATE	EVENT
July 11, 2024	Call Date ¹
July 30, 2024	Start of the Application
August 16, 2024, 23:59	Application Deadline ²
August 27, 2024	Announcement of Results ⁴
September 3, 2024	Declaration of Participation/Withdrawal ⁵
September 10, 2024	Submission of Mobility Agreement ⁶
September 13, 2024	Staff Week Programme Announcement
October 14-18, 2024	Mobility Dates ⁷

Explanation

¹ The announcement of the call on our website.

² The last day to apply for the mobility through our application system <https://applyerasmus.kastamonu.edu.tr>

⁴ The evaluation results will be announced on the website of our office (<https://erasmus.kastamonu.edu.tr>).

⁵ The last day to inform our office whether the applicant will participate in the mobility or not.

⁶ The last day to submit the mobility agreement to our office.

⁷ **The mobilities of the participants must be carried out within the stated dates, participants must be traveling to Kastamonu on October 13 and should be traveling out of Kastamonu on October 19 to receive daily grants for their travel days. A change of the dates will not be accepted.**

DEDUCTION FROM THE GRANT

The higher education institution makes a grant deduction in the following cases, provided that it is announced before the mobility and stipulated in the contract:

1. If the documents proving participation in the mobility are not submitted, the mobility will be deemed invalid and the grant will not be paid to the personnel, and the initially paid grant will be collected. In addition, grant deductions are made for activities that occur less than planned or are not appropriate.
2. Except for technical reasons, personnel who do not fill out the participant survey will be deducted at the rate of 20% of the travel grant calculated according to the total number of activity days and distance band on which the grant is calculated.
3. If the mobility period is less than the minimum period, regardless of force majeure, the mobility in question will be deemed invalid and no grant payment will be made.

SITUATIONS FOR WHICH THERE ARE NO PROVISIONS

On matters not included in this announcement text, the Erasmus+ Program Guide for the relevant call year published by the European Commission, T.R. Erasmus+ Handbook for Higher Education Institutions for the relevant call year published by the Ministry of Foreign Affairs, Directorate for European Union Affairs, European Union Education and Youth Programs Center (Turkish National Agency), T.R. Procedures are carried out within the



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framework of Kastamonu University International Relations Office Directive and Erasmus Program Directive.

CONTACT INFORMATION OF THE INTERNATIONAL RELATIONS OFFICE

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