HALIÇ UNIVERSITY

ERASMUS+ KA131 2026 STAFF TRAINING AND TEACHING MOBILITY CALL FOR APPLICATIONS

APPLICATION DATES

- **Application Start Date:** 28 January 2026 – 00:00
- **Application Deadline:** 13 February 2026 – 17:00
- **English Language Proficiency Exam:** 18 February 2026 – 10:30
- **Application Portal:** https://turnaportal.ua.gov.tr/

Academic and administrative staff members who wish to benefit from Erasmus+ Staff Mobility in 2026 may submit their applications online via TurnaPortal between **28 January – 13 February 2026**, together with the required documents listed below.

Access to the application portal is provided through **e-Government login**. Applicants should take into account that technical/system-related issues may occur on the application portal, and therefore applications should **not be left until the last day**.

TYPES OF MOBILITY AND SCOPE

Staff Teaching Mobility (STA)

Staff Teaching Mobility refers to the mobility activity that allows academic staff employed at higher education institutions to **deliver teaching activities at a partner higher education institution abroad**.

A minimum of **4 consecutive working days (at least 8 hours of teaching)** is required at a higher education institution with which the relevant department has an agreement.
An **Acceptance Letter** must be obtained from the partner institution **before applying**.

Teaching Mobility can **only be carried out at universities that have an inter-institutional agreement with the applicant's department**.
If an acceptance letter is obtained from an institution with which no agreement exists, an inter-institutional agreement must be signed; otherwise, the application will **not be approved**.

The list of partner universities of our institution is available at:
https://exchange.halic.edu.tr/tr/partner-universities/

Staff Training Mobility (STT)

Erasmus+ Staff Training Mobility enables **academic and administrative staff** working at universities to improve their **professional knowledge and skills** at institutions abroad.

An inter-institutional agreement is **not required**.
A minimum of **4 consecutive working days** of activity must be completed at a partner higher education institution or at an institution located in an Erasmus Programme country.
An **Acceptance Letter** must be obtained from the host institution prior to application.

Institutions eligible for staff training activities may include: enterprises, training centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance institutions, professional consultancy and guidance organizations, higher education institutions, and other organizations specified in the Erasmus+ Programme Guide.

An eligible enterprise refers to **any public or private organization**, regardless of size, legal status, or economic sector, including social economy organizations.

The host institution and the activity must be **directly related to the applicant's professional field** and contribute to their professional development.

Activities Covered

- Participation in international **Staff Week** programs
- Training courses, workshops, seminars, and conferences
- **Job Shadowing** activities
- Sharing of good practices related to Erasmus and internationalization processes
- Trainings on **digitalization, quality assurance, student services, data management, and administrative processes**

ACTIVITY PERIOD

The mobility period must be selected **after the publication of results (from the end of February)** and must be completed **by 31 December 2026**.

Applicants are required to coordinate their dates with the host institution, take official holidays into consideration, and plan visa application processes accordingly.

REQUIRED APPLICATION DOCUMENTS

Required Documents:

1. **Acceptance Letter**
2. **Application Form**

All documents must be uploaded to the application portal and the application must be completed via:
https://turnaportal.ua.gov.tr/

Once the application period has ended, the host institution **cannot be changed**.

HOW TO OBTAIN AN ACCEPTANCE LETTER FROM HOST INSTITUTIONS

- **Specify the mobility type clearly:** Staff Teaching (STA) or Staff Training (STT)
- **Preparation:** Prepare a concise and clear work plan or activity content. Find the relevant contact person or office via the institution's website.
- **Email:** Clearly introduce yourself, your institution, your CV, mobility type, and proposed dates.

Acceptance Letter Must Include:

- Applicant's name, position, mobility type, and activity dates
- Name, title, signature, stamp or seal of the authorized person on official letterhead
- **Follow-up:** Send reminders if necessary and verify the accuracy of the received document. If no response is received for a long time, contact another institution.
- **Application:** Archive digital copies and complete your application.

ENGLISH LANGUAGE PROFICIENCY

Applicants who upload valid results of **KPDS, YDS, ÜDS, e-YDS, TOEFL iBT, YÖKDİL, e-YÖKDİL, CPE, CAE, or PTE Academic** to the relevant field on the application portal will **not be required** to take the English Proficiency Exam organized by the School of Foreign Languages.

Applicants may also use the **English Proficiency Exam results previously administered by Haliç University** for Erasmus+ programs. The relevant certificate must be obtained from the School of Foreign Languages and uploaded to the system under **"University Internal Exam"**.

Language exam results must have been obtained **within the last 2 years** and must not be earlier than **13 February 2024**.

For academic staff who have taught English courses at Haliç University within the last two years, the foreign language score will be accepted as **85 points**. In this case, an **exemption petition** must be uploaded to the application portal under the question: *"Are you teaching in an English-medium program at your institution?"*
If the exemption petition is not uploaded, the exemption will not be applied.

Applicants who do not upload a valid language certificate or exemption petition are **required** to take the English Proficiency Exam administered by the School of Foreign Languages. Documents cannot be submitted after the application deadline. Applicants cannot both upload a language certificate/exemption and take the exam.

The English Proficiency Exam will be held on **18 February 2026 at 10:30**. No make-up exam will be organized.
The minimum passing score is **50**; scores below 50 will not be evaluated.

QUOTAS AND EVALUATION CRITERIA

Within the scope of the **2025 Project**, grant support is planned for:

- **12 staff members** under Staff Training Mobility
- **12 staff members** under Staff Teaching Mobility

Applicants who cannot be placed within the quota may participate **without a grant**, if they wish.

Academic staff applications are evaluated for **only one mobility type** (either teaching or training).

Incomplete answers or missing supporting documents for evaluation criteria will result in **no points awarded** for the relevant criterion.

Each staff member is evaluated within their respective department/unit.

ERASMUS+ STAFF MOBILITY EVALUATION CRITERIA

Applications are evaluated in accordance with the **Haliç University Erasmus Exchange Program Directive**.

A. Evaluation Criteria for Academic Staff Benefiting from Staff Teaching Mobility (STA)

No	Criteria	Points
1	First-time participation in Erasmus Staff Mobility	+15
2	Being an Erasmus Departmental Coordinator (appointment must be prior to 9 January 2026)	+10
3	Foreign language score	+20%
4	Having signed an Erasmus agreement (Applies to one agreement that has not been used in previous applications. No additional points are awarded for multiple agreements. This criterion applies to EU countries and Programme-associated third countries.)	+10
5	Years of service (1–5: 10 / 6–10: 15 / 11+: 20)	+10–20
6	Mobility to a country/institution not previously visited (See the list)	+10
7	Mobility from a department not previously represented	+10
8	Previous KA131 participation (1: −10 / 2: −15 / 3+: −20)	−10 to −20
9	Failure to participate without force majeure	−10

Note: In case of equal scores, priority is determined according to criteria 1, 4, 7, 6, 2, 5, and 3 respectively.

B. Evaluation Criteria for Academic or Administrative Staff Benefiting from Staff Training Mobility (STT)

No	Criteria	Points
1	First-time participation in Erasmus Staff Mobility	+15
2	Being an Erasmus Departmental Coordinator (appointment must be prior to 9 January 2026)	+10
3	Foreign language score	+20%
4	Having signed an Erasmus agreement (Applies to one agreement that has not been used in previous applications. No additional points are awarded for multiple agreements. This criterion applies to EU countries and Programme-associated third countries.)	+10
5	Years of service (1–5: 10 / 6–10: 15 / 11+: 20)	+10–20
6	Mobility to a country/institution not previously visited (Applies to the partner institutions listed in the table and to institutions with which there is no agreement, provided that the activity will be carried out there for the first time.)	+10
7	Mobility from a department not previously represented	+10
8	Previous KA131 participation (1: −10 / 2: −15 / 3+: −20)	−10 to −20
9	Failure to participate without force majeure	−10
10	Being administrative staff:	+10
11	Priority for activities aimed at developing **digital skills**[1]	+10

Note: In case of equal scores, priority is determined according to criteria 1, 4, 10, 7, 6, 2, 5, 3, and 11 respectively.

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[1] Staff Training activities that include **one or more of the following activities** are considered within this scope: participation in **on-the-job training or training courses** related to **European Student Card Initiative (ESCI) tools**, **digital education tools/software**, **programming**, and **information software and systems related to the management of higher education institutions**.The relevant activities **must be clearly and in detail specified in the Acceptance Letter.**

OTHER EVALUATION CRITERIA

All relevant documents must be uploaded to the application portal for evaluation.

Criterion	Weighted Score
Activities related to Artificial Intelligence within the 2021–2025 National AI Strategy[2]	+5
Disabled staff[3]	+10
Veterans and spouses/children of martyrs and veterans[4]	+10
Mobility to country of citizenship	−10
Disaster victims supported by AFAD (self or first-degree relatives)	+10

INDIVIDUAL SUPPORT AND TRAVEL SUPPORT

For both Staff Training and Staff Teaching activities, individual support will be paid for a total of **6 days**, consisting of **4 activity days** and **2 travel days**. The daily rates listed below are paid for **6 days only**. Even if the activity lasts more than 4 days upon request, no additional grant will be provided. No grant payment will be made for days that do not include an eligible activity or for which it cannot be documented that an activity appropriate to the type of mobility was carried out. Travel days must be documented as taking place before and after the activity. No individual support will be paid for travel carried out on activity days.

Country Groups	Host Country	Daily Grant (EUR)
Group 1 Countries	Germany, Austria, Belgium, Denmark, Finland, France, the Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway	171
Group 2 Countries	Southern Cyprus (Greek Cypriot Administration), Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	133

Travel Support:
Travel support is a type of payment provided to cover travel expenses.

The distance calculated by the distance calculator corresponds to the **round-trip grant amount** specified in the table below; this amount is **not multiplied by two**. Traveling with transfers does not affect the distance calculated in accordance with the method specified below.

For distance calculations: Distance Calculator

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[2] https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf
The relevant activities must be clearly specified in detail in the Acceptance Letter.

[3] Persons with disabilities holding an **official Disability Health Board Report** indicating a **minimum disability rate of 50%**, as defined in the *Regulation on Disability Assessment for Adults* published in the Official Gazette dated **20 February 2019** and numbered **30692**,

[4] **combat veterans**, their spouses and children, and the spouses and children of **martyrs of war**, in addition to the spouses and children of public officials who were injured, disabled, lost their lives, or were killed as a result of terrorist acts while performing their duties domestically or abroad (or due to their duties even after their official status ended), as defined under **Article 21 of the Anti-Terror Law No. 3713 dated 12 April 1991**, and pursuant to **Article 7 of Decree Law No. 667 dated 23 July 2016**, the spouses and children of those who lost their lives or civilians who became disabled as a result of the coup attempt and terrorist acts carried out on **15 July 2016**, as well as their spouses and children, **shall be given priority** if they apply for Erasmus+ staff mobility.

Travel Distance	Standard Travel Grant (EUR)	Green Travel Grant (EUR)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1,999 km	309	417
Between 2,000 and 2,999 km	395	535
Between 3,000 and 3,999 km	580	785
Between 4,000 and 7,999 km	1,188	1,188
8,000 km or more	1,735	1,735

Green travel refers to travel carried out using low-carbon public transportation. Travel by bus, train, or car-sharing is considered green travel. In order to receive green travel support, green travel must be used for both the outbound and return journeys, and more than half of the total travel distance must be completed using green transport.

The grant supports detailed above are paid in two installments: **80% before the activity** and **20% after the activity**.

Apart from the grant support, accommodation, tickets, visas, and related arrangements must be organized and planned by the staff member. Copies of travel tickets and boarding passes must be kept.

Inclusion Support

The Erasmus+ Programme encourages the participation of individuals with fewer opportunities. A person with fewer opportunities is a potential participant whose personal physical, mental, or health condition would prevent participation in the project/mobility activity in the absence of additional financial support. Staff members who require inclusion support must contact our office during the application period.

CONTACT

For inquiries:
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Kind regards,
International Relations Coordinatorship