

CALL FOR APPLICATIONS

2019-2020 ERASMUS KA107 STAFF MOBILITY FOR TEACHING AND TRAINING

This document contains detailed information about the application procedure for staff wishing to take part in mobility for teaching and training in **Academic Year 2019-2020** in **Turkey**.

The call is open for staff mobility for teaching and training. The resulting number of mobility is as follows:

1. Staff mobility for teaching: 2 persons
2. Staff mobility for training: 2 persons

Teaching mobility will cover 8 hours of lectures at the host institution, while full-day programs will be available for training.

The staff mobility for teaching is: 5 days of activity + 2 days of travel.

The staff mobility for training is: 5 days of activity + 2 days of travel.

In addition to the main Erasmus+ grant, up to 100% extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

WHAT IS THE APPLICATION DEADLINE?

You can apply for Erasmus mobility at Erasmus Office or on email: iro@ceps.edu.ba. Application period will take place until **June 24th, 2019.**

APPLICATION REQUIREMENTS

1. Staff applying is a member of University College "CEPS – Centre for Business Studies" Kiseljak (in full-time or part-time)
2. The staff did not apply for mobility during the annual holidays
3. For Teaching Mobility: Subject of teaching at the University

REQUIRED APPLICATION DOCUMENTS

1. **Erasmus Application Form** (Application form must be signed by the Referent in The International Relations Office)

ASSESSMENT PROCESS

- When calculating Erasmus Score, the following points will be taken into consideration;

ERASMUS GRADE	+, -
Years of work at a higher education institution	+10
Good knowledge of language of mobility (minimum A2)	+10
Experience in international projects	+10
Teachers with certain disabilities	+20

APPLICATION PROCESS

The first step involves applying to a host institution to get an approval and a letter from the host institution for mobility. The first application is submitted to the International Relations Office on University College “CEPS – Centre for Business Studies” Kiseljak. All (preliminary) applications will be sent to University Altinbaş at once. Altinbaş University will submit applications to relevant departments and request their final decision regarding applications and letters of acceptance. Accepted Letters Altinbaş will send the app review partners according to the above criteria.

ERASMUS GRANTS

- A grant is given based on the number of active days and days of travel.

Individual Support Grant:

HOST COUNTRY	DAILY GRANT (EURO)
Turkey	140

Travel Grant:

The travel grant is being calculate through the “distance calculator of the European Comission available in link below; http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm

Distance in km	KM	Distance Band	Total Grant
Bosnia and Herzegovina-Istanbul (Turkey)	972,31 km	500- 1999 km	275€

- The scholarship is paid in 2 instalments. The first payment is 80% of the total Erasmus + scholarship. Payment of the second instalment is determined on the basis of the official duration of mobility.
- In the event of an activity being abolished due to a force majeure event, the activities that at the end of the mobility period do not correspond to the required duration of mobility will be accepted and the granting of the grant will be made during the duration of the stay, provided that there is accompanying documentation that may be available for the demonstration such circumstances.
- Except in the case of force majeure, if a participant returns to his homeland without ending a minimum mobility period, the activity will be considered null and void.