



**TOKAT GAZIOSMANPAŞA UNIVERSITY
ERASMUS OFFICE**

2023-1-TR01-KA171-HED-000167441

2024-1-TR01-KA171-HED-000225551

2025-1-TR01-KA171-HED-000324515

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM)
ERASMUS APPLICATION ANNOUNCEMENT FOR STAFF MOBILITY,**

Dates	Activity
14.01.2026 - 06.02.2026	Pre Announcement
07.02.2026 - 12.03.2026	Acceptance of Applications
24.03.2026	Announcement of the results on the website
04.05.2026 - 08.05.2026	6th International Staff Week Field-based participation requirement: Within the quota allocated to each partner university, at least one selected participant must be from one of the following fields: <i>Faculty of Agriculture, Environmental Engineering, Biology or Bioengineering.</i> This requirement is introduced in order to ensure the academic and thematic integration of the Staff Week with the Agro-Fest , which will be held simultaneously with the mobility period

1.DEFINITIONS

Staff mobility for teaching for academic staff and for invited staff from non-academic organizations to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months.

Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organization located in a Programme Country.



Staff teaching and training activities can be combined. In case of less than 5 days for staff training mobility, at least 8 hours of training is expected to be completed.

Other organizations in Programme and Partner Countries are also eligible to take part in an ICM project. These organizations can host students on traineeship or HEI staff in training, while staff from these organizations can be invited to teach at an HEI. These organizations must be active in the labour market or in the fields of education, training and youth.

*** Please note that campus tour activity is not considered as an official activity in the work plan for teaching and training mobility.**

Due to limited grants, priority will be given to the personnel who did not benefit from staff mobility before, to departments or units that were not involved in teaching mobility activities before, to applicants who have not been involved in teaching mobility activities before or who plan to carry out mobility activities with certain countries / higher education institutions / businesses.

The evaluation of the applications will be made according to the scoring system. In cases where the scores are equal, the candidate's foreign language knowledge scores (TOEFL, IELTS, etc.), the candidate's scientific publications and the number of citations and years of service are taken into account in the evaluation.

Please have in mind the following facts when circulating the call and when ranking the applications:

- Full-time academic/administrative staff employed at Partner University can be eligible to benefit from Erasmus+ Staff Mobility for Teaching/Training.
- A valid Erasmus+ Inter-institutional Agreement with the respective host university within the relevant field of teaching/training.

2. APPLICATION PROCEDURE

- Candidates must apply on <https://exchangeprogram.gop.edu.tr> by using Pre-register to the system via the "Register & apply" then log in to the system.
- Your user ID will be your e-mail and the password which you set while pre registration.
- Submit the form in person to the unit that is responsible for the coordination of Erasmus+ Mobilities along with the following documents: Proof of Employment (Showing the status and duration)
 - National ID or Passport
 - Any document that shows the language level (TOEFL, IELTS or University Exam etc.)
 - Proof of Educational Degree (Diplomas etc.)

All mobilities are obligated to be realized within the framework of 6th International Staff Week on 04.05.2026 - 08.05.2026.



3. EVALUATION CRITERIA

Criteria	Score
Language Competency in English*	100 percent of the score
Disability**	+10p
Previous Erasmus Participation***	-10p

* An official document of proof must be submitted.

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***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 Tokat Gaziosmanpaşa 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.gop.edu.tr>. Commissioners will not be able to benefit from this exchange program due to the rules of the National Agency.

Detailed information about the program can be obtained from the website <https://erasmus.gop.edu.tr> of the Erasmus+ Institutional Coordination Office of the Erasmus Office of Tokat Gaziosmanpaşa University.

4. DETAILED QUOTA TABLE

COUNTRY	UNIVERSITY	QUOTA				DAYS (Mobility + Travel Days)
		Teaching		Training		
		Main	Reserve	Main	Reserve	
AZARBAIJAN	Azarbaijan Medical University	1	1	1	1	5+2
	Azarbaijan Agriculture University	1	1	1	1	5+2
BANGLADESH	Daffodil International University	2	2	-	-	5+2
ALGERIA	Université Frères Mentouri Centre Universitaire Morsli Abdellah Tipaz	1	1	-	-	5+2
UKRAINE	Ukrainian State University of Science and Technologies	2	2	-	-	5+2
MORROCCO	Caddi Ayyad University ESITH Universite Hassan II De Casablanca	1	1	1	1	5+2



PALESTINE	Birzeit University	1	1	-	-	5+2
DEMOCRATIC KONGO	University of Goma Université de Kikwit	1	1	1	1	5+2
GEORGIA	Central University of Europe (CUE)	2	2	3	2	5+2
	Caucasus University	2	2	3	2	5+2
RUSSIAN FEDERATION	Moscow Polytechnic University	2	2	-	-	5+2
SENEGAL	Université Cheikh Anta Diop De Dakar	3	3	2	2	5+2
	Dakar Institute Of Technology	2	2			5+2
BURKINA FASO	Institut pour la Gouvernance et le Développement	2	2	1	1	5+2
ETHIOPIA	Haramaya University	2	2	1	1	5+2
MALI	Université des Sciences Juridiques et Politiques de Bamako	2	2	1	1	5+2
SOUTH AFRICA	Nelson Mandela University	2	2	1	1	5+2
MEXICA	Universidad De Sonora	2	2			5+2
TOTAL		29		15		

Please find the list of active departments/units on <https://gop.edu.tr/?d=en-US>.

5. DAILY GRANTS

The mobility period, which was at least 5 working days. The applicant organisation applies for a number of student and/or staff mobilities, based on which a grant is calculated. This grant will cover the following costs:

DAILY GRANT 2023 Project Term

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

DAILY GRANT 2024-2025 Project Term



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

6. TRAVEL GRANT

The travel grant is calculated using the official Distance Calculator provided by the European Commission. The distance between Tokat and the host institution is determined through the calculator, and the corresponding band in the travel grant table is used. The amounts indicated are for round trips and are not multiplied by two. Connecting flights or indirect travel do not affect the calculated distance.

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Travel distances	In case of standard travel	In case of green travel
Between 10 and 99 KM	€ 28 per participant	€ 56 per participant
Between 100 and 499 KM	€ 211 per participant	€ 285 per participant
Between 500 and 1999 KM	€ 309 per participant	€ 417per participant
Between 2000 and 2999 KM	€ 395 per participant	€ 535 per participant
Between 3000 and 3999 KM	€ 580 per participant	€ 785 per participant
Between 4000 and 7999 KM	€ 1.188 per participant	€ 1.188 per participant
8000 KM or more	€ 1,735 per participant	€ 1.735 per participant

6. PROTECTION AND PROCESSING OF PERSONAL DATA

Tokat Gaziosmanpaşa University is the controller of the personal data entered on the websites <https://erasmus.gop.edu.tr> of the Tokat Gaziosmanpaşa University International Relations Office and Erasmus+ Institutional Coordinatorship, which are hosted on the servers of Tokat Gaziosmanpaşa 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://erasmusbasvuru.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 Tokat Gaziosmanpaşa 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. Tokat



Gaziosmanpaşa 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).

7. CONTACT

The Erasmus Office can be reached through the following channels.

Website	https://erasmus.gop.edu.tr/Default.aspx?d=en-US		
E-Mail	staffweek@gop.edu.tr		
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