



## INTERNATIONAL RELATIONS AND PROJECT OFFICE

**Subject: Call for applicants - Academic year 2021/22. Spring Semester.**

**Erasmus + KA-107**

**Addressed to: ACADEMIC STAFF**

The Sakarya University of Applied Sciences in Turkey and the Canadian Institute of Technology in Tirana have been awarded with Erasmus+ scholarships for staff mobilities under the framework of the Key Action 107 for mobilities between PROGRAMME and PARTNER COUNTRIES. This call for applications is aimed at helping academic staff of the Faculty of Economy at Canadian Institute of Technology cover their expenses during their academic stay at Sakarya University of Applied Sciences in Turkey in the academic year 2021\_22 (February 2022-June 2022).

**1. Selection process.** Each partner university must conduct an internal selection process among the interested staff and send to Sakarya University of Applied Sciences in Turkey the list of nominations **before 15th December 2021 for the second semester of the academic year 2021/22 (February 2022-June 2022)**, including full name, e-mail address and field of teaching.

**2. Acceptance/Enrolment Process.** After receiving the list of nominated staff, we shall contact the candidates via email to send them instructions about the application procedure.

All the application process will be via our university portal (we only accept applications online, we do not need original documents or documents sent via email).

Upon the reception of these online applications and after checking if they fulfil the requirements, candidates will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

**3. Number of granted mobilities.** 2(two) academic staff from Faculty of Economy, 5(five) days maximum each.

**4. Insurance.** All applicants have to hire a Health insurance coverage valid for Turkey for the whole period of the stay.

According to internal rules applying to at Sakarya University, all incoming exchange academic staff will pay an Accident insurance fee, upon arrival at UDC, in order to be formally registered. This accident insurance will cover possible accidents during academic activities at UDC.

### **5. Financial Conditions**

Staff mobility (both teaching and training mobilities): the participant shall receive 140 Euros/day of teaching/training corresponding to individual support and 275 Euros corresponding to travel. All candidates will have to sign a grant agreement before starting their mobility. Sakarya University will send

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them this document via e-mail to be signed before travelling. The document has to be sent back after being signed by the grantee.

*Payment.* Upon their arrival at the University of Sakarya, academic staff will receive a cheque representing 100% of the total financial support from Erasmus+ EU funds. Applicants will receive payment upon their arrival, not before. They will have to book their tickets to travel to Turkey, as well as to book accommodation in advance.

## **6. EU Final Survey**

Staff will receive an email with information to complete and submit the online EU final report at the end of their mobility period. This must be completed within 30 calendar days upon receipt of the invitation.

This final report on your mobility experience will provide the EU's Erasmus program with valuable information which will benefit both future staff and contribute to the continued improvement of the program. *More information in the following links.*

### **Documents required for the staff:**

1. Curriculum Vitae +List of your publications and your international mobility experiences;
2. Copy of passport/ID;
3. A motivation letter;
4. A certificate that proves you work in that institution;
5. A self-declare letter if you have done mobility before;
6. A draft plan of mobility;

**The deadline for applications is 10 December 2021.**

Attached you can find the teaching and learning agreements for academic staff.

*Please feel free to contact us for any question or further information you are interested in.*

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