**APPLICATIONS FOR THE 2016-2017 ACADEMIC YEAR AUTUMN TERM ERASMUS + HIGHER EDUCATION PROGRAM STAFF MOBILITY FOR TEACHING IN PARTNER COUNTRIES**

Erasmus+ is the European Union Programme in the fields of education, training, youth and sport for the period 2014-2020 implemented by The European Commission and National Agencies. Education, training, youth and sport can make a major contribution to help tackle socio-economic changes, the key challenges that Europe will be facing until the end of the decade and to support the implementation of the European policy agenda for growth, jobs, equity and social inclusion. The Erasmus+ Programme is designed to support Programme countries' efforts to efficiently use the potential of Europe’s talent and social assets in a lifelong learning perspective, linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The Programme also enhances the opportunities for cooperation and mobility with Partner Countries, notably in the fields of higher education and youth.

In order to achieve its objectives, the Erasmus+ Programme implements three main actions. One of them is Key Action 1-Mobility of Individuals which includes Mobility of learners and staff. This action offers opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education institutions and civil society organizations to undertake a learning and/or professional experience in another country.

In this sense, our university has signed Erasmus+ inter-institutional agreement with ***Yıldırım Beyazıt University (YBU)*** in Ankara, Turkey in order to carry out *Staff Mobility for Teaching* within the scope of Erasmus+ KA107 projects.

Thus, ***6 academic staff*** will be able to teach at Yıldırım Beyazıt University (YBU) in Ankara, Turkey for a week within the period until July 31St, 2017.

Academic staff who want to participate in Erasmus+ Staff Mobility for Teaching should follow the guidelines below:

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| **Application Dates**  | 22/08/2016 – 05/12/2016 |
| **Announcement of the Results** | 14/12/2016 |

**REQUIRED DOCUMENTS FOR APPLICATION**

* Application Form
* Foreign Language Proficiency Document

**Application forms should be submitted to the International Relations Office in person.**

**ERASMUS+ STAFF MOBILITY FOR TEACHING**

Key Action 1 of the Erasmus+ Programme provides funds for **short term teaching visits** of Higher Education Institutions’ (HEI) faculty members to partner institutions.

In order to participate in this program, one of the institutions has to be holder of the Erasmus Charter for Higher Education (ECHE) and both institutions must have signed an inter-institutional agreement. The partner higher education institution must have agreed on the programme of activities to be undertaken by the visiting teachers (Mobility Agreement) prior to the start of the mobility period. In all cases, the activities of staff undertaking a teaching assignment should be integrated into the curriculum of the receiving institution.

To be able to participate in this mobility program, your Department/School/Faculty/Institute must have a valid agreement with the partner institution you intend to visit. The current list of our partners is provided in the QUOTAS Section.

**IMPORTANT NOTES:**

* *Academic staff who wants to participate in the program without Grant Support can also make their application.*
* *Please visit the following web sites to learn course codes.* [*http://ec.europa.eu/education/tools/isced-f\_en.htm*](http://ec.europa.eu/education/tools/isced-f_en.htm)

**DURATION OF MOBILITY**

* Please note that the **minimum** teaching hours required is **8 hours per 5 days**, and that you must be a **full time faculty member** to apply. According to our agreement, academic staff should carry out **5 days** of mobility excluding the travel days. Besides the subsistence Grant paid for activity dates, staff will be funded with 2 days-subsistence Grant for the travel days.

**WHO CAN APPLY?**

1. Full time and part time academic staff who are ***officially obliged to teach*** at our university can apply for the program.

2. Position of the academic staff is not required as a qualification. Those who teach at our university based on a contract can participate in the program.

3. Academic staff who teach at our university based on service procurement cannot participate in the program since there is not a contract between the staff and the university.

4. Research assistants, specialists and translators cannot participate in the program since they are not obliged to teach at our university.

**SELECTION AND EVALUATION CRITERIA**

* It is required by Erasmus+ Programs that selection and evaluation should be done in accordance with the principles of transparency and equity.
* The Erasmus committee should prepare the lists in line with the principles of Erasmus and announce them within one week after the last date of applications.

**GRANT**

1. The faculty members participating in the program will receive funding, including contributions for travel costs and subsistence during the period abroad.

2. The amount of support provided per day per country is determined by the National Agency ([www.ua.gov.tr](http://www.ua.gov.tr)) based on instructions by the European Commission.

3. Subsistence Grant is expected to be used for daily/weekly expenses regarding accommodation, refreshments, communication, local transportation, insurance and etc. Therefore, academic staff will not be given additional Grant for these expenses.

4. Academic staff who use private car instead of public transportation is not funded for gas expenses.

5. The total amount of the Grant is calculated considering the dates of teaching mobility and travel days indicated in the contract signed by the participants and our university.

6. If the certificates of attendance does not clearly state that the participants have not carried out **at least 8 hours teaching assignment** during the mobility, the activity is considered as invalid and expected grant is not paid.

**Daily Subsistence**

* The amount of the daily subsistence changes according to the host country and duration of mobility. The following table shows the daily subsistence up to 14 days of mobility in Turkey.

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| --- | --- |
| **Host Country** | **Daily Subsistence (Euro)** |
| Turkey | 140 |

***Example:*** *Daily subsistence and travel grant*

*Imagine that you are visiting Yıldırım Beyazıt University in Ankara, Turkey for 5 teaching mobility days and plus 2 travel days. In this case, the maximum amount of daily Grant is paid over 7 days. In this case, you will be paid: 140x7= 980 Euro*

**Travel Grant**

* Local transportation is met by daily subsistence.
* For each participant, the distance for travel is calculated by the ‘Distance Calculator’ provided by European Commission. A fixed amount of travel grant is provided depending on the range of travel.

[*http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm*](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

* The distance between the settlement of the academic staff and the city of the host university.
* Based on the travel distance per participant. Travel distances must be calculated using the distance calculator

supported by the European Commission . The applicant must indicate the distance of a one -way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

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| **DISTANCE** | **TRAVEL GRANT** |
| For travel distances between 100 and 499 KM | 180 EUR per participant  |
| For travel distances between 500 and 1999 KM | 275 EUR per participant  |
| For travel distances between 2000 and 2999 KM  | 360 EUR per participant |
| For travel distances between 3000 and 3999 KM | 530 EUR per participant  |
| For travel distances between 4000 and 7999 KM | 820 EUR per participant  |
| For travel distances of 8000 KM or more | 1100 EUR per participant |

***Örnek:*** *Imagine that you are visiting Yıldırım Beyazıt University in Ankara, Turkey for 7 teaching mobility days and plus 2 travel days. In this case, you should calculate the distance between Tandil, Bounes Aires and Ankara*

***From: Ankara, Turkey To: Tandil, Bounes Aires, Argentina Km:*** *12700.51 km*

***Total Travel Grant (According to Distance Calculator): Since the distance between Seoul and Ankara is within the range of*** *8000 and more km, you will be funded with 1100 €uro.*

*Daily Subsistence + Travel Grants = TOTAL GRANT 980 Euro + 1.100 Euro = 2.080 EURO*

**QUOTAS**

**6 Academic staff** from our university will participate in Erasmus+ Staff Mobility for Teaching at Yıldırım Beyazıt University in Ankara, Turkey. The following table shows the quotas and departments which have agreement with Yıldırım Beyazıt University. Hence, academic staff teaching at these departments can apply for the program. Distribution of the quotas will be done in accordance with the principles of Erasmus+ Program Guide.

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| --- | --- |
| **COUNTRY** | Argentina |
| **TOTAL NUMBER OF PARTICIPANTS** | **6 Academic Staff** |
| **UNIVERSITY** | YILDIRIM BEYAZIT UNIVERSITY |
| **DEPARTMENTS** | LawMedicineNursingComputer EngineeringHistorySocial WorkInternational RelationsFinanceEconomicsInformation Management Systems |

**ROUTE MAP FOR THE APPLICATIONS**

Academic Staff who wants to participate in the Erasmus+ Teaching Mobility should follow these steps:

1. Please note the application dates, application forms, agreements, quotas and grants.

2. Submit your application forms within the given dates at International Relations Office (IRO).

3. The result of the applications is announced on the web site of International Relations Office.

4. Selected academic staff prepares a work plan and Teaching Mobility Agreement and submit them to the International Relations Office in order that they are signed by the host university. Samples of these documents will be provided by International Relations Office.

5. The host university sends the signed documents together with letter of invitation. The IRO keeps one of the copies of these documents and gives the other copies to the related staff.

6. Academic staff asks for the official permission of the related Department/Faculty/Institute in order that they can participate in the program.

7. Documents stating the approval of the appointment of staff are sent to the IRO and Directorate of Staff Affairs.

8. Valid Euro bank account

9. Academic staff signs Grant contract at IRO.

10. 100% of the Grant is paid upon academic staff’s arrival at the host university.

**DOCUMENTS TO BE SUBMITTED TO THE INTERNATIONAL RELATIONS OFFICE**

**Before Mobility:**

* An official document confirming the official appointment of the staff. It should include the place, date and other details of the mobility.
* Erasmus+ Teaching Mobility Agreement signed by the academic staff, home university and host university.
* Erasmus+ Teaching Mobility Grant Contract. It will be signed at the International Relations Office of host university.
* Valid Euro bank account
* [Pre-reservation](http://tureng.com/en/turkish-english/pre-reservation) form or invoice of the travel tickets

**During Mobility:**

* The host university prepares a certificate of attendance which indicates that the visiting academic staff has taught 8 hours during their visit.

**After Mobility:**

* Photocopy of the Personnel Information page of the Passport
* Photocopy of the entry-exit seals of the pages of the Passport
* Certificate of Attendance
* Verified receipt of the travel tickets
* Boarding Passes
* Final Report (It will be sent to the e-mail addresses of the academic staff and it will be completed online)

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| **CONTACT** |
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