

ERASMUS+ 2016/2017 STAFF TEACHING/TRAINING MOBILITY GRANTS CALL FOR APPLICATIONS

Within the ERASMUS+ Project 2016-1-TR01-KA107-030470 referring to cooperation with Higher Education Institutions in the Partner countries, Fatih Sultan Mehmet Vakif University announces the Call for Applications for awarding financial supports to individual incoming and outgoing teaching and training staff mobility. All incoming and outgoing activities supported within this call are coordinated and administered by the Fatih Sultan Mehmet Vakif University.

Purpose of the Call

The main purposes of this call are mentioned below.

- **Teaching periods:** This activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad.
- **Training periods:** This activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organization abroad.

Application Documents for Staff Mobility

- Erasmus Application for Staff Mobility (must be approved by the relevant Head of Department/Office and by the Host institution)
- Work plan (Overall aim and objectives, expected results, teaching/learning activities to be carried out and a program for the teaching/training period)
- CV
- Copy of the first page of the applicant's passport
- Certificate of employment of the home institution
- Staff Mobility Agreement for Teaching/Staff Mobility Agreement for Training signed by home and host institution – scanned document is accepted

- * **Enrolment Starts** : October 17, 2016
- * **Application Deadline** : **November 17, 2016**
- * **Start of the Spring Semester:** February 06, 2017
- * **End of Semester** : June 20, 2017

Applications must be submitted by the given deadlines. Incomplete and/or e-mailed application forms will not be accepted. Late applications will not be considered. Applicants will be notified about the application decisions within four weeks after the deadline.

By submitting the application to this call, all applicants agree that the Fatih Sultan Mehmet Vakif University publishes their personal data on the web page and further uses their personal data within the administration procedures and reporting.

Selection

The selection of outgoing candidates should be carried out by the sending institution. Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Teaching/Training are made up of two components; Travel contribution and Individual support (Subsistence).

Travel Contribution

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission. Distance is calculated between starts and end location of the mobility in straight lines from one location to another (<https://www.distancecalculator.net/>).

Beneficiaries will be requested to present a copy of their flight tickets prior to departure.

Quotas and Grants

	Staff Mobility	Department	Number of staff /mobility days	Mobility Period	Daily Grant	Travel Contribution
FROM IIUM TO FSMVU	Teaching staff	History	1staff/2 weeks (12 days + 1 day for travel)/16 hours	01.02.2017-30.06.2017 (Spring)	140 EUR per day	1100 EUR per participant
		Civilization Studies	1 staff/2 weeks (12 days + 1 day for travel) / 16 hours			
		Malay Language	2 staff/2 weeks (12 days + 1 day for travel) / 16 hours	04.09.2017-30.01.2018 (Fall)		
	Training Staff	Office of International Affairs/ Director	1staff/ 12 days (10 days + 1 day for travel) / 10 hours	04.09.2017-30.01.2018 (Fall)		
		Office of International Affairs /Staff	1staff/ 12 days (10 days + 1 day for travel) / 10 hours	02.01.2018-30.06.2018 (Spring)		

Obligations of the Beneficiary

- To take out and prove to be in possession of adequate insurance throughout the mobility period according to the Erasmus+ programme rules.
- To obtain visa for the stay in the receiving country
- To carry out the mobility stay according to the proposal and dates committed
- To complete all procedures and fill in the required documents as required by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established by the Fatih Sultan Mehmet Vakif University
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.