

STAFF TRAINING MOBILITY

1. WHO IS ELIGIBLE TO APPLY?

Administrative staff members who are full-time/part-time employees of Kadir Has University (KHAS).

2. DURATION of MOBILITY

All the mobilities should last 5 days. The activity should consist of 8 hours of training (job shadowing, workshops, meetings, etc..)

Important Note: If the activity lasts less than 5 days or the hours are less than the minimum requirement, the activity is considered as invalid, and the grant must be returned.

3. DESTINATIONS

"ADA" University (Azerbaijan)

IVANE JAVAKHISHVILI TBILISI STATE UNIVERSITY (Georgia)

BEN-GURION UNIVERSITY OF THE NEGEV (Israel)

UNIVERSITE INTERNATIONALE DE RABAT (Morocco)

4. GRANTS and QUOTAS

"ADA" University (Azerbaijan) – 3 participants

IVANE JAVAKHISHVILI TBILISI STATE UNIVERSITY (Georgia) – 2 participants

BEN-GURION UNIVERSITY OF THE NEGEV (Israel) – 4 participants

UNIVERSITE INTERNATIONALE DE RABAT (Morocco) – 1 participant

Grants are paid in two instalments. 80% of the total grant (daily grant & travel grant) is ideally paid before departure following the submission of mobility documents, and the remaining 20% is paid after the staff member submits all required after mobility documents. Payments are made in Euros (€).

Daily Grant Amount: 180€ per day.

Travel Grant: Travel grant will be calculated via distance calculator

(http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) and it is for a round trip!

DISTANCE	Grant (Euro)	Green Travel (Euro)
10-99 KM	23	-
100-499 KM	180	210
500-1999 KM	275	320
2000-2999 KM	360	410
3000-3999 KM	530	610
4000-7999 KM	820	-
8000 KM+	1500	-

Zero Grant Participation

Participants can participate in the program without receiving grant. However, they have to go through the same application & selection procedures and also submit the required documents.

Erasmus Disability Grant

Additional grants are available for participants with disabilities, where participation would not be

possible without extra financial support. The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs. Participant's application must include a statement from a doctor or other authority confirming the disability or health condition, its severity, the impact on the Erasmus+ mobility, additional requirements, and additional costs to be met. A detailed estimate of costs is required. The application should provide information on any other sources of financial support that the participant receives and why this is insufficient to cover extra costs. If you have any questions about Erasmus+ Disability Grant, please send an e-mail to erasmus@khas.edu.tr.

Grant Deduction

- * Failure to complete the required after mobility documents, 20% of the grant based on total duration of mobility shall be deducted.
- * Failure to submit the approved certificate of participation, which is the proof for realization of the mobility, the grant shall be refunded by the participant.
- * Failure to complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.
- * If the participant does not complete the min. duration of mobility (2 days) and return home country without any force majeure reason, the mobility activity will be considered ineligible, and the participant will be asked to return the initial grant.

5. CRITERIA

*Base Point 10

*Job experience at Kadir Has University:

- 0-1 year: 0 point
- 1-3 years: + 1 points
- 3-5 years: + 3 points
- 5-7 years: + 5 points
- 7-10 years: + 7 points
- 10 years: +10 points

*English Certificate of Competence

B2 level English proficiency receives +5 points (The staff member who studied at English taught university can present a copy of her/his diploma. The level of English proficiency will be considered as B2)

C1 level English proficiency receives +7 points

C2 level English proficiency receives +10 points

* Staff with disabilities are prioritized (The statement from a doctor or other relevant authority confirming the special needs should be submitted during the application period) + 10 Points

* Spouse and/or Children of martyr people and/or veteran staff members are prioritized (if proving documents are provided in the application) + 10 Points

* Participants who benefitted from the mobility before -10 points

* Holding a residence for outgoing country: -5 points

* Signing new Erasmus+ agreement: + 5 points each (max. 10 points)

In case more than one applicant receives the same score:

- Priority is given to the applicant who is selected by the partner institution.

6. DOCUMENTS

No document is required at the application stage!

7. RIGHT TO APPEAL

Selected candidates will have seven days to accept or reject the offered grant via erasmus@khas.edu.tr

If your name is neither on the selected list nor on the reserve list, you will be informed about the reasons and will have seven days to appeal via a written petition to erasmus@khas.edu.tr

8. TIMELINE OF VISIT

The activities must be finished by **31.05.2022**. **If you are selected, you cannot apply to another staff call before completing your first activity!!**

STAFF TEACHING MOBILITY

1. WHO IS ELIGIBLE TO APPLY?

Faculty/ Administrative staff members must be full-time/part-time employees of Kadir Has University (KHAS). The staff members who have a contract with KHAS can also participate in the program even though the employee does not have a tenure at KHAS.

Important Note: The staff who have a contract with the higher education institution can benefit from the program in that HEI. The staff who have a permanent contract with a HEI, yet effectively work in a different HEI under a fixed term contract shall participate in the staff mobility program in the institution they effectively work, not in the institution they have an indefinite contract with.

2. DURATION OF MOBILITY

All the mobilities should last 5 days. The activity should consist 8 hours of teaching (lecturing, hands-on teaching activities and giving seminars, etc..)

Important Note: If the activity lasts less than 5 days or the hours are less than the minimum requirement, the activity is considered as invalid, and the grant must be returned.

3. DESTINATIONS

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UNIVERSITE INTERNATIONALE DE RABAT (Morocco)

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"ADA" University (Azerbaijan) – 2 participants
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UNIVERSITE INTERNATIONALE DE RABAT (Morocco) – 1 participant

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5. CRITERIA

Base point 10

- Job experience at Kadir Has University:
 - 0-1 year: 0 point
 - 1-3 years: + 1 points
 - 3-5 years: + 3 points
 - 5-7 years: + 5 points
 - 7-10 years: + 7 points
 - 10 years+: 10 points
- Erasmus Department Coordinators at the time of application: +5 points
- Signing new Erasmus+ or exchange agreement (including student mobility): +5 points each (max. 10 points)
- Staff with disabilities are prioritized (The statement from a doctor or other relevant authority confirming the special needs should be submitted during the application period) +10 Points

- Spouse and/or Children of martyr people and/or veteran staff members are prioritized (if proving documents are provided in the application) +10 Points
- Participants who benefitted from the mobility before -10 points
- Holding a residence for outgoing country: -5 points
- In case more than one applicant receives the same score: Priority is given to the applicant who is selected by the partner institution.

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