



**TOKAT GAZİOSMANPAŞA UNIVERSITY
INTERNATIONAL RELATIONS COORDINATORSHIP
ERASMUS OFFICE**



**2022-1-TR01-KA171-HED-000078931 & 2023-1-TR01-KA171-HED-000167441
ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM)
ERASMUS APPLICATION ANNOUNCEMENT FOR STAFF MOBILITY**

Date	Activity
31/01/2024-14/02/2024	Pre Announcement
15/02/2024-15/03/2024	Acceptance of Applications
22/03/2024	Announcement of the results on the website.

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:



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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.

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:

- National ID or Passport
- Proof of Employment (Showing the status and duration)
- Any document that shows the language level (TOEFL, IELTS or University Exam etc.)
- Proof of Educational Degree (Diplomas etc.)

All the mobilities are obligated to be realized within the framework of 3rd International Staff Week on 20/05/2024-25/05/2024.

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 International Relations Office of Tokat Gaziosmanpaşa University.



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QUOTA

Detailed Quota Table

COUNTRY	UNIVERSITY	QUOTA	DAYS (Mobility + Travel Days)	GRANT (€)		
AZERBAIJAN	Baku State University – Azerbaijan Technical University	2	5+0	700	275	975
BANGLADESH	Daffodil International University	1	5+0	700	820	1520
BURKINA FASO	Institut pour la Gouvernance et le Développement University	2	5+0	700	820	1520
GEORGIA	European University LLC	1	5+0	700	275	975
RUSSIAN FEDERATION	Moscow Polytechnic University	1	5+0	700	275	975
SENEGAL	Universite Assane Seck De Ziguinchor – Université Amadou Mahtar Mbow – Université Cheikh Anta Diop De Dakar	1	5+0	700	820	1520
UGANDA	Islamic University in Uganda International Kampala University	5	5+0	700	820	1520
MALI	Universite Des Sciences Juridiques Et Politiques De Bamako	4	5+0	700	275	1520
GHANA	Kumasi Technology University	1	5+0	700	820	1520
TOTAL		18				

FIELD OF EDUCATION1: Faculty of Economics and Administrative Sciences.

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

GRANT

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



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will cover the following costs:

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

TRAVEL SUPPORT

Travel distances ²¹	In case of standard travel	In case of green travel ²²
Between 10 and 99 KM	€23 per participant	Not applicable
Between 100 and 499 KM	€ 180 per participant	€ 210 per participant
Between 500 and 1999 KM	€ 275 per participant	€ 320 per participant
Between 2000 and 2999 KM	€ 360 per participant	€ 410 per participant
Between 3000 and 3999 KM	€ 530 per participant	€ 610 per participant
Between 4000 and 7999 KM	€ 820 per participant	Not applicable
8000 KM or more	€ 1,500 per participant	Not applicable

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).