



**Erasmus+**  
**International Credit Mobility**  
**(ICM)**

**Handbook for Higher Education Institutions**

This Handbook is intended for higher education institutions with Third Countries Not Associated with the Programme.

It has been prepared to show the rules and principles regarding the functioning of the mobility activities to the units carrying out the mobility activities (international offices/Erasmus offices/EU offices and project offices etc.) and to help them create their own implementation systems.

Third Countries Not Associated with the Programme are listed below, sorted by respective regions:

- **Region 1-Western Balkans:**

Albania, Bosnia and Herzegovina, Kosovo, Montenegro

- **Region 2-East Partnership:**

Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine

- **Region 3-Southern Mediterranean Countries:**

Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia

- **Region 4-Russia:**

Russia

- **Region 5-Asia:**

Bangladesh, Bhutan, Brunei, Cambodia, China, North Korea, Hong Kong, India, Indonesia, Japan, South Korea, Laos, Macau, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnamese

- **Region 6-Central Asia:**

Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

- **Region 7-Middle East:**

Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen

- **Region 8-Pacific:**

Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, East Timor, Tonga, Tuvalu, Vanuatu

- **Region 9-Sub-Saharan Africa:**

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central Africa Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, Ivory Coast, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

• **Region 10-Latin America:**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuelan

• **Region 11-Caribbean:**

Antigua Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominica Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

• **Region 12-USA and Canada:**

United States, Canada

**Principle of Impartiality and Transparency**

Adiyaman University as the project coordinator, and partner higher education institutions have the responsibility to ensure that all participants from different social backgrounds are provided with equal opportunities and not to discriminate among potential participants.

Grant proceedings will be transparent, fair, impartial, consistent and based on written documents. In Adiyaman University and partner higher education institutions, the selection of students and staff to participate in the mobility should be carried out by an election commission appointed by the legal representative, and the elections made by this Commission should be recorded in a document.

All processes and conditions regarding the selection of students or staff carried out in the project coordinator and partner higher education institutions should be completely transparent, based on written documents and known to all parties involved in the selection process.

The granting process should be announced by both the coordinating institution and the partner higher education institution, including detailed explanations of the eligibility, rejection, selection and grant award criteria.

**Student Mobility (SM)**

Full-time students enrolled in formal education in higher education institutions can participate in student mobility.

A full-time student is a student who has not yet completed the studies (credits) required by his/her diploma/degree and is expected to have a workload of 30 European Credit Transfer and Accumulation System (ECTS) or equivalent credits in a semester.

**Student Selection**

The students who will participate in the mobility are selected by the selection made by the higher education institutions (the coordinator and/or the higher education institution in the Third Country Not Associated with the Program). Student selection calendar is determined by higher education institutions; An election will be announced and applications are received until the determined application deadline.

The selection is made according to the ranking results of the students who get the highest score within the quota for each faculty/department. After the score ranking, placements are made by considering the institution preference order of the students with high scores.

## **Election Conditions and Documents Used in Election**

### **Minimum Requirements**

In order to participate in the event, students must first meet the following minimum requirements:

- 1- The student must be a full-time student enrolled in a higher education program at any of the formal education levels (first, second or third level) within the higher education institution,
- 2- To have an academic grade point average determined and recorded jointly by the 2 institutions that will carry out the mobility,
- 3- Having a sufficient number of ECTS credits for learning mobility,

### **Evaluation Criteria**

Higher education institutions select students by considering the criteria in this handbook.

The sending institution carries out the selection process.

Student selections are made by ordering the scores from the highest to the lowest, taking into account the evaluation criteria and weighted scores announced by the higher education institutions among the students who apply by meeting the minimum requirements.

Higher education institutions involved in the project should use the following criteria during student selection:

1. Academic achievement level (Of all criteria, it should be the one with the highest weight)
2. A foreign language level that is equally applicable to all students
3. The student's grade point average must meet the minimum level determined by the higher education institution at the application stage. The most recent transcript taken by the student is used to determine the grade point average.
4. Higher education institutions should determine an equally applicable foreign language level as a criterion for all students who apply. At the application stage, the same (or different but accepted equivalence) document/exam results should be requested from all students; these documents/results should be taken into consideration.

### **Application Announcement**

For educational mobility: Before the student is selected, an "inter-institutional agreement" must be made between two higher education institutions, covering the mobility period.

The start of the applications is announced on the website of the higher education institution that will receive the applications and on the announcement boards, and an application call is made. In order for students to complete the application documents, the announcement should be published at least 20 days before the applications start to be received, and students should be given at least 15 days to apply.

Higher education institutions are obliged to inform the students who will apply in advance about the necessary documents and the rules to be applied in the selection process. The following information should be included in the advertisement or a referral should be made to a source (such as a web page) containing this information:

- 1- Who can apply,
- 2- Application start and end date,
- 3- Where to make the application,
- 4- University/faculty/department names to which students can be sent, number of quotas,

- 5- Number of quotas allocated to associate, undergraduate, graduate and doctorate levels,
- 6- The academic average required to apply,
- 7- The method to be used in determining the level of foreign language and the details of the threshold application, if any
- 8- The amount of financial support to be given to the selected students for their time abroad

### **Election Decision**

Student selection must be made by a commission consisting of at least three full members and a sufficient number of substitute members appointed by the rectorate with an 'official assignment'. None of the people evaluating the applications should have a personal connection or conflict of interest with the applicant. Transparency and fairness are one of the general rules of the program and a requirement of ECHE. In order to ensure impartiality and transparency, the following statement should be included in the decision report to be prepared exactly or with a different expression to include this meaning:

*“In the evaluation and final decision-making phase of these applications, there is no personal relationship between the personnel who made the evaluation and the applicants that could affect the impartiality of the personnel who made the evaluation. The decision was made in accordance with the rules of impartiality and transparency.”*

### **Post-Election Process and Informing Selected Students**

After the students are selected, they need to get acceptance from the institutions they will go to, in order to carry out the event.

Grant contracts to be signed with selected students for Erasmus+ higher education and/or internship mobility are prepared by Adiyaman University.

The contract contains information about the student's anticipated activity period, the maximum amount of grant to be given to the student, the bank account to be paid, the rights and obligations of the parties and is signed by both parties before the activity begins. Students whose contracts are signed are paid within 30 days following the signing of the contract, according to the maximum grant amount determined in the contract. (after coming to Turkey)

### **Grant Support, Duration and Grant Calculations**

#### **6.1. Monthly Grant Amounts by Countries Visited**

Grants are given to the students to help them with their additional expenses arising from being abroad during their activity period abroad. Grants are only contributions and not intended to cover all of the students' event-related expenses.

The monthly grant amounts to be given to the students who will benefit from the event are given in the tables below:

<b>Sending country</b>	<b>Receiving Country</b>	<b>Monthly Grant Amount (Euro)</b>
Turkey	Third Countries Not Associated with the Program in Regions 1 and 12	700
Third Countries Not Associated with the Program in Regions 1 and 12	Turkey	800

## Travel Support

Students are also given support for their round-trip travels with third countries not related to the program. The amount of travel expenses should be calculated using the "Distance Calculator". The distance calculator is available at the link below:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The resulting "km" value	Grant amount	Green Travel Grant Amount
10-99 km	23 €	-
between 100-499 km	180 €	210 €
between 500-1999 km	275 €	320 €
between 2000-2999 km	360 €	410 €
between 3000-3999 km	530 €	610 €
between 4000-7999 km	820 €	-
8000 km or above	1500 €	-

Student payments are made in Euro in 2 installments: 70% of the total grant amount after the student's arrival in Turkey and 30% after the student fulfills his/her responsibilities and leaves Turkey.

After the mobility starts, the student is paid the determined portion of the total grant calculated according to the stipulated granting period (70%) as the first payment.

Completing the online EU questionnaire is considered as a request for payment of the remaining part of the financial support. The balance payment is made within 45 days at the latest following the completion of the questionnaire.

In any case, the student is given a grant for the duration of the activity, provided that it does not exceed the amount specified in the grant agreement. If the student carries out activities for a shorter time than the envisaged granting period, if the first payment is made more than the calculated for the final activity period, the student will be asked to refund the excess amount.

## Academic Recognition

Adiyaman University and its partner higher education institutions are obliged to provide full recognition to the study period spent abroad. For this reason, it is necessary to check the suitability of the course contents of the partner institutions, to ensure the equivalence of the period to be spent abroad and, accordingly, to be recognized. If the student is successful in the courses specified in the Learning Agreement, the recognition process should be carried out after the student submits the Transcript document that he/she will obtain from the host institution to his/her own institution. Following the delivery of the documents to the office, the process should run automatically and be carried out systematically; The student should not be compelled to convince the academic or administrative staff to obtain the right to be recognized after his/her activity ends. Full Recognition should be carried out as follows: The original names and credits of the courses taken at the host institution and included in the student's learning agreement should be included in the transcript and the Diploma Supplement, if any. In addition, the transcript should clearly show which courses were taken within the scope of Erasmus+ and which higher education institution.

The method to be applied should be determined by a regulatory oversight in accordance with the principles of equality and transparency and should be announced to the students before the mobility.

## **Student Mobility Documents**

Each student file must contain the following documents. However, apart from the ones stated below, the higher education institution may keep the documents it needs within its own institution regarding the activity in the file.

Documents prepared before and during the activity:

**1- Student application form and its annexes**

-Note chart

- Document showing foreign language level,

**2- Written notification or collective announcement made to the student that the student has been selected**

**3- Acceptance letter from the host institution (Acceptance Letter)**

**4- A signed copy of the Erasmus+ Higher Education education/internship mobility agreement signed between the student and the higher education institution and its annexes:**

- Learning Agreement.

**5- Relevant board decision showing which courses to be taken abroad (included in the Learning Agreement) will be counted as equivalent to which courses in the program, or Learning Agreement for Studies/Traineeships showing this.**

**6- Receipt of the payment made to the student or bank statement containing the details of the payment made to the student.**

**Documents completed after the end of the activity:**

**1- The "post-activity" part of the Learning/Internship Agreement, given to the student by the host institution, showing the student's activity start and end days and approved by the host institution. If a separate document showing the activity dates is issued and approved by the host institution, these documents are also accepted.**

**2- Certificate of participation**

**3- Document showing the success of the student regarding the activity:**

For study mobility: transcript for the study abroad period (transcript, Transcript of Records:(ToR),

For internship mobility: "Evaluation of the Trainee" section of the Internship Agreement showing the evaluation of success in the internship activity

**4- Student Survey: Using the Beneficiary Module, students are asked to fill out the online EU Survey. Students whose activities are completed are required to fill out the questionnaire. [does not need to be on file]**

**5- Online language exam: Students who have completed their activities are required to take language exams through the "EU Academy" system. [exam result does not need to be in the file]**

**6- Explanatory and proving documents regarding special cases (documents showing the reasons for the cut in the grant, early return due to force majeure, etc.)**

**7- A copy of the final transcript and/or Diploma Supplement, if any, showing that the courses are recognized by higher education institutions after the student returns**

## **STAFF MOBILITY (ST)**

### **1. Staff Mobility Activities**

Personnel Mobility activity can be carried out in 2 ways:

1. Staff Mobility for Teaching - Staff Mobility for Teaching Assignments (STA)
2. Mobility for Staff Training - Staff Mobility for Staff Training (STT)

### **2. Description of Activities**

#### **2.1. Staff Teaching Mobility**

Staff teaching mobility enables a staff member who is obliged to teach at an ECHE holding higher education institution in Turkey to teach at a higher education institution in a Third Country Not Associated with the Programme. Or, it enables a staff member who is obliged to teach at a higher education institution in a Third Country Not Associated with the Program to teach students at an ECHE-holding higher education institution in Turkey. It is a field of activity that allows it to carry out academic/educational activities jointly with the other institution. In addition, it is possible for a higher education institution in a Third Non-Program Associated country to invite staff to teach from businesses in a Program Associate Country and a higher education institution in a Program Associate Country from businesses in a Third Non Program Associated country.

#### **2.2. Staff Training Mobility**

Staff training mobility is a field of activity that enables a staff employed in an ECHE-holding higher education institution in Turkey to study at a higher education institution in one of the Non-Programme Third Countries. At the same time, it is the field of activity that allows the personnel employed in a higher education institution in a third country not related to the program to receive education in a higher education institution or business in Turkey. Within the scope of this activity, it is possible for the person to receive various trainings (such as on-the-job training, observation processes) in order to improve the skills he or she has in matters related to his current job.

#### **Minimum and Maximum Times for Staff Teaching Mobility**

The duration of activity for staff teaching mobility is determined as a minimum of 5 consecutive days and a maximum of 2 months, excluding travel. However, in order for the activity to be considered a valid activity, at least 8 hours of lectures must be given in 5 consecutive days. In cases where the activity takes place longer than 1 week, the required course hours should increase in proportion to the duration.

#### **Determination of Personnel to Participate in Mobility**

The selection process in personnel mobility is a process consisting of announcement, application reception and evaluation.

In the Agreement (Staff Mobility For Training - Mobility Agreement), the training program must be specified on a day-to-day basis.

#### **3.3 Special Cases in Staff Mobility**

Staff mobility can be achieved by combining the teaching activity with the training activity. This combination is considered as a teaching activity as a whole. Reported to the Beneficiary Module (UN) as a Lecture activity.

Teaching or training may be held in more than one host institution/organization in the same country. This is considered to be a single teaching or training activity for which the minimum duration of activity applies.



#### 4. Selection of Personnel to Participate in Mobility

The selection process in personnel mobility is a process consisting of announcement, application reception and evaluation.

##### 4.1. Announcement Process

Erasmus+ higher education personnel mobility announcement, application and selection processes of higher education institutions residing in Turkey should be carried out through the **Presidency Career Gate portal in accordance with the letter of the Council of Higher Education dated 22.02.2022 and numbered 12994.** The announcement is made through the website of the higher education institution, various bulletin boards and information about the mobility of teaching/training and the application process through e-mails sent to the corporate e-mail addresses of the target audience. In order for the advertisement to reach its purpose, it is expected to be kept for at least 20 days on the website and on the bulletin boards.

The advertisement must contain at least the following information:

- 1- Information on who can apply,
- 2- Information about the application start and end dates (at least 15 days are given to the personnel to apply),
- 3- Information on where to apply,

The evaluation process needs to be fair, transparent, impartial and consistent. Criteria cannot be determined to completely exclude a certain person or category of personnel or to select only a certain person or category of personnel. The positive or negative weight of the determined criterion should not be such that this criterion can determine the whole evaluation result. The following priorities must be taken into account as evaluation criteria:

- First time participation is prioritized.
- Foreign language knowledge is prioritized.
- Administrative personnel are prioritized in training activities.
- Activities for the development of digital skills are prioritized in the Training Activity.
- Disabled personnel are prioritized.

The evaluation process must be carried out by a commission consisting of at least three full members and a sufficient number of substitute members appointed by the Rectorate with an 'official assignment'. None of the applicants should have a personal connection or conflict of interest with the applicant. Transparency and fairness are one of the general rules of the program and a requirement of ECHE. In order to ensure impartiality and transparency, the expression given below should be included in the minutes of the decision to be prepared in the same way or with a different expression to include this meaning.

“At the stage of evaluation and final decision of these applications, between the staff making the assessment and the applicants, there is no personal relationship that may affect the impartiality of the personnel making the evaluation. The decision was made in accordance with the rules of impartiality and transparency.”

## Grant Support

The grant given to the personnel benefiting from personnel mobility is a contribution; The grant given is not intended to cover all the expenses related to the period spent abroad.

<b>Sending Country</b>	<b>Receiving Country</b>	<b>Daily Grant Amounts (Euro)</b>
Turkey	Third Countries Not Associated with the Program in Regions 1 and 12	190
Third Countries Not Associated with the Program in Regions 1 and 12	Turkey	148

The amount of travel expenses to be paid to the personnel benefiting from the personnel mobility activity should be calculated using the "Distance Calculator". The distance calculator is available at the link below:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Through the distance calculator, the km value between two points from the place where the personnel is settled to the place of activity should be determined and the travel grant should be calculated using the table below. The number of kilometers in the distance calculator is the round-trip figure in return for the grant in the table below, and the amount in question is not multiplied by two. The transfer of the personnel does not affect the distance reached by the distance calculation mentioned above.

<b>The resulting "km" value</b>	<b>Grant Amount (euro)</b>	<b>Green Travel Grant Amount (euro)</b>
between 10-99 km	23 €	56 €
between 100-499 km	211 €	285 €
between 500-1999 km	309 €	417 €
between 2000-2999 km	395 €	535 €
between 3000-3999 km	580 €	785 €
between 4000-7999 km	1188 €	1188 €
8000 km or above	1735 €	1735 €

## Documents Required for Staff Teaching Mobility

The following documents must be present in the personnel teaching mobility files:

- Application form
- Inter-institutional agreement
- Invitation letter
- The grant agreement signed between the personnel and the higher education institution
- Staff mobility agreement for the teaching activity (approved by the parties)
- Certificate of participation

- Personnel Questionnaire: Personnel who benefit from teaching mobility using the Beneficiary Module are required to fill out the online EU Survey. (The output does not need to be in the file.)
  - Proof of payment of the grant (receipt or equivalent)
  - In case of individual support grant for travel days, documents showing the travel dates (such as flight cards, passport entries and exits)
  - Explanatory and proving documents regarding special cases (documents showing the reasons for the cut in the grant, early return due to force majeure, etc.)