T.C.
IBN HALDUN UNIVERSITY
International Office
Erasmus and International Programs Department

2026 - 2027 ACADEMIC YEAR
ERASMUS+ KA131 STAFF MOBILITY OF TEACHING/TRAINING
APPLICATION ANNOUNCEMENT
(PROJECT YEAR – 2025 and 2026)

23 Nov 26	2026-2027 Fall semester Erasmus+ Staff Mobility application **start date**
24 Nov 26	**Information session** – 2.30 p.m. on Erasmus+ Staff Mobility
13 Dec 26 (16:00 Istanbul time)	2026-2027 Fall semester Erasmus+ Staff Mobility application **end date**
12 Jan 27	Announcement of results at international.ihu.edu.tr
13 – 18 Dec 26	Acceptance of petitions to appeal the evaluation results
20 Jan 27	Announcement of final results on international.ihu.edu.tr (if any)
10 Feb 27	Deadline for staff who have renounced their Erasmus right to submit their "waiver petitions" to the Erasmus and International Programs Department
12 Feb 27	Announcing new candidates from the substitute list, after the waiving of main candidates (if there is a change)
17 March 27	Deadline for requesting a change of institution and mobility date *

★ Potential updates to the application calendar will be shared on https://international.ihu.edu.tr. It is highly recommended that our staff follow our announcements regularly.

★ Preferred institution and mobility date cannot be changed after the deadline specified in the calendar, except in cases of force majeure. Please note that **visa rejection/lack of a visa appointment does not count as force majeure.**

★ All activities must terminate before **12 November 2027**. **However, applicants are**

required to participate in the mobility program within the dates specified in the acceptance letter they upload during the application process.

* Change of institution before the deadline requires a reason which consists of visa rejection, receiving institution not accepting mobility on the days that were decided (the receiving institution should email erasmus@ihu.edu.tr in this regard), health issues proved with medical reports, etc. All such requests are subject to evaluation and approval by the Erasmus Committee. Please note that **our department cannot guarantee approval for a change of institution** request.

WHO CAN APPLY ERASMUS+ STAFF MOBILITY?

- Academic and administrative staff who are full/part time employed and actively working in the institution for more than 6 months.
- Research assistants who do not have official authority to teach at IHU cannot participate in Teaching Mobility, but they can participate in Training Mobility.

❖ Staff employed through service procurement cannot apply Erasmus+ Staff Mobility.

For Staff Teaching/Training Mobilities to be considered as a valid activity;

- Mobility's activity date range must be on weekdays (i.e. mobility must start and end on weekdays).
- Mobility must be at least 2 days.
- Maximum duration of the activity is 2 months. However, Ibn Haldun University Erasmus and the International Program Department cannot allocate grants for more than 5 days due to shortage of project budget and for serving the aim of increasing inclusion amongst members. Staff who wish to participate in the mobility for more than 5 days should use her/his own means.
- If the staff's mobility activity is found to be less than 2 days in the participation certificate, the activity is deemed invalid and no grant payment is made to the staff.
- If a staff member does not complete the participant survey that will be sent via email after the mobility (EU Survey), 20% of the total grant cannot be given, unless technical reasons were the cause.
- If the documents proving participation in the mobility (certificate of participation) are not submitted, the mobility will be deemed invalid and the staff will not be paid a grant; the previously paid grant will be reclaimed from the staff.

- In cases where teaching and training activities are carried out together, the minimum teaching period is one week.
- A participant can travel on the day of activity but has to be performing activity on the day of travel.
- Teaching/Training Mobility is a day-based activity and grant is given only for days spent in mobility.
- The program, work plan and activities must be specified daily in the Mobility Agreement.
- The program must consist of 8 hours of activity in terms when the activity duration is between 2-5 days. In cases where the activity takes place longer than 1 week, the required course hours should increase proportionally. (For example, since it is obligatory to teach at least 8 hours in an activity that will last for 1 week, at least 16 hours of lessons must be given in an activity that will last 2 weeks.)

REQUIRED DOCUMENTS

1. Invitation/Acceptance Letter **(Mandatory)**
2. Mobility Agreement for Teaching / Training (The general objectives, content and expected results of the program should be explained and the Mobility Agreement must be signed and stamped by all parties) **(Mandatory)**
3. Scan of Turkish ID or residence permit **(Mandatory)**
4. TOEFL/YDS/YÖKDİL/e-YDS/e-YÖKDİL/PTE Academic Exam Result (if available) *
5. Document verifying disability and disadvantage of the applicant with the specified criteria (if available) **

* Language test results are valid in this application for **5 years** from the date of issue.

** Check the Assessment Criteria Table given below in this document.

❖ Applications made with documents that do not meet the required criteria will be considered invalid.

❖ Mobility Agreement without signature and stamp by all parties will be considered invalid.

WHERE TO APPLY?

Applications must be made through TURNA PORTAL https://turnaportal.ua.gov.tr until the deadline announced by the Erasmus and International Programs Department.

WHAT ARE THE STEPS TO FOLLOW FOR THE APPLICATION AND LATER AFTER ACCEPTANCE?

1. For Teaching/Training mobility, the Erasmus and International Programs announces information regarding the mobility date ranges, deadlines, application documents, active agreements, the number of quotas for the agreements and which departments/units can apply for each quota.

2. For Teaching Mobility, staff can apply only within the existing bilateral agreements of the department. Agreements can be checked via this link: https://international.ihu.edu.tr/en/agreements-erasmus)

3. For Training Mobility, staff can exceed out of the agreements and contact individually to any EU or program country, where the desired organization is contacted via email, telephone, fax or letter. Organizations that can be visited for training can be enterprises, training centers, research centers, chambers and associations of commerce, schools, foundations, non-profit organizations, career guidance organizations, professional counseling and guidance organizations, higher education institutions and other organizations specified in the Erasmus+ Program Guide. In this context, what is meant by an eligible enterprise is any private or public institution/organization and any enterprise engaged in any economic activity, including social economy, regardless of their size, legal status and the economic sector in which they operate. You can either check http://staffmobility.eu announcement platform or contact the enterprise/institutions directly.

4. **Selected staff must submit "Etkinlik Formu" (from portal.ihu) to the Human Resources Office. However, the time spent on mobility will not be deducted from their annual leave.**

5. Selected staff must open a Euro account at Ziraat Bank to receive the grant.

EVALUATION CRITERIA

Applications will be evaluated by the IHU Erasmus and International Programs Admission Committee and are evaluated based on the criteria determined by the Turkish National Agency during the evaluation.

- The **expected quota** for Staff Mobility for Teaching is 10 and for Staff Mobility for Training is 20 in total.

❖ In case there are not enough applications for any type of mobility, the remaining quota will be transferred to other types of mobility (student or staff) as decided by the Admission Committee.

❖ In faculties/administrative departments with more than one application, only one staff from the same department can receive a grant for the Staff Mobility of Teaching/Training (for example, only one staff in the History Department can have a grant for Staff Mobility for Teaching). The department classification of Human Resources will be taken as a reference.

❖ Within the scope of Teaching/Training Mobility in the 2027-2028 Academic Year, respectively;

Participating in the mobility for the first time	**+20**
Benefit from previous related activity	**-10**
Applying to participate in the mobility for the following country groups	
Portugal, Iceland, Malta, Belgium, France, Ireland, Luxembourg, Netherlands, Norway, Spain, Sweden	+8
Austria, Czech Republic, Croatia, Denmark, Estonia, Finland, Germany, Hungary, Italy, Latvia, Lithuania, Poland, Slovakia, Slovenia, Liechtenstein	+5
Greece, Bulgaria, North Macedonia, Serbia, Romania, Cyprus	+1
Applying to an institution that has not been visited before (only for Training Mobility)	**+10**
Applying to KA-131 Staff Mobility more than once in the same academic year	**-5**
Applying two mobility types at the same time (reduction is applied to the applicant's preferred mobility type)	**-10**
Applying to participate in the mobility in the country of citizenship	**-10**
Contributing to the signing of a new Erasmus agreement with a higher education institution (if the agreement is for only staff mobility)	**+5**

Contributing to the signing of a new Erasmus agreement with a higher education institution (if the agreement is for both student and staff mobility)	**+10**
Being an Erasmus (Academic) Coordinator for more than 12 months	**+5**
Having withdrawn late from the previous application call	**-20**
Language Score (English)	**10%**
Language Score (Country of Mobility) (ii)	**20%**
Disabled staff (iii)	**+20**
Veteran staff, staff with martyrs in the first degree family, veteran spouses and children	**+10**
Participating in the Training Mobility as an administrative staff	**+10**
Activity consisting of artificial intelligence (iv)	**+5**
Staff with their first-degree relatives (biological or step-relatives) or themselves receiving AFAD aid for disaster victims. *1st degree relatives mean mother, father, child, spouse* (v)	**+10**
Working Time at IHU	**(day) x %0.5**

(i) The departments will be classified according to the list provided by the Human Resources Office.

(ii) Only a single foreign language test result will be included in the scoring. The exam result with the highest scores in more than one language is taken into consideration.

(iii) The Disability Health Board report specified in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, No. 30692 must be uploaded to TURNAPORTAL.

(iv) This additional point is applied when the use/application of artificial intelligence tools is involved in mobility activities. The use of these tools must be specified in the mobility documents (i.e. acceptance letter and/or Mobility Agreement).

(v) This additional point will be applied to the preferred application of staff who have more than one application. This additional point is applied only once. If selected, it will not apply to the staff's subsequent applications. However, if the staff is not selected, the additional points will continue to be applied to their future applications.

Evaluation results will be announced on the website of the Erasmus and International Programs according to the dates in the application calendar.

GRANT AMOUNTS FOR TEACHING/TRAINING MOBILITY

Country Groups	Countries visited for mobility	Daily grant amounts (€)
Group 1 Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	171
Group 2 Program Countries	Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
Group 3 Program Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	133

In staff mobility activities that last longer than 14 days; for the 15th and later days, 70% of the above-mentioned daily grant is taken as a daily basis. But Ibn Haldun University Erasmus and the International Program Department cannot allocate grants for more than 5 days, due to shortage of project budget and for serving the aim of increasing inclusion.

GRANT SUPPORT FOR TRAVEL EXPENSES

The amount of travel expenses to be paid to staff depends on the distance between Ibn Haldun University and the partner institution. The distance will be calculated using distance calculator: https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator

Obtained “km” value	Standard Grant Amount (Euro)	Green Travel Grant Amount (Euro)
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 and beyond	1735	1735

* **Green travel** means using low carbon emission transportation. This includes buses, trains, and car sharing. To qualify for green travel support, you need to use green transportation for both the outgoing and return trips, and more than half of your total journey must be done with green vehicles.

* Staff who travel to the relevant country before the mobility starts and/or return to Türkiye the day after the mobility ends are eligible for individual support grant for travel days. A grant can be provided for a maximum of 2 days (1 day for departure, 1 day for return). Calculation of this part of the grant depends on the tickets, hence will be evaluated later after submission of the documents.

- Within 45 days from the entry into force of the contract, a pre-financing payment is made to the beneficiary, corresponding to a maximum of 80% of the maximum grant amount. The remaining 20% is calculated by the office after the return documents are delivered to the Erasmus and International Programs.

REQUIRED DOCUMENTS TO SUBMIT AFTER MOBILITY

The following documents should be submitted to the Erasmus and International Programs Department.

- Certificate of Participation from the receiving institution
- Mobility Agreement for Teaching/Training (signed and stamped)
- E-Devlet Entry/Exit Document (https://www.turkiye.gov.tr/emniyet-yurda-giriscikis-belge-sorgulama)
- EU Survey (will be sent via email after mobility)
- Participant Final Report (with Testimonials)

IS IT POSSIBLE TO PARTICIPATE IN MOBILITY WITHOUT GRANT ("0" GRANT)?

Eligible applicants who meet the specified criteria but were not awarded a grant due to budget limitations can participate in the mobility program without grant by submitting a petition to the Erasmus and International Programs Department. That means standby staff have the opportunity to participate in mobility by using their own means.

ADDITIONAL GRANT SUPPORT FOR DISABLED BENEFICIARIES

Beneficiaries with disabilities participating in the Erasmus+ Program can be given additional grants to assist their special needs in addition to the standard grants they receive. Acceptance letter received from the host institution abroad should state that the institution is aware of the needs of the staff and that they can accept the participant.

To be able to receive additional grants to disabled staff, Erasmus+ and International Programs Department should request an additional grant for the staff from the Turkish National Agency. Additional grant requests can be made within the contract period, but in any case, up to 60 days before the end of the contract. Staff with disability will need to contact the Erasmus and International Programs Department for filling the "SPECIAL NEEDS SUPPORT ADDITIONAL GRANT REQUEST FORM". The National Agency evaluates each application individually; it decides whether an additional grant can be given and, if so, the appropriate amount of grant. The forms will be forwarded to the National Agency by the Erasmus and International Programs Department of our university.

For detailed information on the whole Staff Mobility for Teaching/Training, you can check our website https://international.ihu.edu.tr/en/outgoing-staff-exchange or contact the Erasmus and International Programs Department.

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