



DOKUZ EYLÜL UNIVERSITY

ERASMUS+ KA171 - INTERNATIONAL CREDIT MOBILITY PROGRAM - INFORMATION FOR PARTNERS

For over 30 years, Europe has funded the Erasmus+ program, enabling over 3 million European students to spend part of their studies in another higher education institution (HEI) elsewhere in Europe.

Erasmus+ now extends these opportunities to students and staff from other parts of the world.

The Erasmus International Credit Mobility Program – in short: Erasmus + ICM – offers students and staff of program and partner countries the opportunity to go on Erasmus+ mobility outside of Europe (“Third countries not associated to the Programme”). Please find the list [here](#).

Under international credit mobility, a HEI in a Third country not associated to the Program can send its students, staff and vice versa.

Students can study abroad for a limited period of 3 to 12 months, during which credits are obtained. After the mobility phase, students return to their sending institution to complete their studies.

Erasmus+ ICM program allows faculty members to participate in the program under “Staff Mobility for Teaching Assignments (STA), and it also allows administrative staff members to participate as part of “Staff Mobility for Staff Training”.

In the framework of the Erasmus Program, all mobility activities are conditional upon the signature of a **bilateral Erasmus+ KA171 ICM Exchange Agreement** between the sending and the receiving universities before the start of the mobility.

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PARTNERS AND QUOTAS

Since the Academic Year 2020, Dokuz Eylül University (DEU) has applied for the ICM projects (KA107 and KA171). With every application, the partner countries may change as they are subject to the outcome of the application. Currently DEU has the 2023 ICM and 2024 ICM projects running for three years and can therefore fund staff mobilities from and to partner countries of these projects. Staff mobilities in scope of 2023 ICM Project should be finalized by mid-July 2026. In scope of 2024 ICM Project, the mobilities should be finalized by mid-July 2027.

Dokuz Eylül University (DEU) International Academic Relations Office (IARO) oversees all ICM operations at DEU. Erasmus+ ICM program requires partner universities to follow certain steps in their application & selection procedures, and provide certain documentation to Dokuz Eylül University as explained further below.

STUDENT MOBILITY

Dokuz Eylül University (DEU) International Academic Relations Office (IARO) oversees all ICM operations at DEU. This unit is responsible for organizing application calls and facilitating incoming student exchange mobility. The application process commences with the incoming student application call initiated by DEU IARO unit, which contacts partner institutions. Prior to their applications, applicants must be officially nominated by their home universities. An official nomination from the applicant's home University should be sent by email to erasmus.icm@deu.edu.tr. Applications lacking official nominations will not be accepted.

Who is Eligible to Apply?

- Students must be registered in an Erasmus+ partner university and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate).
- Undergraduate students must have completed at least two regular semesters (remedial and prep excluded) with a minimum GPA of 2.20. Graduate students must have completed at least one regular semester (remedial and prep excluded) with a minimum GPA of 2.50).
- The student must not have been on an Erasmus exchange for more than a total of 12 months per study cycle (Bachelor's, Master's and research studies are counted separately), including the time period applied for in this application.

How to Apply?

Students registered in formal education programs at higher education institutions may benefit from the program provided their home institution and DEU have signed a bilateral Erasmus+ KA171 ICM Exchange Agreement.

Enrolment Documents for Students

Enrolments will be accepted via e-mail (erasmus.icm@deu.edu.tr)

Enrolment documents for the ICM Program are as follows:

- Current student certificate in English (signed and stamped with a recent date)
- Current Transcript of Records in English (signed and stamped with a recent date)
- Document of Language Proficiency
- [Selection Committee Report](#)
- [Home University Confirmation Letter](#)
- [Student Application Form](#)
- Copy of Passport / National ID Card
- Special Needs Statement & Proving documents (If applicable)

* These document templates will be provided by DEU IARO to partner institutions during the application call.

Nomination Deadlines for Students

Nomination Deadline for Home Universities:

15 July (for Fall Semester & Academic Year)

15 December (for Spring Semester & Academic Year)

Application Criteria for Students

1. Learning mobility involves a student spending a semester at a partner Higher Education institution through an agreement signed between institutions. For the application, the applicant must have completed at least one year in the registered program at their home university.
2. The applicant must be a full-time student to apply, defined as a student who has not yet completed the studies required for their diploma degree and is expected to have a course load of 30 ECTS credits in one semester.
3. The student is required to take a 30 ECTS course load in one semester (Fall/Spring).
4. Only students with a minimum CGPA of 2.20 out of 4.00 at the undergraduate level and a minimum of 2.50/4.00 at the graduate level are eligible to apply.
5. Only students from the departments/education cycles mentioned on the **bilateral Erasmus+ KA171 ICM Exchange Agreement** can apply.

Selection Process for Partner Universities

- Partner universities are required to form a selection committee that has minimum **3 main** members and minimum **2 substitute** members. The selection committee should be assigned to this task by the administration of the university. Partner universities are required to share a copy of the “letter of authorization of the selection committee” with DEU IARO upon forming the committee. Selection Committee is responsible of reviewing all the applications and making the final selection.
- Partner universities are required to run separate selection calls for each mobility type of Erasmus+ ICM.
- Partner universities are required to share the screen shots/copy of the “call for selection” for all types of mobility (i.e. student, academic staff, and administrative staff) with DEU IARO.
- The announcement of each selection call should be distributed through the university mass communication channels transparently and equally minimum 20 days before the applications begin. Applications should be collected at least for 15 days, allowing applicants to provide answers to predetermined criteria.
- The selection announcement should include the following criteria:
 - The number of exchange slots with/without Erasmus+ Grant at Dokuz Eylül University
 - The academic departments that are open for application

- Eligibility criteria
- The selection criteria and required documents
- Erasmus Grant Amount (Individual/Travel Support)
- Additional support provided to staff members with disability
- Deadline for application
- Less priority should be given to those who have already participated in the program. Less priority should not be given directly but should be provided as deduction of points during the selection process.
- Participants who want to participate in mobility programs in their birth country receive less priority. Less priority should not be given directly but should be provided as deduction of points during the selection process.
- Disabled participants should be prioritized if substitutive documents are provided. Priority should not be given directly but should be provided as additional points during the selection process.
- Selection criteria that would result in additional grant or deduction from the grant should be stated in the call for applications
- The first part of the selection process will be undertaken at the students' and staff members' home universities and these selection processes will be organized by these institutions according to their own regulations, but always taking into account the evaluation criteria and the following Erasmus Charter principles: *“Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups. Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.”*
- Partner universities are advised to implement the following criteria when running a selection process:

Suggested Evaluation criteria for Students (undergraduate and graduate degree):

- Outstanding academic record, according to the GPA (min. 2.2 for undergrads, min. 2.5 for grads in 4.0 scale required for application) in the students Transcripts of Records
- Undergraduate nominees must have completed a minimum of 1 year at their institution before visiting DEU.
- Master's students who do not have master qualifications should provide the Transcripts of Records from their undergraduate studies.

Suggested Evaluation criteria for PhD students:

- Research Proposal feasibility and contribution to professional and academic development of the candidate.
- They should have a Motivation Letter and their CV attached.

- MS/PhD Students: DEU will accept graduate students for exchange only if:

a) They agree to take courses at Dokuz Eylül University. Or,

b) They find a Research Supervisor at DEU (by themselves) who is ready to accept the student. In this case, the student should submit an acceptance letter from the agreed supervisor during the application period. Please note that IARO cannot assign academic supervisors to students who want to conduct research work at DEU.

When calculating the Erasmus+ Score, the following evaluation criteria are applied:

CRITERIA	SCORE
Cumulative Grade Point Average (CGPA)	%50 (out of 100 points)
Language Score	%50 (out of 100 points)
Students with Special Needs	+10 points
* Benefited from Lifelong Learning Program (within the same level of academic degree)	-5 points (for each and every activity)
Mobility to Birth Country	-3 points

* If the applicant has benefited from another Lifelong Learning Program or Erasmus mobility scheme while pursuing the same level of academic degree, 5 points will be deducted for each and every activity utilized (regardless of whether internship or education) when calculating academic achievement and language score averages.

- Starting from the highest Total Score, applicants are placed in their study programs according to university quotas.
- Selected students wishing to withdraw from the program will be given a withdrawal period.
- All students undergo the same type of selection process.
- Dokuz Eylül University reserves the right to transfer the budget between universities and countries in cases where there are no applications from these universities/countries to utilize the budget more effectively.
- Please bear in mind that students are strongly recommended to have an adequate level of English or Turkish, equivalent to B1 level language competence according to the Common European Framework of Reference for Languages.

Nomination

Partner universities are required to submit the Appointment Letter and Selection Committee Report for Students and Staff and Home University Confirmation to the DEU IARO once every selection period is finalized at home university.

Once the students are nominated by the home university, the students will receive an e-mail from DEU to complete their application.

In case some grants are not exhausted after the first round of applications, a second round of applications will be announced to partner university students by the International Office of the Partner University.

Scholarships for Incoming Students

According to the budget allocation made to DEU by The Turkish National Agency, the countries and institutions eligible for Erasmus+ grants are determined annually. The availability of budget and the number of participants that can be funded are announced to our partners through the application calls.

Selected incoming students visiting DEU within the framework of the Erasmus+ International Credit Mobility (ICM) program with scholarships receive individual support of **800 EUR** per month and travel support ranging from 20 EUR to 1500 EUR, determined according to the distance between their home university and İzmir.

It is possible to benefit from the program without scholarships (zero-grant).

Individual Support grant will be calculated not on a monthly basis but on the basis of the days spent in Türkiye. For example, if the spring semester is four months and 20 days, the student will be awarded four months and 20 days of grant.

The total grant is calculated according to the planned total days of stay: 70% of the total payment will be transferred to the student account after arrival at Dokuz Eylül University and completion of their residence permit application. The remaining amount will be paid upon completion of courses and participant survey. The student and partner institution are responsible for the recognition of mobility at the home university and sending the related documents such as the transcript, where the DEU courses are visible, to Dokuz Eylül University.

The learning mobility period is at least 2 months or 1 semester. This period cannot be reduced except in cases of force majeure. If learning mobility is less than three months, no grant payment will be made for this mobility.

At the end of the Erasmus+ Exchange Program, 30% of the grant will not be paid to the students who are not successful in at least 20 ECTS out of 30 ECTS.

Travel support will range between 20€ and 1500€ based on the university's city where the student is coming from. The distance between İzmir and the specific city is calculated according to the table below.

[Distance Calculator - Erasmus+ \(europa.eu\)](https://europa.eu)

<i>Distance Band</i>	<i>Travel Grant</i>
<i>10 – 99 km</i>	20 €
<i>100 – 499 km</i>	180 €
<i>500 – 1999 km</i>	275 €
<i>2000 – 2999 km</i>	360 €
<i>3000 – 3999 km</i>	530 €
<i>4000 – 7999 km</i>	820 €
<i>8000 km or more</i>	1500 €

Erasmus Mobility without Grant (Zero-Grant)

It is possible to participate in Erasmus program without a grant. Those students and staff members who would like to participate in the program without a grant need to submit an application and their applications need to be evaluated along with all the others. Those participants with zero grant also have all the rights and should fulfil all the obligations of the program.

Zero Grant students and staff also have to deliver all required documents to DEU IARO and sign the Grant Agreement before their Erasmus+ mobility period.

Additional Grant for Persons with Disabilities

For disabled participants, it is possible to receive additional grants to meet their specific needs. In order for the disabled staff to be given additional grants, DEU IARO is required to request additional grants from the Turkish National Agency.

Important Notice:

*We kindly expect our partner institutions not to organize a selection process unless we inform them about the availability of funding and quotas; nominations without the prior information and confirmation of DEU are not accepted.

Please wait for our confirmation before organizing a selection process for any mobility type. If you do not receive any e-mail from DEU IARO, this will most probably mean that there is no available grant for your country/institution (the Erasmus+ KA171 budget is on country/region based). For our partners who have a strictly determined calendar for the student/staff selection, we still recommend them to contact us before opening a call to receive information about the quotas within the Erasmus+ ICM program.

Necessary Documents for Students:

Online Language Support (OLS)

EU Academy Process Required by the Erasmus+ procedures stated by the European Commission's Program Handbook, all Erasmus+ participants must complete the English Placement test under the new EU Academy System.

Support will be provided through the European Commission's Institutional learning management platform called "EU Academy" for students who will benefit from student mobility activities in higher education with Third Countries Not Associated with the Programme. The system will gradually provide language learning services in all 29 official languages of EU Member States and countries associated with the Erasmus+ and ESC programs.

After the students' e-mail addresses are entered into the system, students will have the right to access the EU Academy page via the web page link sent to their e-mail address. It is ensured by higher education institutions that students can participate in the compulsory language exam before mobility.

Since the Online Language Support (OLS)/ EU Academy is an Erasmus+ International Mobility Program requirement, it must be completed before the mobility in addition to the language proficiency certificate/document provided for application.

Grant Agreement: A draft version of the Grant Agreement is shared with the student by DEU IARO. The student is obliged to duly-sign each page of the agreement and duly-sign the signatory part of two copies of the agreement. The student is then asked to submit 2 signed copies to DEU IARO.

International Health and Accident Insurance: Students are required to have possession of adequate insurance throughout the mobility period according to Erasmus program rules.

Learning Agreement (Before the Mobility)

Students have to fill in all the parts on the Learning Agreement (LA). Learning Agreement template will be provided to partner university by DEU IARO.

Parties have to sign (full signature, not just typing the name) the document before submitting it to DEU IARO.

Student: The student on mobility

Responsible Person at the Sending Institution: The mobility coordinator at home university.

Academic Coordinator at the Receiving Institution: Your DEU Erasmus coordinator – please find the list of DEU Erasmus coordinators [here](#).

Learning Agreement (During the Mobility)

If there are any changes in the Before Mobility courses, please fill in the form and get the required signatures. Please note that Table A2 is for the DEU courses and Table B2 is for the equivalent courses in the home university and in the event of any course changes, both tables need to be filled in. If there are no changes on the before mobility courses, please notify the DEU IARO through erasmus.icm@deu.edu.tr. The LA During Mobility part is not required to be filled in if there have not been any changes.

Please do not edit the format of the document (at all) by adding or deleting any tables!

Please make sure to indicate the course codes at Table A2 and B2 as well as the Credit amount.

Parties have to sign (full signature, not just typing the name) the document before submitting it to our Office.

Student: The student on mobility.

Responsible Person at the Sending Institution: The mobility coordinator at your home university.

Academic Coordinator at the Receiving Institution: Your DEU Erasmus coordinator – please find the list of DEU Erasmus coordinators [here](#).

Learning Agreement (After the Mobility)

Once the mobility is over, please indicate the final version of the courses on the Learning Agreement – After Mobility part. The courses on Table C need to match with the courses on the DEU transcript. In Table D, please, indicate the equivalent courses in the home university. Please do not edit the format of the document by adding or deleting any tables! Please make sure to indicate the course codes at Table C and D as well as the Credit amount and the grades of the taken courses. Parties have to sign (full signature, not just typing the name) the document before submitting it to DEU IARO.

Student: The student on mobility.

Responsible Person at the Sending Institution: The mobility coordinator at home university.

Academic Coordinator at the Receiving Institution: Your DEU Erasmus+ coordinator – please find the list of DEU Erasmus coordinators [here](#).

Other Documents to be Sent after the Mobility

Home University Transcript

This document needs to be issued by the home university **in English** upon the transfer of all the courses, credits and grades at DEU to the home university. Please note that the document has to **indicate all of courses taken at DEU** with the same course names and credits at DEU.

Erasmus+ Participation Online Final Report (EU Survey)

At the end of the mobility, European Commission's Mobility Tool will send a link to the participant for the evaluation survey. Please make sure you check your junk/spam e-mails as well and submit the report in a short time.

If the participant does not complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.

STAFF MOBILITY

The Erasmus International Credit Mobility Program – in short: Erasmus + ICM – offers students and staff of program and partner countries the opportunity to go on Erasmus+ mobility outside of Europe. Türkiye is one of the 33 Program Countries. Partner Countries cover the rest of the world outside the European Union. Please find the list [here](#).

Through the Erasmus+ ICM projects, students, staff members and faculty members of both institutions can visit the other institution fully funded by the European Commission. The participation within the scope of an Erasmus+ ICM mobility offers the opportunity to get to know different perspectives on professional life and share best practices within one’s field of experience.

In the framework of the Erasmus Program, all mobility activities are conditional upon the signature of a bilateral Erasmus+ KA171 ICM Exchange Agreement between the sending and the receiving universities before the start of the mobility.

Erasmus+ ICM program allows faculty members to participate in the program under “Staff Mobility for Teaching Assignments (STA), and it also allows administrative staff members to participate as part of “Staff Mobility for Staff Training”. An institutional agreement is a must for mobility arrangements in both categories.

Duration and Context of the Mobility

Each staff mobility, either teaching or training mobility, should last at least 5 working days. Depending on the (remaining) quota as well as the availability of the partaking staff members (both the participant and the host at the receiving institution) the mobility may last from 5 working days (1 week) to 2 months. Please get in touch with erasmus.icm@deu.edu.tr for (remaining) quota information.

Teaching Mobility

As per the Erasmus+ International Credit Mobility program rules, each teaching mobility is required to last at least 5 workdays and 8 teaching hours. Participants can also have meetings with the faculty members of the host institution in addition to the 8 hours of teaching. Actual teaching in this context should require the teacher to be physically present with the students. Please note that the teaching mobility requires at least 8 hours of teaching per five working days of mobility. It should be noted that the teaching time should be increased as the duration of stay is increased. In cases where teaching and training mobilities are combined, the minimum teaching duration should be 4 hrs.

Training Mobility

As per the Erasmus+ International Credit Mobility program rules, each training mobility is required to last at least 5 workdays and can comprise of job shadowing or observation period trainings at a partner university. The training mobility shall support the professional development of HEI administrative and academic staff. Please note that conferences do not fall within the scope of the training mobility under Erasmus+ ICM.

Selection, Nomination, Application & Placement

Who is Eligible to Apply?

Faculty/Staff members must be the full-time employee of a partner university

Selection

The selection process will evaluate the applicants and will prioritize candidates according to the established criteria and budgetary availability. The selection process will be based on the principles of equity, fairness and transparency.

Please note that the below criteria are only advisory. Each institution can define different criteria for applicants as long as the selection process is based on the principles of equity, fairness and transparency.

Suggested Evaluation Criteria for Teaching Mobility

- English or Turkish: Full professional proficiency (B2 or above)
- -3 points will be deducted from Staff who want to participate in mobility programs in their birth country.
- Disabled staff receive extra 10 points if substitutive documents are provided.
- If the applicant has benefited from another Erasmus staff mobility scheme, 5 points will be subtracted for each and every activity utilized
- Eligibility: The teaching staff meets the eligibility criteria for the proposed mobility period.
- Potential Impact: The motivation letter clearly outlines the expected outputs of the proposed mobility period e.g. future plans for collaboration, internationalization of the curriculum etc.

Suggested Evaluation criteria for Training Mobility

- English or Turkish: Full professional proficiency (B1 or above)
- -3 points will be deducted from Staff who want to participate in mobility programs in their birth country.
- Disabled staff receive extra 10 points if substitutive documents are provided.
- If the applicant has benefited from another Erasmus staff mobility scheme, 5 points will be subtracted for each and every activity utilized
- Eligibility: The administrative staff meets the eligibility criteria for the proposed mobility period.

Important Notes & Suggestions to Partner Universities

- The first part of the selection process will be undertaken at the faculty and staff members' home universities and these selection processes will be organized by these institutions according to their own regulations, but always considering the evaluation criteria and the following Erasmus Charter principles:

“Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular, disadvantaged or vulnerable groups. Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.”

- Partner universities are advised to implement the following when running a selection process:

Less priority will be given to those who have already participated in the program. Less priority should not be given directly but should be provided as deduction of points during the selection process.

Staff Members who want to participate in mobility programs in their birth country receive less priority. Less priority should not be given directly but should be provided as deduction of points during the selection process.

Disabled staff members should be prioritized if substitutive documents are provided. Priority should not be given directly but should be provided as additional points during the selection process.

Nomination & Enrolment to DEU

Partner HEIs should send the Appointment Letter and Selection Committee Report for Staff to the International Academic Relations Office at Dokuz Eylül University.

Partner university should also nominate the selected faculty/staff member with the application documents such as CV, Motivation Letter and Teaching/Training Mobility Agreement (template to be provided by DEU IARO) via erasmus.icm@deu.edu.tr e-mail address.

Once the faculty/staff member is nominated to DEU IARO by the home university, DEU IARO will confirm the receipt of the nomination and start the process to find a host person for the candidate at DEU.

The home university's International Office and the candidate will be updated and notified once the host person is identified. Then DEU IARO will guide the participant for the official application to DEU on DEU IARO online system and put the participant and the host person in contact so that they can work on the mobility schedule.

In case some grants are not exhausted after the first round of application, a second round of application will be announced to partner university faculty/staff members by the International Office of the Partner University. Each call for application published by the University may stipulate different dates of start and/or end; in any case, all mobility programs must be concluded by mid. July, of the relevant Academic Year.

Application Documents for Both Teaching and Training Mobility

CV*	Mandatory
<i>Motivation Letter</i>	Mandatory
<i>Home University Confirmation Form</i>	Mandatory
<i>Scan of Passport ID Page</i>	Mandatory
<i>Special Needs Statement for Disabled staff members</i>	If applicable
<i>Document of Language Proficiency</i>	Mandatory

Placement

Each incoming staff member will be assigned a host staff member at DEU by host academic unit. That host will support the incoming staff member with the scheduling of the mobility and the mobility activities.

Within the scope of the Erasmus+ ICM program, the participants receive a set daily grant per activity day as individual support and travel grant for the round-trip. The travel grant is calculated based on the distance between the home country and the host country by the European Commission.

Travel Grants

For the Distance Calculator for Erasmus Program, please click [here](#).

Distance Band	Travel Grant
<i>10 – 99 km</i>	20 €
<i>100 – 499 km</i>	180 €
<i>500 – 1999 km</i>	275 €
<i>2000 – 2999 km</i>	360 €

3000 – 3999 km	530 €
4000 – 7999 km	820 €
8000 km or more	1500 €

Grant Payment Procedure

The first part of the grant payment – which is 80 % of the expected total amount will be paid upon arrival at Dokuz Eylül University. The applicants are advised to get their Potential Tax Number for foreigners by applying through the Application system at <https://dijital.gib.gov.tr/foreigners/kimlikNoBasvuru> before coming to Türkiye. The participants need to have their original passport and their Potential Tax Number with them to be able to withdraw the grant from the bank. The remaining amount will be paid upon completion of the mobility and participant survey.

Grant Deduction and Refund

Deductions and/or repayment may apply to staff members who do not fulfil their responsibilities. Grant deduction and/or repayment may take place in case of the following:

If an incoming staff member leaves DEU before the minimum time frame of five days and cannot present a Force Majeure* with proof, the staff's mobility is considered null and s/he is required to return his/her grant (80%) to DEU within the specified time frame.

If the participant does not complete the online final report after mobility, 5% of the grant based on total duration of mobility shall be deducted.

If a participant fails to submit and complete the minimum mobility period and/or all the required paperwork to Dokuz Eylül University on time, the s/he will be obliged to pay the grant received (80%) back to Dokuz Eylül University.

* Force Majeure is an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part and prevents participant from fulfilment of liability under the Agreement.

Before Mobility Procedures

Home University Confirmation:

According to Erasmus+ ICM regulations, incoming teaching staff members from partner universities have to prove with the Home University Confirmation that their home institution gives them permission to go on mobility. This document will be shared with the staff member to be on mobility at DEU via e-mail.

Copy of Flight Ticket for the Mobility:

The first part of the grant payment – which is 80 % of the expected total amount (5 days of individual grant + travel grant)– is made upon arrival. Therefore, participants are expected to provide a copy of their flight ticket before the mobility for the correct calculation of their Erasmus+ grant.

Grant Agreement:

The Grant Agreement is drafted by DEU IARO and shared with the participant via e-mail prior to the mobility. The Grant Agreement contains information on the grant payment procedure, grant reduction and will be signed by the staff member that will be on mobility at DEU as well as DEU IARO Coordinator. The partaking staff member is obliged to sign each page of the agreement and sign the signatory part of two copies of the agreement. One signed copy will be given to the participant upon the signature of DEU IARO Coordinator. Staff members should have adequate insurance coverage for the whole time of their mobility.

Health Insurance

A copy of health insurance document (English version) must be submitted to DEU IARO. It is compulsory that beneficiaries have a valid health insurance in Turkey with sufficient coverage. It is beneficiaries' responsibility to purchase and provide such an insurance if required. DEU is not liable for the costs incurred by medication or hospitalization related to the mobility activity.

Mobility Agreement for Teaching

This document will be drafted by and sent to the participant by DEU IARO. Faculty members have to prepare this document which includes the proposed mobility program for the planned mobility. The Teaching Agreement requires the statement of the overall objectives of the mobility, the added value of the mobility for both institutions, a teaching plan and the expected outcomes and impact of the mobility. All parts of the Teaching Agreement have to be filled in electronically – mind that signatures can be handwritten, electronic or scanned; handwritten Teaching Agreements cannot be accepted. The Teaching Agreement will then be signed by the faculty member who will go on teaching mobility, by the mobility advisor of hers/his at home institution and by DEU IARO. Once the Teaching Agreement is signed by the staff member and the home institution's International Office, it should be submitted to DEU IARO for the signature of DEU IARO Coordinator.

Mobility Agreement for Training

This document will be drafted by and sent by DEU IARO. Staff members are required prepare this document which includes the proposed mobility program for the planned mobility. The Training Agreement requires the statement of the overall objectives of the mobility, the added value of the mobility for both institutions, planned activities and the expected outcomes and impact of the mobility. All parts of the Training Agreement have to be filled in electronically – mind that signatures can be handwritten, electronic or scanned; handwritten Training Agreements cannot be accepted. The

Training Agreement will then be signed by the faculty member that will go on training mobility, by the mobility advisor of hers/his at home and by us at DEU IARO. Once the Training Agreement is signed by the staff member and the home institution's advisor, it should be submitted to DEU IARO for the signature of DEU IARO Coordinator.

Travel Arrangements

Please note that all travel arrangements are to be made by the participant.

Accommodation

Participants are expected to arrange their accommodation prior to their arrival.

After Mobility Procedures – Staff- Teaching and Training Mobility

Mobility Tool EU Survey: This survey is sent to all participants after their Erasmus+ ICM mobility by the European Commission via e-mail. It contains questions regarding the activities during the mobility, the outcome and impact as well as satisfaction of the partaking staff member.

Testimonial: In order to share our initiative with prospective applicants and to document the realized mobilities, we kindly ask our incoming staff members to share a testimonial and pictures about their mobility at DEU. We would highly appreciate if these can be shared within two weeks after the mobility.

Certificate of Participation: If the home institution requires a confirmation of the mobility at DEU, the document is issued on the last day of the mobility or upon departure.

Copy of the Passport/Boarding Passes: Participants need to submit a copy of their boarding passes or stamped pages of their passport indicating arrival to and departure from Türkiye.

Erasmus Disability Grant

Additional grants are available for staff members with disabilities and health conditions wishing to participate in an Erasmus+ ICM mobility and where participation would not be possible without extra financial support.

The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.

Applications for the Erasmus Disability Grant must be submitted to IARO prior to the start of the mobility. It must include a statement from a doctor or other authority confirming the disability or

health condition, its severity, the impact on the Erasmus mobility, additional requirements and additional costs to be met. A detailed estimate of costs is required.

The application should provide information on any other sources of financial support that the staff member receives and why this is insufficient to cover extra costs.

- If you have any questions please send an e-mail to erasmus.icm@deu.edu.tr

Zero Grant Participation

Participants are able to participate in Erasmus+ Training/Teaching Mobility program without receiving a grant. However, it should be noted that they still have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to DEU IARO even though they will not receive any funding.

Recognition of the Mobility

Partner universities are advised to recognize the mobility of academic and administrative staff in a way that is applicable to their institutions. Feedback and testimonials of participants should be used within the institutions as dissemination tools.

Important Notice

*We kindly expect our partner institutions not to organize a selection process unless we inform them about the availability of funding and quotas; nominations without the prior information and confirmation of DEU are not accepted.

Please wait for our confirmation before organizing a selection process for any mobility type. If you do not receive any e-mail from DEU International Academic Relations Office, this will most probably mean that there is no available grant for your country/institution (the Erasmus+ KA171 budget is on country/region based). For our partners who have a strictly determined calendar for the student/staff selection, we still recommend them to contact us before opening a call to receive information about the quotas within the Erasmus+ ICM program.