



CALL INFORMATION	
Call Title	Erasmus+ Staff Mobility Call
Action Type	KA171 (Third Countries not associated to the Programme)
Project Year	2024 KA171 Project
Project Number	2024-1-TR01-KA171-HED-000219662
Call Date	08.04.2025

Please read the call document carefully before applying.

Kastamonu University Erasmus Institutional Coordinator has announced the call for incoming staff mobility within the framework of Erasmus+ KA171 (Third Countries not associated to the Programme).

The applications will be accepted through the [Application System](#) of Erasmus+ Institutional Coordinator within the dates stated in the **CALENDAR** section.

All the mobilities must be realized within the framework of 1st International Staff Week that will be held from **06.10.2024 to 10.10.2025**.

MOBILITY TYPES FOR APPLICATION

An applicant can only apply for one type of mobility at a time, either a staff mobility for teaching or a staff mobility for training. If an applicant applies for two types of mobility, both mobility applications will be rejected.

Staff Mobility for Teaching Call is open to all academic staff working in fields specified in the inter-institutional agreement. Please see the detailed quota table for the list of fields included in this call. The candidates from fields that are not included in the detailed quota table are ineligible for this mobility.

Staff Mobility for Training Call is open to all academic and administrative staff from any unit.

APPLICATION PROCESS

The applications will be made through <https://applyerasmus.kastamonu.edu.tr> during the application period specified in **CALENDAR** section. The applicants should upload the



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required documents listed below to the application system during their application. The documents must comply with the conditions as specified below. More information about the conditions supportive documents must meet can be found in the **SELECTION CRITERIA** section.

Required documents:

- **Application form with photo** (Must be signed by applicant and Erasmus/IRO coordinator before uploading, you can download the Application form by clicking [here](#))
- **Language proficiency level in English**
 - exam result/certificate (officially approved) or
 - official document stating that the medium of instruction is English at your institution, or (signed and stamped by the sending institution officials)
 - official document stating that the official language of the country is English (signed and stamped by sending institutions officials)
- **Letter of intent** (must be signed by the applicant, you can download the Letter of Intent by clicking [here](#))
- **Valid certificate for disabled staff** (Certificate can be any document authorized by the applicant's home country's officials.)
- Any other documents required for additional points (for details please see **SELECTION CRITERIA** explanations)

DEFINITIONS

Definition of Staff Mobility

Staff mobility can occur between any institution in a non-associated third country mentioned in the call and an institution in an EU member state or a third country associated with the programme. To ensure impactful mobility experiences of high quality, the activity should focus on the staff member's professional development and cater to their learning and personnel growth requirements.

Staff Mobility for Teaching

- The activity area allows a staff member who is obliged to teach at a higher education institution in a third country not associated with the programme to teach classes at the higher education institution holding an ECHE (Erasmus Charter for Higher Education) and to execute joint academic/educational activities related to teaching with the partner institution.



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- Only academic staff in the fields specified in the agreement can benefit from teaching mobility. Regardless of the applicant's field of work, the unit in which the staff is located is taken as the basis.
- Staff teaching is a day-based activity, and grant payments are made only for the days the activity related to the tutoring activity is carried out (and for travel days, depending on the university's decision). For this reason, the teaching schedule must be specified on a daily basis in the Staff Mobility for Teaching - Mobility Agreement.
- Within the scope of teaching mobility, at least 8 hours of teaching activity must be given, and the teaching plan should be arranged according to at least 5 working days.
- Staff who meet the application requirements can benefit from the activity without the grant.

Staff Mobility for Training

- Staff Mobility for Training allows a staff working at a higher education institution in a third country not associated with the programme to train at a higher education institution in Türkiye. All staff at a higher education institution can take part in a training activity abroad that is relevant to their day-to-day work at their institution. The training activity may take the form of training events or job shadowing.
- The Training Schedule must be tailored to at least 5 working days.
- Staff who meet the application requirements can benefit from the activity without the grant.



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QUOTA

Detailed Quota Table

COUNTRY	UNIVERSITY	QUOTA				DAYS (Mobility + Travel Days)	GRANT (€)			
		Teaching		Training			Individual Support	Travel Days	Travel Support	Total Grant
		Main	Reserve	Main	Reserve					
ALBANIA	Agriculture University of Tirana	1	2	x	x	7 (5+2)	740	296	309	1345
ALBANIA	University of Tirana	1	2	x	x	7 (5+2)	740	296	309	1345
BOSNIA AND HERZEGOVINA	University of East Sarajevo	1	2	x	x	7 (5+2)	740	296	309	1345
KOSOVO	Heimerer College	1	2	x	x	7 (5+2)	740	296	309	1345
KOSOVO	Universum College	1	2	x	x	7 (5+2)	740	296	309	1345
AZERBAIJAN	Azerbaijan University	1	2	x	x	7 (5+2)	740	296	309	1345
AZERBAIJAN	Lankaran State University	1	2	x	x	7 (5+2)	740	296	309	1345
GEORGIA	Georgian Technical University	1	2	x	x	7 (5+2)	740	296	309	1345
GEORGIA	Tbilisi State Academy of Art	1	2	x	x	7 (5+2)	740	296	309	1345
MOLDOVA	Moldova State University	1	2	x	x	7 (5+2)	740	296	309	1345
MOLDOVA	Technical University of Moldova	1	2	x	x	7 (5+2)	740	296	309	1345
UKRAINE	Ukrainian National Forestry University	1	2	1	2	7 (5+2)	740	296	309	1345
EGYPT	Assiut University	1	2	1	2	7 (5+2)	740	296	309	1345
PALESTINE	Al-Quds University	1	2	x	x	7 (5+2)	740	296	309	1345
NEPAL	Kathmandu University	1	2	x	x	7 (5+2)	740	296	1188	2224
ETHIOPIA	Hawassa University	1	2	x	x	7 (5+2)	740	296	580	1616
ETHIOPIA	Mekelle University	1	2	x	x	7 (5+2)	740	296	580	1616
GHANA	Central University	1	2	x	x	7 (5+2)	740	296	1188	2224
KENYA	Kenyatta University	1	2	x	x	7 (5+2)	740	296	1188	2224
NIGERIA	University of Nigeria	1	2	1	2	7 (5+2)	740	296	1188	2224
SOUTH AFRICA	University of Pretoria	1	2	x	x	7 (5+2)	740	296	1188	2224
JAMAICA	The University of the West Indies, Mona	1	2	x	x	7 (5+2)	740	296	1735	2771



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Departments

COUNTRY	UNIVERSITY	DEPARTMENTS
ALBANIA	Agriculture University of Tirana	Food Engineering
		Landscape Architecture
		Tourism Management
		Pre-School Education
		Veterinary Medicine
ALBANIA	University of Tirana	Turkish Language
		History
		Psychology
BOSNIA AND HERZEGOVINA	University of East Sarajevo	Medicine
		Mechanical Engineering
		Electrical and Electronics Engineering
		Pre-School Education
		Elementary School Education
KOSOVO	Heimerer College	Nursing
		Psychology
KOSOVO	Universum College	Nursing
		Graphic Design
		Business Administration
		Tourism Management
		Economics
AZERBAIJAN	Azerbaijan University	Education Science
		Political Science and Public Administration
		Pre-School Education
		Elementary School Education



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AZERBAIJAN	Lankaran State University	Forest Engineering
		Forest Industry Engineering
		Computer Engineering
		Business Administration
		Economics
		Tourism Management
		Veterinary Medicine
		Aquaculture
GEORGIA	Georgian Technical University	Radio, Television and Cinema
		Public Relations and Advertising
		International Relations
		Journalism
		Computer Engineering
		Biomedical Engineering
		Electrical-Electronics Engineering
		Civil Engineering
		Mechanical Engineering
		Business Administration
Food Engineering		
GEORGIA	Tbilisi State Academy of Art	Graphic Design
		Drawing
		Ceramic and Glass
		Conservation and Restoration of Artworks
		Biology
		Geography
		Chemistry
		Physics
		Computer Science



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MOLDOVA	Moldova State University	History
		Philosophy
		Journalism
		Public Relations and Advertising
		Mathematics
		Psychology
		International Relations
		Political Science and Public Administration
		Business Administration
MOLDOVA	Technical University of Moldova	Computer Engineering
		Biomedical Engineering
		Mechanical Engineering
		Landscape Architecture
		Veterinary Medicine
		Food Engineering
		Forestry
		Tourism Guidance
UKRAINE	Ukrainian National Forestry University	Faculty Engineering
		Forest Industry Engineering
		Business Administration
		Psychology
		Economics
		Tourism Management
		Veterinary Medicine
		Science Education
		Pre-school Education
		Social Studies Education
		Elementary Mathematics Education



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EGYPT	Assiut University	Physical Education
		Coaching Training
		Sports Management
		Mathematics
		Chemistry
		Physics
		Biology
PALESTINE	Al-Quds University	Political Science
		Psychology
		Nutrition and Dietetics
		Nursing
		Midwifery
		Computer Engineering
NEPAL	Kathmandu University	Education Science
		Political Science and Public Administration
		Guidance and Psychological Counseling
		Management and Organization
		Educational Programs and Instruction
ETHIOPIA	Hawassa University	Political Science and Public Administration
		International Relations
		Economics
		Geography
		Psychology
		Journalism
		Curriculum and Instruction
		Public Relations and Advertising
		Tourism Management
		Veterinary Medicine



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ETHIOPIA	Mekelle University	Computer Engineering
		Electrical and Electronics Engineering
		Biology
		Chemistry
GHANA	Central University	Nursing
		Midwifery
		Computer Engineering
		Civil Engineering
		Business Administration
KENYA	Kenyatta University	Public Relations and Advertising
		Veterinary Medicine
		Tourism Management
		Guidance and Psychological Counseling
		Civil Engineering
		Mechanical Engineering
		Electrical-Electronics Engineering
		Biomedical Engineering
		Medicine
		Psychology
		Communication Science
		Drawing/Painting/Ceramic and Glass/Graphic Design
		Biology
Chemistry		
		Veterinary Science
		Science Education
		Guidance and Psychological Counseling
		Philosophy
		Psychology



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<p>SOUTH AFRICA</p>	<p>University of Pretoria</p>	<p>International Relations</p>
		<p>Political Science</p>
		<p>Business Management</p>
		<p>International Relations</p>
		<p>Computer Engineering</p>
		<p>Engineering Management</p>
		<p>Civil Engineering</p>
<p>JAMAICA</p>	<p>The University of the West Indies, Mona</p>	<p>Biomedical Engineering</p>
		<p>Civil Engineering</p>
		<p>Electrical-Electronics Engineering</p>
		<p>Engineering Management</p>
		<p>Sports Coaching</p>
		<p>History</p>
		<p>Geography</p>
		<p>Philosophy</p>
		<p>Mathematics Education</p>
		<p>Science Education</p>
		<p>Social Studies Education</p>
		<p>Education Programs and Instruction</p>
		<p>Pre-school Education</p>
		<p>Journalism</p>
		<p>Communication Studies</p>
		<p>Mathematics</p>
<p>Occupational Health and Safety</p>		
<p>Biology</p>		



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SELECTION CRITERIA

The evaluation criteria have been determined by Kastamonu University Erasmus Institutional Coordination Office 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 Kastamonu University, Republic of Türkiye

Criteria	Score	
Language Competency in English ¹ (with a valid certificate)	%50 (out of 100)	
First time participation in Erasmus+ KA171/KA107 staff mobility	+15	
Previous participation in Erasmus+ KA171/KA107 staff mobility within last five academic year.	Once	-10
	Twice	-15
	More than twice	-20
Letter of intent (to be evaluated by the home university) ²	+20	
Disabled staff member (with a valid certificate) ³	+15	
Erasmus Coordinator/IRO Coordinator ⁴	+5	
Agreement Contact Person (specified in IIAs) ⁵	+15	
Administrative Staff (for training activity only) ⁶	+15	

Explanations:

¹ at least B1 level of English according to CEFR (Common European Framework of Reference for Languages) is required. The language score will be converted to a 100-point scale based on the reference table below to calculate a total point.

Reference Table for Conversion of CEFR levels to 100 point scale

CEFR Levels	Points (100 scale)
C2	100
C1	95
B2	75
B1	60

The applicant's home university can hold a language competency exam for their staff members.

If the applicant comes from a university in which the medium of instruction is English or a country where the official language is English, the applicant's English level is considered B2 unless otherwise documented with a valid language competency certificate. An official document/letter signed and stamped by the home institution officials regarding the medium of instruction or official language is required.



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² Letter of intent should be evaluated by the committee formed by the applicant's home university. The committee should not have any conflict of interest with applicants.

³ Certificate can be any document authorized by the applicant's home country's officials.

⁴ An official document prepared by the university authorities showing the applicant's years of service as Erasmus/IRO coordinator. The applicant may benefit from this criterion once.

⁵ A maximum of two agreement contact persons may be involved in an IIA, and the agreement contact person may benefit from this criterion once.

⁶ Academic staff members applying to training activity cannot be considered as administrative staff even if they have administrative duties in their university.

*****All documents provided by the applicant must be in English or translated into English. Documents translated into English must be approved by the university's Erasmus/IRO coordinator.**

******In case of equality in the ranking, the following criteria shall be applied respectively until the equality is broken:**

- Staff with a higher language proficiency score
- Staff with more service time at the sending university

To ensure an objective and transparent selection the evaluation of applications will be made by an evaluation commission officially appointed by the Rectorate of Kastamonu 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 Kastamonu University and the Erasmus Program Directive.

The results will be announced on the website of the Erasmus Institutional Coordinator (<https://erasmus.kastamonu.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.kastamonu.edu.tr>) of the Erasmus Coordination Office, International Relations Office, Kastamonu University.

TRAVEL SUPPORT

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



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CALENDAR

DATE	EVENT
April 08, 2025	Call Date ¹
April 27, 2025	Start of the Application
May 19, 2025, 23:59	Application Deadline ²
May 26, 2025	Announcement of Results ⁴
May 30, 2025	Declaration of Participation/Withdrawal ⁵
June 13, 2025	Submission of Mobility Agreement ⁶
September 8, 2025	Staff Week Programme Announcement
October 06-10, 2025	Mobility Dates ⁷

Explanation

¹ The announcement of the call on our website.

² The last day to apply for the mobility through our application system <https://applyerasmus.kastamonu.edu.tr>

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

⁵ The last day to inform our office whether the applicant will participate in the mobility or not.

⁶ The last day to submit the mobility agreement to our office.

⁷ The mobilities of the participants must be carried out within the stated dates, participants must organize their trip to be traveling to Kastamonu at the latest a day prior (05.10.2025) to their mobility and leaving Kastamonu the day following (11.10.2025) the end of their mobility at the earliest to receive daily grants for their travel days. A change of the mobility dates will not be accepted[FO1].

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.

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 Kastamonu University International Relations Office Directive and Erasmus Program Directive.



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CONTACT INFORMATION OF THE INTERNATIONAL RELATIONS OFFICE

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