

2027–2028 ACADEMIC YEAR
ERASMUS+ KA171
STAFF TEACHING / TRAINING MOBILITY
CALL FOR APPLICATIONS (PROJECT YEAR – 2025)

13 Nov 26	2027–2028 Erasmus+ Staff Mobility applications open
17 Nov 26	Online Information Session – 15:00
17 Dec 26	2027–2028 Erasmus+ Staff Mobility application deadline
25 Dec 26	Announcement of evaluation results https://international.ihu.edu.tr
30 Dec 26	Submission of appeals against the results
5 Jan 27	Announcement of final results at international.ihu.edu.tr (if revised)
25 Jan 27	Deadline to withdraw from mobility by submitting a petition
29 Jan 27	Announcement of reserve candidates if selected candidates withdraw
22 Feb 27	Deadline for newly selected candidates to notify withdrawal
22 Feb 27	Deadline for changes to mobility dates
25 Feb 27	Nomination of selected staff to the partner institution

- Any changes to the application schedule will be published at <https://international.ihu.edu.tr>. Staff are advised to check our announcements regularly. Available places are listed below.
- Mobility dates cannot be changed after the deadline specified in the schedule, except in cases of force majeure. **Visa refusal or inability to obtain a visa appointment will not be accepted as force majeure.**
- All mobilities **must be completed** before 30 July 2028. Participants must undertake their mobility on the dates stated in the acceptance letter uploaded during the

WHO CAN APPLY FOR ERASMUS+ STAFF MOBILITY?

- Academic and administrative staff employed at IHU for more than 6 months may apply.
- Research assistants without teaching authorisation cannot participate in Teaching Mobility but may participate in Training Mobility.
- ❖ Outsourced staff are not eligible to apply for Erasmus Staff **Mobility**.

For Staff Teaching/Training Mobility to be valid:

- Mobility must take place on weekdays (i.e. start and end on a weekday).
- Mobility must **last at** least 5 days.
- If the mobility activity lasts fewer than 5 days, it will be deemed invalid and no grant will be paid.
- If the EU Survey emailed to the participant after mobility is not completed, the remaining 20% of the total grant will not be paid (unless a technical problem prevents completion).
- If proof of completion (certificate of participation) is not submitted, the mobility will be deemed invalid. **The remaining** grant will not be paid, and any grant already paid will be recovered.
- Where teaching and training activities are combined, the minimum teaching duration is one week.
- Participants may travel on an activity day, provided they fulfil the activity workload for that day.
- Staff Mobility is calculated on a daily basis; grants are awarded only for the days spent on mobility.
- The programme, work plan and activities must be detailed day by day in the Mobility Agreement.
- Mobility lasting 2–5 days must include 8 hours of activities. For activities lasting longer than one week, the required hours increase proportionally. (For example, as at least 8 hours are required for a one-week activity, at least 16 hours are required for

REQUIRED DOCUMENTS

1. Teaching/Training Mobility Agreement (The overall objectives, content and expected outcomes must be explained. The agreement must be signed and stamped by the authorised units of both institutions.) **(Mandatory)**
2. Turkish Identity Card or Residence Permit **(Mandatory)**
3. TOEFL/YDS/YÖKDİL/e-YDS/e-YÖKDİL test results (if available)*
4. Document confirming the applicant's disability and/or disadvantage under the specified criteria (if applicable)**

* Language test results **are valid** for 5 years.

** See the Selection Criteria section.

❖ Applications with non-compliant documents will **be deemed** invalid.

HOW TO APPLY

Applications must be submitted via TURNA PORTAL (<https://turnaportal.ua.gov.tr>) by the deadline announced by Erasmus and International Programmes.

STEPS DURING APPLICATION AND AFTER SELECTION

1. For Teaching/Training Mobility, Erasmus and International Programmes provides information on mobility periods, deadlines, application documents, agreements, available places and the departments/institutions eligible for each place.
2. Selected participants must complete ***the “Activity Form”*** (via portal.ihu) and submit it to Erasmus and International Programmes and the Human Resources Department. Time spent on mobility will not be deducted from annual leave.

International Relations Department
Erasmus and International Programmes

3. Selected participants must open a Euro account at Ziraat Bank to receive their grant.

SELECTION CRITERIA

FUNDING	MOBILITY TYPE	HOST INSTITUTION	COUNTRY	PLACES
FUNDED	TEACHING	University of Ghana	GHANA	2
	TRAINING			

Applications will be assessed by the IHU Erasmus and International Programmes Selection Committee according to the criteria set by the Turkish National Agency.

- A total of 2 places are available for Teaching Mobility and Training Mobility.
- ❖ If applications are insufficient, remaining places will be transferred to other mobility types (student or staff) as determined by the Selection Committee.
- ❖ Where more than one staff member from the same unit applies, only one may receive a grant (e.g. only one member of the History Department may receive a Teaching Mobility grant). Unit classifications follow those of the Human Resources Department.
- ❖ For Staff Mobility in the 2027–2028 Academic Year:

Participating in mobility for the first time	+20
Having previously participated in mobility	-10
Applying for both mobility types simultaneously (deducted from the application chosen by the applicant)	-10
Applying for mobility in the country of citizenship	-10
Contributing to a new Erasmus agreement (covering staff mobility only)	+5
Contributing to a new Erasmus agreement (covering both student and staff mobility)	+10
Serving as Erasmus Coordinator for more than 12 months	+5
Withdrawing after the deadline specified in the previous call	-20

Language Test Score (English)	10%
Language Test Score (language of the host country) (i)	20%
Staff with disabilities (ii)	+20
Veteran staff; staff who are spouses or children of martyrs or veterans	+10
Participating in Training Mobility as administrative staff	+10
Undertaking an activity involving artificial intelligence during mobility (iii)	+5
Applicants who, or whose immediate family members, receive disaster relief from AFAD <i>Immediate family: mother, father, child, spouse (iv)</i>	+10
Length of employment at IHU	(days) × 0.5%

(i) Only one foreign language test score will be included in the assessment. If more than one result is submitted, the highest score will be considered.

(ii) To receive priority, staff must submit the Disability Medical Board Report specified in the Regulation on Disability Assessment for Adults, published in Official Gazette No. 30692 of 20 February 2019.

(iii) These additional points apply where artificial intelligence tools are actively used/applied during mobility activities. Their use must be stated in the documents submitted for mobility (acceptance letter and/or Mobility Agreement).

(iv) These additional points apply only once, to the preferred application of staff submitting multiple applications. If selected, the staff member will not receive these points in subsequent applications. If not selected, the points will continue to apply to future applications.

Evaluation results will be announced on the Erasmus and International Programmes website on the dates specified in the application schedule.

GRANT AMOUNTS FOR STAFF MOBILITY

Country Groups	Host Country	Daily Grant (EUR)
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Third country not associated to the Programme in Regions 1–3 and 5–12 (Region 9 – Sub-Saharan Africa)	Ghana	190
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- For staff mobility lasting more than 14 days, the daily grant from day 15 is 70% of the amount above. However, due to budget limitations and to enable more staff to benefit, Ibn Haldun University Erasmus and International Programmes will fund a maximum of 5 days. Staff wishing to stay longer must cover the additional days themselves.

TRAVEL SUPPORT

Travel support is based on the distance between Ibn Haldun University and the host institution. The distance is calculated using the distance calculator at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Travel Distance	Standard Travel Grant (EUR)	Green Travel Grant (EUR)
10-99 km	28	56
100 - 499 km	211	285
500 - 1999 km	309	417
2000 - 2999 km	395	535
3000 - 3999 km	580	785
4000 - 7999 km	1188	1188
8000 km or more	1735	1735

* **Green** travel means using low-emission shared transport, such as buses, trains or carpooling. To qualify for green travel support, green transport must be used for both the outward and return journeys and must account for more than half of the entire journey.

- 80% of the total grant is paid within 45 days of signing the grant agreement. The remaining 20% is paid within 45 days after the return documents are submitted to Erasmus and International Programmes and the survey is completed.

DOCUMENTS TO SUBMIT AFTER MOBILITY

The following documents must be submitted to Erasmus and International Programmes after mobility:

- Certificate of Participation issued by the host institution
- After-mobility sections of the Mobility Agreement (signed and stamped)
- Entry/Exit Record obtained via e-Devlet (<https://www.turkiye.gov.tr/emniyet-yurda-giriscikis-belge-sorgulama>)
- EU Survey
- Participant Final Report

IS ZERO-GRANT MOBILITY POSSIBLE?

Applicants who meet the criteria but cannot receive funding due to limited places or insufficient budget may undertake zero-grant mobility by submitting a petition to Erasmus and International Programmes. This allows staff on the reserve list to participate at their own expense.

ADDITIONAL GRANT SUPPORT FOR PARTICIPANTS WITH DISABILITIES

Participants with disabilities in the Erasmus+ Programme may receive additional grants to meet their specific needs alongside their standard grants. The host institution's acceptance letter must confirm that it is aware of the staff member's needs and can accommodate the participant.

To obtain additional funding for staff with disabilities, Erasmus and International Programmes must request it from the Turkish National Agency. Requests may be submitted during the contract period, but no later than 60 days before it ends. Staff with disabilities should contact Erasmus and International Programmes to complete the "SPECIAL NEEDS SUPPORT ADDITIONAL GRANT REQUEST FORM". The National Agency assesses each application individually and decides whether to award additional funding and, if so, the eligible amount. The forms will be submitted to the National Agency by our University's Erasmus and International Programmes.

For further information on Staff Mobility, visit <https://international.ihu.edu.tr/en/outgoing-staff-exchange> or contact Erasmus and International Programmes.



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