



SIVAS CUMHURİYET UNIVERSITY  
**ERASMUS+**  
INSTITUTIONAL COORDINATOR

# ERASMUS+

Key Action 1: Learning Mobility of Individuals

## INCOMING STAFF MOBILITY Call

2022, 2023, 2024 Years KA171 (non-EU Countries) Projects  
Call No: 2501 || Call Date: 06.01.2025

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## ERASMUS+ INCOMING STAFF MOBILITY CALL

### CALL INFORMATION

<b>CALL NO:</b>	2501
<b>CALL TITLE:</b>	ERASMUS+ STAFF MOBILITY CALL
<b>ACTION TYPE:</b>	KA171 (Third Countries not associated to the Programme / International Credit Mobility)
<b>PROJECT TYPE:</b>	SINGLE BENEFICIARY PROJECTS
<b>PROJECT YEAR:</b>	2022, 2023, 2024 YEARS
<b>PROJECT NUMBER:</b>	2022-1-TR01-KA171-HED-000069692, 2023-1-TR01-KA171-HED-000163559, 2024-1-TR01-KA171-HED-000204921
<b>CALL DATE:</b>	06.01.2024

### TABLE OF CONTENTS

<b>APPLICATION INFORMATION</b> .....	<b>2</b>
<b>APPLICATION PROCEDURE</b> .....	<b>2</b>
<b>DEFINITIONS</b> .....	<b>3</b>
Staff Mobility .....	3
Staff Mobility for Teaching (STA) .....	3
Staff Mobility for Training (STT).....	3
<b>QUOTA</b> .....	<b>3</b>
Total Quota .....	3
Detailed Quota Table <sup>3</sup> .....	4
<b>SELECTION CRITERIA</b> .....	<b>5</b>
Selection Criteria for Academic and Administrative Staff: .....	5
<b>GRANT</b> .....	<b>6</b>
<b>TRAVEL SUPPORT</b> .....	<b>6</b>
<b>IMPORTANT DATES</b> .....	<b>7</b>
<b>DEDUCTION FROM THE GRANT</b> .....	<b>7</b>
<b>EVALUATION OF OUR SERVICE QUALITY</b> .....	<b>8</b>
<b>PROTECTION AND PROCESSING OF PERSONAL DATA</b> .....	<b>8</b>
<b>SITUATIONS FOR WHICH THERE ARE NO PROVISIONS</b> .....	<b>8</b>
<b>CONTACT INFORMATION OF THE INTERNATIONAL RELATIONS OFFICE</b> .....	<b>9</b>



## ERASMUS+ INCOMING STAFF MOBILITY CALL

Sivas Cumhuriyet University (SCU) International Relations Office Erasmus+ Institutional Coordinator has announced the call for incoming mobilities within the framework of Erasmus+ KA171 (Third Countries not associated to the Programme / International Credit Mobility) Staff Mobility.

The applications will be accepted through the webpage of Erasmus+ Institutional Coordinator within the dates that are stated in the **IMPORTANT DATES** section.

The application page can be accessed through <https://erasmus.cumhuriyet.edu.tr/erasmus/incoming/ka171-application-form/>. A guide for the application process is available on the website of the Erasmus+ Institutional Coordinator.

### + APPLICATION INFORMATION

**The Teaching Call** is open for all academic staff working in any related unit that is available at SCU. Please find the list of active degree programmes on <https://erasmus.cumhuriyet.edu.tr/incoming/#degrees>. The candidates from active degree programmes which are not available at SCU are ineligible for this mobility.

**The Training Call** is open for all academic and administrative staff from any unit.

### + APPLICATION PROCEDURE

Candidates must apply on <https://erasmus.cumhuriyet.edu.tr/erasmus/incoming/ka171-application-form/> within the declared dates and submit the form in person to the unit that is responsible for the coordination of Erasmus+ Mobilities along with the following documents:

- Biometric photograph (a photo of the applicant in which the face is clearly seen)
- Proof of Employment (Showing the status and duration)
- National ID Card or Document
- Passport copy (if available)
- Any document that shows the language level (TOEFL, IELTS or University Exam etc.)
- Proof of Educational Degree (Diplomas etc.)

### ATTENTION

All the mobilities are obligated to be realised within the framework of 5th International Staff Week that will be held from **12.05.2025** to **16.05.2025**.



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### + DEFINITIONS

#### Staff Mobility

Staff mobility can be carried out from any institution from a third country not associated to the programme that is given in the call to the institution in a EU member state or third country associated to the programme. To ensure high-quality mobility activities with maximum impact, the mobility activity has to be related to the staff's professional development and to address their learning and personal development needs.

#### Staff Mobility for Teaching (STA)

- STA is a teaching period abroad at a partner higher education institution. The teaching period abroad enables any teaching staff at a higher education institution to teach at a partner higher education institution abroad.
- It is obligatory to have an Erasmus+ Inter-Institutional Agreement (IIA) between our University and the Higher Education Institution where the mobility will be carried out.
- Within the scope of mobility, at least 8 hours of lessons should be given, and the teaching plan should be arranged according to at least 5 working days.
- Only academic staff working in the fields specified in the agreement can benefit from the mobility. Regardless of the field of work of the applicant, the unit in which the staff is located is taken as the basis.
- Personnel who meet the application requirements can benefit from the activity without grant.

#### Staff Mobility for Training (STT)

- STT is a training period abroad at a partner higher education institution. The training period abroad enables any staff at a higher education institution to take part in a training activity abroad that is relevant to their day-to-day work at the higher education institution. It may take the form of training events or job shadowing.
- The Training Schedule must be tailored to at least 5 working days.
- Personnel who meet the application requirements can benefit from the activity without grant.

### + QUOTA

#### Total Quota

CODE	MOBILITY TYPE	QUOTA
STA	Staff Mobility for Teaching	<b>20</b>
STT	Staff Mobility for Training	<b>10</b>
<b>TOTAL</b>		<b>30</b>



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### Detailed Quota Table<sup>3</sup>

REGION NO	REGION NAME	COUNTRY <sup>2</sup>	OID	UNIVERSITY	QUOTA				DAYS (Mobility + Travel Days)	FIELD OF EDUCATION <sup>1</sup> (ISCED)	
					Teaching		Training				
					Main	Reserve	Main	Reserve			
1	Western Balkans	ALBANIA	E10220564	University of Tirana	2	4	2	4	5+0	Any related unit that is available at SCU.  Please find the list of active departments/units on <a href="https://erasmus.cumhuriyet.edu.tr/incoming/#degrees">https://erasmus.cumhuriyet.edu.tr/incoming/#degrees</a>	
3	South-Mediterranean countries	ALGERIA	E10096742	University of Algiers 2	1	2	-	-	5+1		
11	Caribbean	CUBA	E10107854	University of Havana	1	2	-	-	5+2		
9	Sub-Saharan Africa	ETHIOPIA	E10141161	Bahir Dar University	2	4	2	4	5+2		
2	Neighbourhood East	GEORGIA	E10170038	Georgian Technical University	2	4	1	2	5+0		
9	Sub-Saharan Africa	GHANA	E10060831	Kumasi Technical University	2	4	2	4	5+2		
1	Western Balkans	KOSOVO	E10127429	University of Mitrovica	1	2	1	2	5+0		
6	Central Asia	KYRGYZSTAN	E10211407	Osh State University	1	2	-	-	5+1		
2	Neighbourhood East	MOLDOVA	E10211968	Comrat State University	1	2	-	-	5+0		
1	Western Balkans	MONTENEGRO	E10220596	University of Adriatic Bar	2	4	1	2	5+0		
3	South-Mediterranean countries	MOROCCO	E10191818	Abdelmalek Assaïdi University	1	2	-	-	5+1		
5	Asia	NEPAL	E10022329	Pokhara University	2	4	1	2	5+2		
9	Sub-Saharan Africa	SOMALIA	E10294183	Mogadishu University	2	4	2	4	5+2		
3	South-Mediterranean countries	TUNISIA	E10187884	Sfax University	1	2	-	-	5+1		
2	Neighbourhood East	UKRAINE	E10212488	Odessa II Mechnikov University	1	2	-	-	5+1		
6	Central Asia	UZBEKISTAN	E10194434	National University of Uzbekistan	1	2	-	-	5+1		
<b>TOTAL</b>					<b>20</b>		<b>10</b>				

### Explanation

- <sup>1</sup> This only applies to Staff Mobility for Teaching. Candidates applying within the scope of Staff Mobility for Training can be in any field of education.
- <sup>2</sup> The eligible language types are English and/or Turkish. Scores in other languages will not be taken into consideration.
- <sup>3</sup> The following quotas will be used for the 2022-year project: Nepal: 1 STA The following quotas will be used for the 2023-year project Nepal: 1 STA, Kosovo\*: 1 STA, Montenegro: 2 STA, The remaining quotas will be realised within the 2024-year project.
- <sup>4</sup> The candidate with the highest score is placed to the 2024-year project quota.



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### + SELECTION CRITERIA

The evaluation criteria have been determined by SCU Erasmus+ Institutional Coordinator within the scope of the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Affairs of the Ministry of Foreign Affairs of the Republic of Türkiye (Turkish National Agency), the Directive of International Relations Office, and Directive of Erasmus Program of the Sivas Cumhuriyet University, Republic of Türkiye

#### Selection Criteria for Academic and Administrative Staff:

Criteria	Score	
Oral Exam <sup>1</sup>	<b>50p</b>	
Language Competency in English	<b>MAX</b>	<b>20p</b>
	B1	5p
	B2	10p
	C1	15p
	C2	20p
Degree <sup>2</sup>	<b>MAX</b>	<b>20p</b>
	Bachelor	5p
	Master	10p
	Doctorate	15p
Years of Experience <sup>3</sup>	<b>MAX</b>	<b>10p</b>
	1-5 Years	3p
	5-10 Years	5p
	Over 10 Years	10p
Disability <sup>4</sup>	<b>+5p</b>	
Previous Erasmus Participation <sup>5</sup>	<b>-10p</b>	

#### Explanation

<sup>1</sup> To be conducted by the home university.

<sup>2</sup> Only the latest degree will be accepted.

<sup>3</sup> An official document of proof must be submitted.

<sup>4</sup> An official document of proof must be submitted.

<sup>5</sup> Deducted from the total point (for each mobility realized within the last 3 years).

The evaluation will be made transparently and objectively by an election commission appointed by the Rectorate of Sivas Cumhuriyet University in accordance with the Erasmus+ Handbook for Higher Education Institutions published by the Directorate for EU Education and Youth Programs of the Ministry of Foreign Affairs of the Republic of Turkey (Turkish National Agency), the Directive of the International Relations Office of the Republic University of Sivas and the Erasmus Program Directive. The results will be announced on the website of the Coordination Office (<https://erasmus.cumhuriyet.edu.tr>). Commissioners will not be able to benefit from this exchange program due to the rules of the National Agency.



## ERASMUS+ INCOMING STAFF MOBILITY CALL

Detailed information about the program can be obtained from the website (<https://erasmus.cumhuriyet.edu.tr>) of the Erasmus+ Institutional Coordination Office, International Relations Office, Sivas Cumhuriyet University.

### + GRANT

#### 2024 Poject

Sending Country	Receiving Country	Grant per Day (€)
Third countries not associated to the programme from regions 1-12	Türkiye	148

#### 2022 and 2023 Pojects

Sending Country	Receiving Country	Grant per Day (€)
Third countries not associated to the programme from regions 1-12	Türkiye	140

### + TRAVEL SUPPORT

#### 2024 Poject

Travel Distances	Standard Travel Grant Amount (€)	Green Travel Grant Amount (€)
Between 10 and 99 KM	28	56
Between 100 and 499 KM	211	285
Between 500 and 1999 KM	309	417
Between 2000 and 2999 KM	395	535
Between 3000 and 3999 KM	580	785
Between 4000 and 7999 KM	1188	1188
8000 KM or more	1735	1735

#### 2022 and 2023 Pojects

Travel Distances	Standard Travel Grant Amount (€)	Green Travel Grant Amount (€)
Between 10 and 99 KM	23	-
Between 100 and 499 KM	180	210
Between 500 and 1999 KM	275	320
Between 2000 and 2999 KM	360	410
Between 3000 and 3999 KM	530	610
Between 4000 and 7999 KM	820	-
8000 KM or more	1500	-



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### + IMPORTANT DATES

DATE	EVENT
January 06, 2025	Call Date <sup>1</sup>
January 27, 2025, 00:00	Start of the Applications
February 10, 2025 23:59	Application Deadline <sup>2</sup>
February 14, 2025	Submission of the Application Results by Partner Institutions <sup>3</sup>
February 21 2025	Announcement of Results <sup>4</sup>
February 28, 2025	Declaration of Participation/Withdrawal <sup>5</sup>
March 7, 2025	Submission of Mobility Agreement <sup>6</sup>
April 14, 2025	Staff Week Programme Announcement
May 12-26, 2025	Mobility Dates <sup>7</sup>

### Explanation

<sup>1</sup> The announcement of the call on our website.

<sup>2</sup> The last day to apply for the mobility through our KA171 Incoming Mobilities Application Form (<https://erasmus.cumhuriyet.edu.tr/erasmus/incoming/ka171-application-form/>).

<sup>3</sup> The last day for our partner institutions to send the results to our office.

<sup>4</sup> The evaluation results will be announced on the website of our office: (<https://erasmus.cumhuriyet.edu.tr>).

<sup>5</sup> The last day to inform our office whether the applicant will participate to the mobility or not.

<sup>6</sup> The last day to submit the mobility agreement to our office.

<sup>7</sup> The mobilities of the participants will be only within the stated dates. A change of the dates will not be accepted.

### + DEDUCTION FROM THE GRANT

The higher education institution makes a grant deduction in the following cases, provided that it is announced before the mobility and stipulated in the contract:

1. If the documents proving participation in the mobility are not submitted, the mobility will be deemed invalid and the grant will not be paid to the personnel, and the initially paid grant will be collected. In addition, grant deductions are made for activities that occur less than planned or are not appropriate..
2. Except for technical reasons, personnel who do not fill out the participant survey will be deducted at the rate of 20% of the travel grant calculated according to the total number of activity days and distance band on which the grant is calculated.
3. If the mobility period is less than the minimum period, regardless of force majeure, the mobility in question will be deemed invalid and no grant payment will be made.



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### + EVALUATION OF OUR SERVICE QUALITY

In order to evaluate and increase our service quality, please fill out our Erasmus+ satisfaction survey. Respond objectively when filling out the questionnaire. In the final stage, you will be asked to evaluate the relevant personnel you have been served. Be objective again when evaluating the relevant personnel. No personal data is collected or processed through the survey. You can click this link to access the survey: <https://forms.office.com/r/FHyNBOMBKK>

### + PROTECTION AND PROCESSING OF PERSONAL DATA

Sivas Cumhuriyet University is the controller of the personal data entered on the websites (<https://international.cumhuriyet.edu.tr> and <https://erasmus.cumhuriyet.edu.tr>) of the Sivas Cumhuriyet University International Relations Office and Erasmus+ Institutional Coordinatorship, which are hosted on the servers of Sivas Cumhuriyet University. T.C. Ministry of Foreign Affairs Directorate for EU Affairs Directorate for EU Education and Youth Programs Center (Turkish National Agency) hosted on the servers of the Ministry of Foreign Affairs of the Republic of Turkey Directorate for EU Affairs Directorate for EU Education and Youth Programs Center Directorate (Turkish National Agency) Erasmus+ application system (<https://turnaportal.ua.gov.tr>) responsible for the data entered T.C. Ministry of Foreign Affairs Directorate for EU Affairs Directorate for European Union Education and Youth Programs It is the Central Directorate (Turkish National Agency). The data entered on the website of the International Relations Office of Sivas Cumhuriyet University are entered after the KVKK Clarification and Open Consent text on the institution's website is approved. T.C. Ministry of Foreign Affairs Directorate for EU Affairs European Union Education and Youth Programs Center (Turkish National Agency) is approved within the scope of KVKK when registering in the Erasmus+ application system. Sivas Cumhuriyet University cannot be held responsible in any way for the data collected and processed by the Directorate for EU Affairs Directorate of the Republic of Turkey Directorate for EU Affairs (Turkish National Agency).

### + SITUATIONS FOR WHICH THERE ARE NO PROVISIONS

On matters not included in this announcement text, the Erasmus+ Program Guide for the relevant call year published by the European Commission, T.R. Erasmus+ Handbook for Higher Education Institutions for the relevant call year published by the Ministry of Foreign Affairs, Directorate for European Union Affairs, European Union Education and Youth Programs Center (Turkish National Agency), T.R. Procedures are carried out within the framework of Sivas Cumhuriyet University International Relations Office Directive and Erasmus Program Directive.



## ERASMUS+ INCOMING STAFF MOBILITY CALL

### + CONTACT INFORMATION OF THE INTERNATIONAL RELATIONS OFFICE

Website: <https://erasmus.cumhuriyet.edu.tr/>  
Phonebook: <https://erasmus.cumhuriyet.edu.tr/en/phonebook/>  
E-Mail: [erasmus@cumhuriyet.edu.tr](mailto:erasmus@cumhuriyet.edu.tr)  
Phone & WhatsApp: **+90 346 487 5160** (Extension: **5160**)  
Sosyal Medya: **@scuerasmus**

Responsible Person for Incoming Mobilities: **Lect. Emre SEVEN**  
Responsible Person Contact E-Mail: [emreseven@cumhuriyet.edu.tr](mailto:emreseven@cumhuriyet.edu.tr)  
Responsible Person Contact Office Phone: **+90 346 487 5165** (Extension: **5165**)  
Responsible Person Contact Mobile Phone: **+90 506 313 82 07**

Please contact the responsible person within the working hours: **Monday-Friday from 08:00-17:00 (UTC +3 Istanbul Time)**

ULUSLARARASI İLİŞKİLER OFİSİ  
INTERNATIONAL RELATIONS OFFICE



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