

**Staff Teaching and Training Mobilities  
In-House Applications Announcements  
for Spring 2020-2021**

**MOBILITY ANNOUNCEMENT:**

*For both types of Mobilities:*

**In-house Application Period: *October 23 - November 23 2020***

**Selection and Announcement of Results: *November 23-27 2020***

**Objection Period: *November 27 - December 4 2020***

**Announcement of Final Results: *December 7 2020 Monday***

## **Information about Staff Teaching Mobility:**

### **Estimated Quotas:**

**\*\*\* Important Notice:** The information about the quotas which are stated below are based on the inter-institutional agreements between our University and our partners, regarding the quota permissions on incoming mobilities for one academic year. Our partners however, may choose to suspend incoming mobilities for Spring 2021 due to the possible future progress of the Covid-19 pandemic. It is also possible that our partner institutions may not offer online classes in your particular field for Spring 2021; so there are no guarantees that “Virtual or Mixed Mobilities” are going to be available options. Hence, these quotas mentioned below are only estimated; and they may be inapplicable due to the pandemic.

**Academic Staff Teaching Mobility - as of 1.09.2020; beneficiary quotas for one academic year:**

**Social Service:** Total 6 Quotas

2 quotas for each - FH Bielefeld Germany, TH Cologne Germany, FOM University Germany.

**Business Administration:** Total 3 quotas

2 quotas - FOM University Germany, 1 quota - Obuda University Hungary

**Psychology:** Total 2 quotas; FOM University Germany

**International Trade and Logistics:** Total 1 quota; Obuda University Hungary

**Physiotherapy and Rehabilitation:** Total 6 quotas

2 quotas each - Latvian Academy of Sport Education - Latvia, National Sports Academy Vassil Levski - Bulgaria, Haaga Helia University of Applied Sciences - Finland

**Nursing:** Total 4 quotas; Instituto Politecnico de Portalegre - Portugal

**Child Development:** Total 3 quotas; University of Patras - Greece

**Dentistry:** Total 4 quotas; Apollonia Din Lasi University - Romania

As of 1.09.2020, we have a total of 29 academic staff quotas based on our inter-institutional agreements and a total of 4 academic staff grants which is valid until the end of May 2022 as stipulated by the National Agency. (4 academic staff, for one week; on average 1300 euros per person - travel and accommodation-grant).

- According to travel distance and duration of stay; the amount of grant per person may be less.
- In this case, with lower grant, more staff can participate in the mobility.
- If the grant of the student learning and traineeship mobility and/or our institutional grant are not spent, they can be transferred to the staff grant item.
- An average grant of 1300 euros per person for one week was calculated by taking into account a total quota of 4 academic staff and a total grant of 5,200 euros for academic staff teaching mobility which was deemed appropriate by the National Agency.

For Spring 2020-2021;

Staff Teaching Mobility;

**We offer mobilities with a financial grant to 2 individuals.**

It is possible for our academic staff to join the Erasmus+ Teaching Mobility without an individual financial grant; within the above mentioned incoming staff quotas based on our inter-institutional agreements.

In addition to the general monthly personal financial aid; there is also a **“SPECIAL NEEDS GRANT”** for disabled participants who wish to join the study mobility activity; provided they hand-in an official record stating their disability.

For more information regarding the “Special Needs Grant”, and for applying to this grant; please contact our Office via [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr)

**All of our Academic Staff who are actively working in our University may apply for the in-house selections of the Staff Teaching Mobility, regardless of their personnel status which may be permanent or contractual.**

**In-house selection criteria for Erasmus+ Teaching Mobility for Academic Staff were prepared pursuant to the Turkish National Agency Guidelines and are as follows:**

- 1-**The starting score is 40 out of hundred for everyone in the academic staff.
- 2-**According to the CEFR standard (Common European Framework of Reference): Personnel who submit unexpired foreign language certificates; are awarded +10 points separately for each foreign language certificate in B1 and B2 levels; are awarded +15 points separately for each foreign language certificate in C1 and C2 levels.
- 3-**Not having previously participated in Erasmus Teaching Mobility Activity is awarded +10 points in the selection.
- 4-**Having completed a year by working in our university is awarded +5 points for each completed year.
- 5-**Erasmus+ Departmental Coordinators and Erasmus+ Academic Advisor are awarded +5 points in the selection.
- 6-**Personnel with disabilities are awarded +10 points.
- 7-**Veteran personnel, and spouses and children of martyrs and veterans in the personnel are awarded +15 points.
- 8-**Applications for countries and higher education institutions that were not previously included in staff mobility are awarded +5 points.

9- Having contributed to the signing of an Erasmus+ K103 or K107 partnership agreement is awarded with +10 points for each agreement.

**\*\*\* Selection Points are listed from the highest to the lowest, and selections are made regarding; the outgoing staff quotas of departments, and staff members' choice of outgoing institutions. Grant distribution is made regarding this list, from up to down, in the full amount or partially, depending on the budget.**

**\*\*\*Staff members who win a right to mobility, but who can not be granted financial aid due to budget constraints may join the mobility without grant, if they wish to do so.**

## Information about Staff Training Mobility:

### Estimated Quotas:

**\*\*\* Important Notice:** The information about the quotas which are stated below are based on the inter-institutional agreements between our University and our partners, regarding the quota permissions on incoming mobilities for one academic year. Our partners however, may choose to suspend incoming mobilities for Spring 2021 due to the possible future progress of the Covid-19 pandemic. It is also possible that our partner institutions may not offer online training opportunities in your particular profession for Spring 2021; so there are no guarantees that “Virtual or Mixed Mobilities” are going to be available options. Hence, these quotas mentioned below are only estimated; and they may be inapplicable due to the pandemic.

**Administrative Staff Training** Mobility - as of 1.09.2020;  
Beneficiary quotas for an academic year:

FH Bielefeld **Germany**: 2 people

TH Cologne **Germany**: 2 people

FOM University **Germany**: 1 person

Obuda University **Hungary**: 2 people

Latvian Academy of Sport Education - **Latvia**: 1 person

National Sports Academy Vassil Levski - **Bulgaria**: 2 people

Haaga Helia University of Applied Sciences - **Finland**: 2 people

Instituto Politecnico de Portalegre - **Portugal**: 2 people

University of Patras - **Greece**: 2 people

Apollonia Din Lasi University - **Romania**: 4 people

**As of 1.09.2020, we have a total quota of 20 administrative staff and a total of 5 Administrative Staff grants foreseen by the National Agency, which is valid until the end of May 2022 (For 5 Administrative Staff, for one week; 1070 euros on average per person - travel and accommodation - grant).**

- **According to travel distance and duration of stay; the amount of grant per person may be less.**
- **In this case, with lower grant, more staff can participate in the mobility.**
- **If the grant of the student learning and traineeship mobility and/or our institutional grant are not spent, they can be transferred to the staff grant item.**
- **An average grant of 1070 euros per person for one week was calculated by taking into account a total quota of 5 administrative Staff and a total grant for administrative staff training mobility of 5,350 euros as deemed appropriate by the National Agency.**



For Spring 2020-2021;

Staff Training Mobility;

**We offer mobilities with a financial grant to 2 individuals.**

It is possible for our administrative staff to join the Erasmus+ Training Mobility without an individual financial grant; within the above mentioned incoming staff quotas based on our inter-institutional agreements.

In addition to the general monthly personal financial aid; there is also a **“SPECIAL NEEDS GRANT”** for disabled participants who wish to join the study mobility activity; provided they hand-in an official record stating their disability.

For more information regarding the “Special Needs Grant”, and for applying to this grant; please contact our Office via [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr)

All of our Staff who are actively working in our University may apply for the in-house selections of the Staff Training Mobility, regardless of their personnel status which may be permanent or contractual.

**In-house selection criteria for Erasmus+ Training Mobility for Staff were prepared pursuant to the Turkey's National Agency Guidelines and are as follows:**

- 1-The starting score is 40 out of hundred for everyone in the administrative staff.
- 2-According to the CEFR standard (Common European Framework of Reference): Personnel who submit unexpired foreign language certificates; are awarded +10 points separately for each foreign language certificate in B1 and B2 levels; are awarded +15 points separately for each foreign language certificate in C1 and C2 levels.
- 3-Not having previously participated in Erasmus Training Mobility Activity is awarded +10 points in the selection.
- 4-Having completed a year by working in our university is awarded +5 points for each completed year.
- 5-Erasmus+ and International Programs Office and International Office personnel are awarded with +5 points in the election.
- 6-Personnel with disabilities are awarded +10 points.
- 7-Veteran personnel, and spouses and children of martyrs and veterans in the personnel are awarded +15 points.
- 8-Applications for countries and higher education institutions that were not previously included in staff mobility are awarded +5 points.

9- Having contributed to the signing of an Erasmus+ K103 or K107 partnership agreement is awarded with +10 points for each agreement.

10-Administrative personnel are awarded +5 points in training mobility activity.

**\*\*\* Selection Points are listed from the highest to the lowest, and selections are made regarding; the outgoing staff quotas of departments, and staff members' choice of outgoing institutions. Grant distribution is made regarding this list, from up to down, in the full amount or partially, depending on the budget.**

**\*\*\*Staff members who win a right to mobility, but who can not be granted financial aid due to budget constraints may join the mobility without grant, if they wish to do so.**

## COMMON INFORMATION ABOUT STAFF TEACHING AND STAFF TRAINING MOBILITIES:

### HOW DO I APPLY?

1. Staff members should contact the relevant department of the institution they wish to go to and plan their mobility. Accordingly, staff members should receive a Letter of Acceptance or Invitation Letter from the institution they would like to go and deliver this document to the Erasmus+ and International Programs Office during their application.
2. 2020-2021 Spring Term, Staff Teaching and Training Mobility Applications will be done by; downloading and DIGITALLY filling in the “**APPLICATION FORM MOBILITY FOR TEACHING AND TRAINING**” that you may find on <http://kent.edu.tr/application-form-101484> (The “Application Form” link of our Erasmus+ web-page), which you must then send to our official email [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr) , with all the necessary supporting documents.
3. Staff should send in a PDF version of the following documents to [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr)

during their application with the application form; **a Foreign Language Certificate** and all other documents that may effect the selection process (such as a **Medical document stating a disability or a Martyr/Veteran family card**). All necessary documents should be scanned to PDF and sent to our Office via email, to [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr). According to the CEFR standard (Common European Framework of Reference): Personnel who submit unexpired foreign language certificates; are awarded +10 points separately for each foreign language certificate in B1 and B2 levels; are awarded +15 points separately for each foreign language certificate in C1 and C2 levels. Personnel with disabilities are awarded +10 points. Veteran personnel, and spouses and children of martyrs and veterans in the personnel are awarded +15 points. Having contributed to the signing of an Erasmus+ K103 or K107 partnership agreement is awarded with +10 points for each agreement.

4. The supporting documents that applicants must send to [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr) along **with their Application Form** are listed below:

- An “Invitation Letter” or a “Letter of Acceptance” received from the possible host institution.
  - If any; a Foreign Language Certificate or Foreign Language Certificates in the CEFR standard.
  - Official medical document stating disability, if the applicant has a disability.
  - If any, Martyr or Veteran family card photocopy.
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- Applications that do not contain an “Invitation Letter” or a “Letter of Acceptance” will not be evaluated for selection.
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- **APPLICANTS WHO HAVE A CONDITION/CONDITIONS STATED ABOVE THAT MAY AFFECT THE SELECTION RESULTS, WHO DO NOT SUBMIT INFORMATION ABOUT THEIR CONDITION / CONDITIONS WITH NECESSARY OFFICIAL RECORDS DURING THEIR APPLICATIONS; WILL NOT BE ABLE TO BENEFIT FROM ADDITIONAL POINTS DURING THE SELECTION. SUCH APPLICANTS MAY NOT DEMAND ADDITIONAL POINTS AFTER SELECTIONS, AND THEIR OBJECTIONS TO THE SELECTION RESULTS REGARDING**

**ADDITIONAL POINTS WILL NOT BE EVALUATED.**

5. To all applicants; an **“Application Code Number”** will be randomly assigned. Application Code Numbers will be sent to applicant staff members’ emails which were used during the submission of applications. The selection results will be announced by publishing these Application Code Numbers; and not by publishing personal information such as names or surnames. The selection results will be published in the “Announcements” link of our Erasmus+ web-page <http://kent.edu.tr/announcements-101411> and also via mass email to our students’ @kent.edu.tr email accounts. There will be an objection period to selection results between November 27 - December 4 2020; and objections will be received in the written form, as signed and scanned PDF petitions that should be sent to [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr) . In the case of no objections during the objection period; announced selection results will be final. In case of objections; selections will be evaluated and made again and final results will be announced on December 7, 2020.

## Grant Amounts

The grants determined by the National Agency are as follows

according to the 2020 K103 Guideline:

\*\*\*Staff members who win a right to mobility, but who can not be granted financial aid due to budget constraints may join the mobility without grant, if they wish to do so.

### GRANT AMOUNTS - DAILY GRANT

Country Groups	Host Countries in Mobility	Daily grant amounts (Euro)
1st Group Program Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	153
2nd Group Program Countries	Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	136
3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	119

### GRANT AMOUNTS-TRAVEL EXPENSES

Distance information is calculated via [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) and grants are awarded according to the following rules:



**\*\*\* The kilometer in the distance calculator is the round-trip figure of the grant equivalent in the table you see below, and the amount in question is not multiplied by two.**

"Km" value	Grant amount (Euro)
10-99 KM	20
100 - 499 KM	180
500 - 1999 KM	275
2000 - 2999 KM	360
3000 - 3999 KM	530
4000 - 7999 KM	820
8000 KM ve üzeri	1500

**\*\*\* Staff members may waiver individual support grant if they wish to do so.**

**\*\*\* During the evaluation process, if a staff member who is selected for mobility, does not participate in the mobility**

without giving a notice of waiver during the waiver period, a reduction of 10 points is applied on his / her next application.

**IMPORTANT NOTIFICATION FOR ALL STAFF:**

Regardless of the type of mobility, whether online or physical, if you have traveled to host country where you will be a guest for mobility and have stayed there for a period of time, you will receive grant normally for your time in said country.

If you have not traveled to host country where you will be a guest for mobility and have attended the courses of the host university online from Turkey or you have taught for the host university online from Turkey or you have trained virtually from Turkey; no grant is given.

For detailed information regarding the affects of Covid-19 on the Erasmus+ Programme, please visit <http://kent.edu.tr/presentations-101489> and examine carefully the presentation “ERASMUS+ PROGRAM AND COVID-19 INTRODUCTORY BRIEFING MEETING FOR STUDENTS & STAFF – OCTOBER 2020”

For further information regarding Staff Teaching and Training Mobilities, please take a look at “ERASMUS+ PROGRAM AND VIRTUAL MOBILITY INTRODUCTORY BRIEFING MEETING FOR STAFF – OCTOBER 2020” that you may also find in <http://kent.edu.tr/presentations-101489> , and kindly take a look at the roadmaps we have created for Teaching and Training Mobilities via

<http://kent.edu.tr/roadmap-for-k103-staff-mobility-101499>

*We wish the best of luck to all our Staff..*