

MIDDLE EAST TECHNICAL UNIVERSITY (METU)

ERASMUS+ KA171 INTERNATIONAL CREDIT MOBILITY

2022-2023 Incoming Teaching Staff Application Procedures

(1 September-15 October, 2022)

Dear Partner,

We hope that this message finds you well!

We are writing to inform you that METU International Cooperations Office opens a new application call for incoming teaching staff mobility within the framework of ERASMUS+ International Credit Mobility (ICM) for 2022-2023 academic year. The application period will be conducted between **1 September and 15 October, 2022**. The participation will be funded by METU, Erasmus+ ICM grants. We kindly invite you to organize a selection process in this period and nominate your **academic staff for taking part in teaching mobility activities at our institution**.

For teaching activity, we would be happy to host your academic staff for teaching mobility at one of the academic departments at our institution. The teaching activity may involve lectures, seminars or workshops, but in any case, the teaching activity must be a total of **minimum 8 hours for a week**. Please be aware that the applications for teaching mobility activity will be evaluated by the concerned academic units and their acceptances will be determined accordingly. Therefore, the applications are subjected to academic approval and the acceptance of the nominees is not guaranteed by METU ICO.

The deadline for applications is 15 October, 2022.

You may find the information about the scope and content of teaching activities as well as the maximum number of staff that you may nominate below;

1. Information About Teaching Mobility Activity:

We kindly invite you to select **1** academic staff and send us your nominations for 2022-2023 within the framework of ERASMUS+ International Credit Mobility (ICM) for **one-week mobility activity**. The selected participants will determine their dates of visits with the hosting department; however, participants are strongly **encouraged to visit our institution during the active course/exam period**. Here is our 2022-2023 academic calendar:

- Beginning of Fall Semester: **3 October, 2022**
- End of Fall Semester: **21 January, 2023**
- Beginning of Spring Semester: **20 February, 2023**
- End of Spring Semester: **10 June, 2022**

There will be a summer school between 10 July-21 August, 2023; however, the availability of the departments for the summer period may be much more limited.

Please also note that in any case proposed mobility period must be completed before **31 July 2023**, since this is the end of the project period. It is not possible for the selected beneficiaries to conduct their mobility activity after 31 July, 2023

2. Application Conditions (Minimum Requirements):

- Applicants must actively work at the partner institution at the time of application
- Applicants must be employed for teaching and lecturing at the partner institution
- The nominated staff should have a minimum English proficiency level of B2, as indicated in the IIA.

3. Application Procedures:

Once you have completed the selection process, please send us the following documents:

- **ICM Academic Staff Nomination Excel Form (please see attached)**
- **Selection Committee Report with Required Signatures (please see attached):** *Selection Committee must be composed of at least 3 people authorized for signature. The documents signed by less than 3 people cannot be accepted.*
- **Mobility Proposal of the Applicant(s) with Required Signatures (please see attached)**
- **Curriculum Vitae of the Applicant(s)**
- **Copy of Passport / National ID card**

We would like to draw your attention to the EU Commission's principle that as the higher education institution located in a Partner Country you have agreed to apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

Please also note that according to the program rules, **first-time applicants (who have not been selected for any of mobility programs before) should be prioritized**. Moreover, those applicants who apply for their own country (e.g. Turkish citizens) should not be prioritized.

In order to ensure the transparency of the selection process, we also kindly ask you to send:

- the link of your website announcement for outgoing staff mobility within the framework of Erasmus+ program**
- the list of all applicants and the selected beneficiaries with their overall points**
- an official document with signature which shows the selection criteria for staff mobility determined by your institution**

The deadline for applications is 15 October 2022.

4. Erasmus+ Funding for Teaching Activities:

Erasmus+ program offers 140 Euro daily grant as well as a fixed amount of travel support for incoming teaching mobility. Erasmus+ funding for teaching activities are distributed as follows;

Sample funding for 1 person:

Individual support – 5 days x EUR 140 = EUR 700

Travel day support (in case of separate travel days) - 2 days x EUR 140 = EUR 280

Travel support – EUR 275 to EUR 1500

The travel support is a fixed amount, independent of the price of plane tickets. The travel amount is calculated by using the “Distance Calculator” below:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The distance calculator is used to determine the distance between the location where the staff is residing and the place of activity. The kilometers in distance calculated by the distance calculator corresponds to the round-trip and the amount does not get multiplied two.

Obtained “km” Value	Grant Amount (€)
10-99 km	20
100-499 km	180
500-1999 km	275
2000-2999 km	360
3000-3999 km	530
4000-7999 km	820
+8000 km	1.500

It is also possible to participate in Erasmus staff mobility programme without a grant. Those staff members who would like to participate in the programme 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 to fulfill rights and obligations of the program.

For disabled participants, it is also possible to receive additional grants to meet their specific needs. In order for the disabled staff to be given additional grants, the beneficiary higher education institution is required to request additional grants from the Turkish National Agency. The applications for additional grants should be made during the term of the contract, but in any case up to 60 days before the contract end date. The Turkish National Agency will evaluate each application specifically and determine whether the additional grant can be granted, and if so, the appropriate grant amount.

5. Important Notes:

DEPARTMENTS: The nominees are expected to choose **maximum 2 departments** at METU where they can conduct teaching activity. You may find a list of the available departments at our institution from the link below;

<https://www.metu.edu.tr/faculties-institutes-schools>

Please note that the application of the nominees does not guarantee their acceptance by METU. It is possible for academic departments not to accept the applications because of the limited departmental capacity or the incompatibility between the field of the applicants and the present fields of interest in our academic departments.

ACCOMODATION: Participants will be informed about on and off campus accommodation options by METU. Accommodation costs will be covered by the participants.

Should you have further questions, please do not hesitate to contact us.

Kindest regards,

For further information, please contact:

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