Erasmus+ Outgoing Staff Mobility (KA131 / KA171)

Staff Mobility can be carried out in two ways:

1. Staff Mobility for Teaching Assignments (STA)
2. Staff Mobility for Staff Training (STT)

KA131 Staff Mobility Between EU Member States or Between EU Member States and Countries Associated with the Programme

This covers staff mobility between EU member states or between EU member states and countries associated with the Programme.

KA131 Staff Mobility for Teaching / Outgoing

Definition of the Activity

Staff mobility for teaching is an activity that enables a staff member who is responsible for teaching at an ECHE-holding higher education institution in Türkiye to teach students at an ECHE-holding higher education institution in one of the programme countries and to carry out joint academic/educational activities related to teaching with the host institution.

Who Can Participate?

Full-time or part-time academic staff who are actually employed at Istanbul Atlas University and who hold at least a doctoral degree may participate. Staff whose permanent position is at a different institution but who work under contract at another higher education institution apply through the institution where they actually work, not the institution of their permanent position.

Activity Duration

The maximum duration of staff mobility for teaching is 2 months. The minimum duration is 2 consecutive working days, excluding travel, and at least 8 teaching hours must be delivered. Depending on the budget allocated to our university under the Erasmus+ programme, the number of days to be paid may be limited in order to allow more beneficiaries to participate, even if the teaching activity covers a longer date range.

If the Certificate of Attendance shows that the beneficiary carried out the activity for less than 2 days for reasons other than force majeure, the activity is considered invalid and no grant is paid. If force majeure

can be documented, activities in which the minimum duration could not be completed are accepted; a grant is paid for the period actually spent, and travel expenses are paid according to the distance calculator. The Centre must be contacted before an event or situation is treated as force majeure.

Criteria for Staff Mobility for Teaching

The general criteria used to evaluate mobility applications are determined by the Turkish National Agency and explained in the Implementation Handbook. In addition to these general criteria, the criteria customized for staff mobility for teaching at Istanbul Atlas University are presented in Table 1. Criteria are updated when necessary and announced in the calls.

Table 1. Customized Criteria for Staff Mobility for Teaching at Istanbul Atlas University.

Evaluation Criterion	Details	Weighted Score
Having never participated in a mobility activity before	—	+25 points
If the applicant has previously participated in a mobility activity	1 time	+15 points
	2 times	+10 points
	3 times	+5 points
Visiting universities ranked in the top 1000 in the Times Higher Education List	—	+10 points
Foreign Language Exams: YDS, YÖKDİL (valid for 5 years), TOEFL iBT (valid for 2 years)	—	15% of the foreign language score
If academic staff do not submit a foreign language certificate, their foreign language score will be considered as 70. Academic staff teaching courses in English will be considered as having a foreign language score of 85 if they write the course code on the application form.	—	15% of the foreign language score
Veteran personnel / Personnel who are relatives of martyrs or veterans (spouse and children)[1]	—	+15 points
Disabled personnel[2]	—	+10 points
Activities related to Artificial Intelligence are prioritized within the scope of the 2021–2025 National Artificial Intelligence Strategy prepared by the Presidency of the Digital Transformation Office of the Presidency of the Republic of Türkiye.	—	+10 points
Applicants themselves or their first-degree relatives who receive disaster victim assistance from AFAD are prioritized.	—	+10 points
Being the Department/Program Erasmus+ Coordinator	—	+5 points
Mobility to the country of citizenship	—	-10 points

[1]Combat veterans, their spouses and children, spouses and children of war martyrs, and certain persons covered by Law No. 3713 and Decree-Law No. 667 are prioritized; +15 points are applied if the scanned Martyr/Veteran Family Card issued by the Ministry of Family and Social Policies is submitted.

[2]Disabled staff receive +10 points if they document their status with a Disability Health Board Report issued by a fully equipped public hospital authorized by the Ministry of Health.

Grant Support

The daily grant amount to be paid to staff benefiting from staff mobility is calculated according to the destination country and the duration of stay, based on the amounts indicated in the relevant table. The amounts shown are in euros. The final amount payable for the mobility period is determined by multiplying the number of mobility days by the daily grant amount applicable to the destination country and adding the travel contribution.

Table 2. Individual Grants by Country

Country Groups	Host Country	Daily Grant (Euro)**
Group 1 Countries	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway; Countries in Regions 13 and 14 not associated with the Programme	171
Group 2 Countries	Greek Cypriot Administration of Southern Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye*	133
Other Countries	Countries in Regions 1–3 and 5–12	190

Travel Support

The travel expense amount to be paid to staff benefiting from staff mobility is calculated using the Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Table 3. Travel Grant

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1,999 km	309	417

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 2,000 and 2,999 km	395	535
Between 3,000 and 3,999 km	580	785
Between 4,000 and 7,999 km	1,188	1,188
8,000 km or more	1,735	1,735

Green Travel

Green travel means using low-carbon public transport for the journey. Travel by bus, train or shared car is covered by green travel. To receive green travel support, green travel must be used both on departure and return, and more than half of the entire journey must be made by green means of transport.

Staff Mobility Without a Grant ("0" Grant)

Staff may participate in the activity without receiving a grant if they wish. In order to benefit from the activity without a grant, an application must still be submitted and evaluated together with the other applications. The difference for staff without a grant is that they are not included in budget calculations and no payment is made to them. Not receiving a grant is not a reason for excluding the staff member from the selection process.

Planned Host University

In order for staff mobility for teaching to be carried out, there must be a valid teaching staff mobility (TSM) agreement defined for the relevant unit (institute/faculty/vocational school). For this purpose, the inter-institutional agreements on the Istanbul Atlas University Erasmus website at https://www.atlas.edu.tr/erasmus/ should be reviewed. After being selected for Erasmus+ staff mobility for teaching, the staff member may change the institution indicated in the application form to another institution in other countries.

Application and Required Documents

Details regarding the application for the relevant period are announced on our website. Applications are received through the National Agency Application Portal at https://turnaportal.ua.gov.tr/giris. The application system user guide for the portal can be accessed via the Turkish National Agency Erasmus Application Portal Application

Before mobility:

- Official invitation letter, signed and stamped by the host institution
- Erasmus+ Staff Mobility Agreement - Teaching, approved by the parties
- Photocopy of the passport visa page
- Travel health insurance
- EUR account (bank information will be provided)
- Erasmus+ Staff Mobility Grant Agreement, to be signed before the mobility begins

After mobility:

- Certificate of Attendance, original document approved by the host institution
- Flight ticket/boarding pass and passport entry-exit page
- EU Survey form, completed online
- Mobility impression form

KA131 Staff Mobility for Training / Outgoing

Definition of the Activity

Staff mobility for training is an activity that enables any staff member employed at Istanbul Atlas University to receive training in one of the programme countries. Within this activity, participants may receive various forms of training, such as on-the-job training and job-shadowing, in order to develop skills related to their current work.

Who Can Participate?

The participant must be a full-time or part-time staff member employed at Istanbul Atlas University and actually working at the institution.

Field of Activity

Within staff mobility for training, staff employed at Istanbul Atlas University may go to an ECHE-holding higher education institution or another relevant organization for training. Organizations to which staff may go for training include enterprises, training centres, research centres, chambers of commerce and associations, schools, foundations, non-profit organizations, organizations providing career guidance, professional counselling and guidance organizations, higher education institutions and other organizations specified in the Erasmus+ Programme Guide. Participation in conferences is not considered an eligible activity within staff training.

Activity Duration

For mobility with programme countries, staff mobility for training lasts for a minimum of 2 consecutive working days excluding travel and a maximum of 2 months. If the Certificate of Attendance shows that

the beneficiary carried out the activity for less than 2 days for reasons other than force majeure, the activity is considered invalid and no grant is paid. If force majeure can be documented, activities in which the minimum duration could not be completed are accepted; a grant is paid for the period actually spent and travel expenses are paid according to the distance calculator. The Centre must be contacted before an event or situation is treated as force majeure.

Grant Support

The grant paid to academic or administrative staff benefiting from staff mobility for training is a contribution and is not intended to cover all expenses related to the period spent abroad. Staff mobility for training is a full-time activity and grant payments are made for full days of training. Therefore, the Staff Mobility for Training Mobility Agreement must specify the training programme by day.

Country Groups	Host Country	Daily Grant (Euro)
Group 1 Countries	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway; Countries in Regions 13 and 14 not associated with the Programme	171
Group 2 Countries	Greek Cypriot Administration of Southern Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye*	133
Other Countries	Countries in Regions 1–3 and 5–12	190

Travel Support and Green Travel

The Distance Calculator required by the National Agency will be used to calculate travel expenses. After the distance between two points has been calculated, the relevant travel grant table is used.

Green travel means using low-carbon public transport such as bus, train or shared car. To receive green travel support, green travel must be used both on departure and return, and more than half of the entire journey must be made by green means of transport.

Staff Mobility Without a Grant ("0" Grant)

Staff may participate without receiving a grant if they wish. In order to benefit without a grant, an application must still be submitted and evaluated together with the other applications. Staff without a grant are not included in budget calculations and no payment is made to them; not receiving a grant is not a reason for exclusion from the selection process.

Criteria for Staff Mobility for Training

The general criteria used to evaluate mobility applications are determined by the Turkish National Agency and explained in the Implementation Handbook. In addition to these general criteria, the criteria customized for staff mobility for training at Istanbul Atlas University are presented in Table 4. Criteria are updated when necessary and announced in the calls.

Table 4. Criteria for Staff Training Mobility at Istanbul Atlas University

Evaluation Criteria to Be Used in Assessing Erasmus+ Staff Training Mobility Applications	Details	Weighted Score
Having never participated in a mobility activity before	—	+25 points
If the applicant has previously participated in a mobility activity	1 time	+15 points
	2 times	+10 points
	3 times	+5 points
Visiting universities ranked in the top 1000 in the Times Higher Education List	—	+10 points
If a foreign language score is available: YDS, YÖKDİL (valid for 5 years), TOEFL iBT (valid for 2 years)	—	15% of the foreign language score
Applying with an acceptance letter received from the host institution	—	+10 points
Administrative staff	—	+15 points
Disabled personnel[1]	—	+10 points
Veteran personnel / Personnel who are relatives of martyrs or veterans (spouse and children)[2]	—	+15 points
The mobility activity is aimed at improving digital skills	—	+10 points
Activities related to Artificial Intelligence are prioritized within the scope of the 2021–2025 National Artificial Intelligence Strategy prepared by the Presidency of the Digital Transformation Office of the Presidency of the Republic of Türkiye	—	+10 points
Applicants themselves or their first-degree relatives who receive disaster victim assistance from AFAD are prioritized	—	+10 points
Mobility to the country of citizenship	—	-10 points

[1]Students with disabilities receive +10 points if they document their status with a Disability Health Board Report issued by a fully equipped public hospital authorized by the Ministry of Health.

[2]Veterans, spouses and children of veterans, spouses and children of war martyrs, and certain persons covered by Law No. 3713 and Decree-Law No. 667 are prioritized; +15 points are applied if the scanned Martyr/Veteran Family Card issued by the Ministry of Family and Social Policies is submitted.

Application and Required Documents

Details regarding the application for the relevant period are announced on our website. Applications are received through the National Agency Application Portal at https://turnaportal.ua.gov.tr/giris.

Before mobility:

- Official invitation letter, signed and stamped by the host institution
- Erasmus+ Staff Mobility Agreement - Training, approved by the parties
- Photocopy of the passport visa page
- Travel health insurance
- EUR account IBAN number (bank information will be provided)
- Erasmus+ Staff Mobility Grant Agreement, to be signed before the mobility begins

After mobility:

- Certificate of Attendance, original document approved by the host institution
- Flight ticket/boarding pass and passport entry-exit page
- EU Survey form, completed online

KA171 Staff Mobility with Third Countries Not Associated with the Programme (International Credit Mobility)

The KA171-HED project offers higher education students and staff in EU Member States and countries associated with the Programme the opportunity to teach or receive training at a higher education institution in a country called a third country not associated with the Programme.

KA171 Staff Mobility for Teaching / Outgoing

Who Can Participate?

Permanent or contracted academic staff actually working at Istanbul Atlas University may apply. Staff whose permanent position is at a different institution but who work under contract at another higher education institution apply through the institution where they actually work. Since there is no contract between Istanbul Atlas University and personnel employed through service procurement, such persons cannot benefit from staff mobility.

Field of Activity

Staff mobility for teaching enables a staff member at Istanbul Atlas University who is responsible for teaching and holds a doctoral degree to teach students at one of the higher education institutions in third countries not associated with the Programme. Participation in conferences is not supported within the activity.

Activity Duration

The minimum duration is 5 consecutive working days, during which at least 8 teaching hours must be delivered. If the Certificate of Attendance shows that the beneficiary carried out the activity for less than 5 days and/or delivered fewer teaching hours than required, the activity is considered invalid and no grant is paid.

Criteria and Grant Support

The general criteria are determined by the Turkish National Agency and explained in the Implementation Handbook. In addition, Istanbul Atlas University-specific criteria for staff mobility for teaching are presented in the relevant table and announced in the calls. The grant paid to staff benefiting from staff mobility for teaching is a contribution and is not intended to cover all expenses related to the period spent abroad. The final amount payable is determined by multiplying the number of mobility days by the daily grant amount applicable to the destination country and adding the travel contribution.

KA171 individual grant support for staff mobility for teaching

Sending country	Receiving country	Daily grant (EUR)
Türkiye	Third countries not associated with the Programme in Regions 1-12	190
Third countries not associated with the Programme in Regions 1-12	Türkiye	148

Travel Support

Round-trip travel support is calculated using the Distance Calculator. The grant corresponding to the distance shown in the table is a round-trip amount and is not multiplied by two. Indirect travel does not affect the distance calculated as above. Staff who choose green travel receive individual support for up to 4 travel days.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1,999 km	309	417
Between 2,000 and 2,999 km	395	535
Between 3,000 and 3,999 km	580	785
Between 4,000 and 7,999 km	1,188	1,188
8,000 km or more	1,735	1,735

Staff Without a Grant (Zero Grant)

Staff may participate without receiving a grant if they wish. To benefit without a grant, they must still apply and be evaluated together with the other candidates.

Application and Required Documents

Details regarding the application for the relevant period are announced on our website. Applications are received through the National Agency Application Portal at https://turnaportal.ua.gov.tr/giris.

Before mobility:

- Official invitation letter, signed and stamped by the host institution
- Erasmus+ Staff Mobility Agreement - Teaching, approved by the parties
- Photocopy of the passport visa page
- Travel health insurance
- EUR account (bank information will be provided)
- Erasmus+ Staff Mobility Grant Agreement, to be signed before the mobility begins

After mobility:

- Certificate of Attendance, original document approved by the host institution
- Flight ticket/boarding pass and passport entry-exit page
- EU Survey form
- Mobility impression form

KA171 Staff Mobility for Training / Outgoing

Definition of the Activity

Staff mobility for training within KA171 International Credit Mobility offers the academic and administrative staff of an ECHE-holding higher education institution the opportunity to learn or gain professional experience in a country called a third country not associated with the Programme.

Who Can Participate?

Permanent or contracted academic staff actually working at Istanbul Atlas University, or administrative staff employed full-time or part-time, may apply.

Field of Activity

Staff mobility for training enables staff employed full-time or part-time at Istanbul Atlas University and actually working at the institution to receive training in one of the announced quotas. Participation in conferences is not supported within the activity.

Activity Duration

The minimum duration is 5 consecutive working days and the maximum duration is 2 months.

Criteria

The general criteria used to evaluate mobility applications are determined by the Turkish National Agency and explained in the Implementation Handbook. In addition to these general criteria, the criteria customized for staff mobility for training at Istanbul Atlas University updated when necessary and announced in the calls for application. Administrative staff in training activities and activities aimed at developing digital skills within training activities are prioritized.

Grant Support

The grant paid to staff benefiting from staff mobility for teaching/training is a contribution and is not intended to cover all expenses related to the period spent abroad. The final amount payable is determined by multiplying the number of mobility days by the daily grant amount applicable to the destination country and adding the travel contribution.

Sending country	Receiving country	Daily grant (EUR)
Türkiye	Third countries not associated with the Programme in Regions 1-12	190
Third countries not associated with the Programme in Regions 1-12	Türkiye	148

Travel Support and Zero-Grant Mobility

Round-trip travel support between Programme countries and third countries not associated with the Programme is calculated using the Distance Calculator. The amount corresponding to the distance in the table is a round-trip amount and is not multiplied by two. Indirect travel does not affect the calculated distance. Staff who choose green travel receive individual support for up to 4 travel days. Staff may participate without receiving a grant if they wish, provided that they apply and are evaluated with the other candidates.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1,999 km	309	417
Between 2,000 and 2,999 km	395	535
Between 3,000 and 3,999 km	580	785

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 4,000 and 7,999 km	1,188	1,188
8,000 km or more	1,735	1,735

Application and Documents to Be Prepared

Details regarding the application for the relevant period are announced on our website.

Applications are received through the National Agency Application Portal at https://turnaportal.ua.gov.tr/giris.

Before mobility:

- Official invitation letter, signed and stamped by the host institution
- Erasmus+ Staff Mobility Agreement - Training, approved by the parties
- Photocopy of the passport visa page
- Travel health insurance
- EUR account (bank information will be provided)
- Erasmus+ Staff Mobility Grant Agreement, to be signed before the mobility begins

After mobility:

- Certificate of Attendance, original document approved by the host institution
- Flight ticket/boarding pass and passport entry-exit page
- EU Survey form
- Mobility impression form

Third Countries Not Associated with the Programme by Region

Region 1 - Western Balkans: Albania, Bosnia and Herzegovina, Kosovo, Montenegro.

Region 2 - Eastern Partnership: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine.

Region 3 - Southern Mediterranean Countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia.

Region 4 - Russia: Russia.

Region 5 - Asia: Bangladesh, Bhutan, Brunei, Cambodia, China, North Korea, Hong Kong, India, Indonesia, Japan, South Korea, Laos, Macao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam.

Region 6 - Central Asia: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

Region 7 - Middle East: Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen.

Region 8 - Pacific: Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu.

Region 9 - Sub-Saharan Africa: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

Region 10 - Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

Region 11 - Caribbean: Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

Region 12 - USA and Canada: United States of America, Canada.

For detailed information: erasmus@atlas.edu.tr