

## **ERASMUS+ PROGRAMME**

### **HIGHER EDUCATION MOBILITY ACTIVITY**

#### **2025–2026 ACADEMIC YEAR **SocialEASE** TRAINEESHIP CONSORTIUM**

### **CALL FOR APPLICATIONS**

#### **STAFF TRAINING MOBILITY IN THE FIELD OF**

#### **SOCIAL ENTREPRENEURSHIP & CREATIVE INDUSTRIES**

Within the scope of this call for applications, under the 2024 Contract Period Higher Education Mobility Consortium (2024-1-TR01-KA131-HED-000226740), applications will be received from staff members who wish to benefit from Staff Training Mobility activities to be carried out in the fields of social entrepreneurship and creative industries until 31 July 2026, and the evaluation process will be conducted accordingly.

The application calendar, process details, and applicable rules and conditions are explained in this call document. In order for your application to be processed properly, please carefully read this document and complete your application accordingly.

#### **ERASMUS+ PROGRAMME AND STAFF TRAINING MOBILITY**

The Erasmus+ Programme (2021–2027) is a European Union grant programme in the fields of education, youth, and sport. It supports activities such as studying abroad, teaching, traineeships, professional development, non-formal learning-based youth activities, and institutional cooperation.

Staff Training Mobility is an activity that enables staff employed at a higher education institution holding an ECHE (Erasmus Charter for Higher Education) in Türkiye to receive training in one of the programme countries. Within this scope, participants may take part in various training activities (such as job shadowing and observation) to develop skills related to their current job.

Within the scope of Staff Training Mobility, it is also possible for staff to receive training at another ECHE-holding higher education institution or a relevant organisation. Eligible host organisations may include enterprises, training centres, research centres, chambers of commerce and associations, schools, foundations, non-profit organisations, career guidance organisations, professional consultancy organisations, higher education institutions, and other entities specified in the Erasmus+ Programme Guide.

Staff Training Mobility is a full-time activity, and grants are provided only for full-day training periods. Therefore, the training programme must be specified on a daily basis in the Mobility Agreement for Training.

## SocialEASE CONSORTIUM

The SocialEASE Consortium Project is a mobility project funded by the European Union and coordinated by TED University. It aims to encourage staff working at higher education institutions in Türkiye to gain international experience in the fields of social entrepreneurship and creative industries.

Among the applications submitted under the Erasmus+ 2023 call, SocialEASE was one of four projects that successfully passed the quality evaluation and has been accredited for five years. The main objective of the project is to contribute to the development of the social innovation and social entrepreneurship ecosystem in Türkiye by transferring knowledge and skills gained through international experience.

## SOCIAL ENTREPRENEURSHIP NETWORKS & FINDING A HOST INSTITUTION

Applicants who wish to apply for staff training mobility in the fields of social entrepreneurship and creative industries may contact members of the following networks to find a suitable host institution:

- [Social Enterprise World Forum](#)
- [Euclid Network](#)
- [Social Enterprise Denmark](#)
- [Social Enterprise Netherlands](#)
- [Impact Hub](#)
- [European Creative Hubs Network](#)
- [Arts & Humanities Entrepreneurship Hubs](#)
- [DESIS Network | Design for Social Innovation and Sustainability](#)

For more information about these networks, you may contact İstasyonTEDÜ via [istasyon@tedu.edu.tr](mailto:istasyon@tedu.edu.tr).

\*\*\*Administrative staff may also explore training and job shadowing opportunities through platforms such as [IMOTION](#), [ShipCon](#), [Europass Teacher Academy](#). The content of the selected activity must be aligned with the scope of the SocialEASE project.

Additionally, mobilities carried out at research and application centers within universities that operate in the fields of social entrepreneurship and creative industries will also be considered eligible. Therefore, the suitability of the host institution from which you obtain or plan to obtain an invitation letter must be confirmed with İstasyonTEDÜ.

## DURATION AND QUOTA

For mobilities to Programme Countries, the minimum duration is 2 consecutive working days (excluding travel) and the maximum duration is 2 months.

In Staff Training Mobility, if the participant carries out the activity for less than 2 days without force majeure, the activity will be considered invalid and no grant payment will be made.

Within the scope of the 2024 Contract Period, a total of **5** administrative staff members will be funded.

The funded duration is limited to:

- Minimum: 2 working days (excluding travel)
- Maximum: 5 working days (excluding travel)

The maximum funded total duration is 7 days, including 5 activity days + 2 travel days.

## APPLICATION CALENDAR

**6 April 2026 – 22 April 2026: Application Period via [TURNAPortal](#)**

**27 April 2026: Announcement of Main and Reserve Lists**

**27 April 2026 – 1 May 2026: Appeals & Submission of Withdrawal Petitions**

✦ **Petitions will only be accepted via e-mail.**

## APPLICATION REQUIREMENTS

- Applicants must be employed at TED University (full-time or part-time) and actively working at the time of application.
- Staff whose official position is affiliated with another institution but who are contractually employed at TED University must apply through the institution where they are actively working (TED University), not their home institution.
- Personnel employed through service procurement are not eligible for staff mobility, as there is no formal employment contract with the higher education institution.
- Applicants are expected to have contacted the host institution in advance and obtained a preliminary acceptance. Acceptances received via e-mail are considered valid at the application stage. However, the final invitation letter must be submitted on the official letter of the host institution, duly signed/stamped, and clearly indicating the planned mobility dates.
- An inter-institutional agreement is not required for Staff Training Mobility. Applicants may independently contact a company, organisation, or university to arrange their

training activity. The mobility may take place at a partner university or any relevant organisation providing the training.

- Applications for Staff Training Mobility will give priority to administrative staff, with an additional +20 points.
- Participation in conferences is not eligible under this mobility activity.

## **APPLICATION PROCESS AND REQUIRED DOCUMENTS**

All applications must be submitted via [TURNAPortal](#), which is integrated with the Turkish e-Government system (e-Devlet). Applicants are required to log in to [TURNAPortal](#) using their e-Government credentials, access the application page created by TED University, and complete their application by 23:59 on the deadline specified in this call. Applications will not be considered complete unless the “Complete Application” button is clicked. Applicants are responsible for uploading all required documents during the application process.

### **1. Invitation Letter**

All applicants must upload an invitation letter obtained from the host institution where they will carry out their training activity.

Acceptances received via e-mail are considered valid at the application stage. However, the final invitation letter must be submitted on the official letterhead of the host institution, duly signed/stamped, and clearly indicating the planned mobility dates.

Within the scope of the SocialEASE Consortium Project, the host institution must operate in the field of social entrepreneurship and/or creative industries, and the planned activity must be directly aligned with the project scope.

During the evaluation process, the International Programs Commission will also assess the content of the invitation letters. If the content, the host institution’s field of activity, or the proposed programme is not aligned with the SocialEASE project, applicants may be requested to submit a revised invitation letter.

### **2. Mobility Agreement (Mobility Agreement for Training)**

The work plan for the training activity to be carried out at the host institution must be specified in the Mobility Agreement for Training and approved by the host institution. The minimum duration of the activity is 2 consecutive working days. This document is not mandatory at the application stage.

### 3. Language Certificate

If available, applicants are required to upload a valid language certificate. Accepted documents include national and international language exam results recognized by ÖSYM, TOEFL, and other officially recognized examinations conducted in Türkiye. The certificate must have been obtained within the last 5 years.

### 4. Supporting Documents

Applicants must upload any documents that may affect the evaluation score and/or justify requests for additional financial support (see: Evaluation Criteria and Weighted Scores, Inclusion Support) via [TURNAPortal](#). All criteria relevant to the evaluation must be properly documented in the system; otherwise, they will not be considered during the evaluation process.

## EVALUATION CRITERIA AND WEIGHTED SCORES

There are two groups of evaluation criteria:

- (i) priorities defined in the Turkish National Agency's Implementation Handbook for Higher Education Institutions, and
- (ii) criteria determined by the institution.

The priorities specified by the Turkish National Agency are as follows:

- First-time participation in the mobility programme
- Level of foreign language proficiency
- Being administrative staff in Staff Training Mobility
- Activities aimed at developing digital skills (DOTs) within Staff Training Mobility
- Being a staff member with a disability
- Being a veteran staff member or a spouse/child of a martyr or veteran
- Activities related to Artificial Intelligence within the scope of the 2021–2025 National Artificial Intelligence Strategy prepared by the Presidency Digital Transformation Office
- Applicants who themselves or whose first-degree relatives have received disaster assistance from AFAD

In addition to the above, lower priority is given to mobilities carried out in the applicant's country of citizenship.

In order to be awarded points under specific evaluation criteria, applicants must provide supporting documentation at the time of application. Otherwise, the relevant criteria will not be taken into account in the evaluation.

Applications will be evaluated and finalized by the International Programs Commission in accordance with the evaluation criteria.

The selection results will be published on the university's website, including the scores of all eligible applicants across all evaluation criteria, ranked from highest to lowest.

Ölçüt	Puan/Ağırlık
Taban puan	30
Programdan ilk kez yararlanma <sup>1</sup>	+20
Eğitim Alma Hareketliliği için İdari Personel önceliği	+20
Erasmus Bölüm Koordinatörlüğü yapıyor/yapmış olmak <sup>2</sup>	+5
Geçerli İngilizce sınav sonuç belgesi <sup>3</sup>	+%25
Şehit/gazi yakını ya da gazi personel ( <i>Başvuru sırasında belgelendirilmesi gereklidir</i> ) <sup>4</sup>	+15
Engelli/özel ihtiyaç sahibi personel ( <i>Başvuru sırasında belgelendirilmesi gereklidir</i> )	+10
Kendileri veya 1. Derece yakınları AFAD'tan afetzedede yardımı alan personel ( <i>Başvuru sırasında belgelendirilmesi gereklidir</i> )	+10
Eğitim Alma Hareketliliği için dijital becerilerin geliştirilmesine yönelik faaliyetler ( <i>Kabul Mektubu ve Eğitim Alma Planında belirtilmelidir</i> ) <sup>5</sup>	+5

<sup>1</sup> Personel Hareketliliğinin herhangi bir türüne 2014-2020 veya 2021-2027 Erasmus+ Programı kapsamında hiç katılmamış olmak.

<sup>2</sup> İlgili bölüm tarafından görevlendirilmenin yapıldığına dair bir belgelendirme gereklidir.

<sup>3</sup> ÖSYM tarafından kabul edilen ulusal ve uluslararası yabancı dil sınavları, IELTS, TOEFL, Türkiye'deki diğer resmi kuruluşlar tarafından yapılan ve geçerliliği bulunan sınav sonuç belgeleri kabul edilmektedir.

Yüzdelerle sistemde olmayan uluslararası dil sınavlarının yüzlük sisteme çevrilmesinde ÖSYM tarafından yayınlanan güncel yabancı dil sınavları eşdeğerlik belgesi kullanılacaktır. IELTS için ETS tarafından belirlenen TOEFL-IELTS eşdeğerlik tablosu referans alınacaktır.

<https://www.osym.gov.tr/TR.33093/uluslararasi-yabanci-dil-sinavlari-esdegerlikleri-dokumaninin-guncellenmesi-14032025.html>

<sup>4</sup> Muharip gaziler ve bunların eş ve çocukları ile harp şehitlerinin eş ve çocuklarının yanı sıra 12/4/1991 tarih ve 3713 sayılı Terörle Mücadele Kanunu'nun 21. Maddesine göre "kamu görevlilerinden yurtdışında görevlerini ifa ederlerken veya sıfatları kalkmış olsa bile bu görevlerini yapmalarından dolayı terör eylemlerine muhatap olarak yaralanan, engelli hâle gelen, ölen veya öldürülenler" in eş ve çocukları ile 23 Temmuz 2016 tarih ve 667 sayılı KHK'nin 7. Maddesi uyarınca, 15/07/2016 tarihinde gerçekleştirilen darbe teşebbüsü ve terör eylemi ile bu eylemin devamı niteliğindeki eylemler sebebiyle hayatını kaybedenlerin eş ve çocukları veya malul olan siviller ile bu kişilerin eş ve çocukları Erasmus personel hareketliliğine başvurmaları halinde önceliklendirilir.

<sup>5</sup> Aşağıdaki faaliyetlerden biri ya da birkaçını deneyimleyen faaliyetler bu kapsamda sayılır: dijital pazarlama (örn. sosyal medya yönetimi, web analitiği), dijital grafik, mekanik ve mimari tasarım; uygulama, yazılım ve kod ya da web sitesi geliştirme; bilişim sistem ve ağlarının kurulumu, bakımı ve yönetimi, siber güvenlik, veri analitiği, veri madenciliği ve görselleştirilmesi; programlama, robotik ve yapay zekâ eğitimleri. Genel müşteri hizmetleri, talep oluşturma, veri girişi ya da rutin ofis görevleri bu kapsamda sayılmaz.

Ölçüt	Puan/Ağırlık
Her iki hareketlilik türü için Ulusal Yapay Zekâ Stratejisi kapsamında Yapay Zekâ ile ilgili faaliyetler ( <i>Kabul Mektubu ve Ders Verme/Eğitim Alma Planında belirtilmelidir</i> ) <sup>6</sup>	+5
TEDÜ'deki Hizmet Yılı <sup>7</sup> ( <i>Başvuru sırasında belgelendirilmesi gereklidir</i> )	
0 – 1	+1
2 – 4	+2
5 – 6	+4
7 – 8	+6
8 üzeri	+10
Bir önceki başvuru döneminde programa başvuru yapıp, tüm işlemlerini gerçekleştirmekle birlikte, mücbir sebeplerle (sağlık sebepleri, genele etki eden salgın, doğal afet, grev, günlük yaşamı etkileyen güvenlik tehdidi vb.) programdan yararlanamama ( <i>Başvuru sırasında belgelendirilmesi gereklidir</i> ) <sup>8</sup>	+10
Vatandaşı olunan ülkede hareketliliğe katılma	-10
Başvurunun yapıldığı akademik yıl içerisinde Erasmus+ Personel Değişim programlarının birinden faydalanmış/faydalanacak olmak ya da aynı başvuru döneminde iki hareketlilik türüne birden başvuru gerçekleştirmek ( <i>Personelin öncelik vermediği hareketlilik türü için puan eksiltme uygulanır</i> )	-10
Bir önceki akademik yılda programdan faydalanmış olmak	-10
İki akademik yıl önce programdan faydalanmış olmak	-8
Üç akademik yıl önce programdan faydalanmış olmak	-6
Dört akademik yıl önce programdan faydalanmış olmak	-4
Beş akademik yıl önce programdan faydalanmış olmak	-2
Bir önceki başvuru döneminde hareketlilikten yararlanmaya hak kazandığı halde gerekçe göstermeksizin hareketlilikten yararlanmamış olmak	-20

<sup>6</sup> <https://cbddo.gov.tr/uyzs>

<sup>7</sup> Ara yıla denk gelen hizmet süreleri bir sonraki yıla yuvarlanarak değerlendirilecektir (Örneğin; hizmet süresi 1,5 yıl olan personel 2 – 4 hizmet yılına denk gelen puanı alacaktır).

<sup>8</sup> "Mücbir sebep", taraflardan herhangi birinin, sözleşmeden doğan herhangi bir yükümlülüğünü yerine getirmesine engel olan; tarafların, taşeronlarının, bağlı kuruluşlarının veya uygulamada görev alan üçüncü tarafların hata veya ihmalden kaynaklanmayan ve gösterilen tüm özen ve dikkate rağmen kaçınılmaz olan ve önceden tahmin edilemeyen, tarafların kontrolünün dışındaki istisnai herhangi bir durum veya olay anlamına gelir. Bir hizmetin sunulmaması, ekipman veya malzemelerdeki kusurlar veya bunların zamanında hazır edilmemesi, doğrudan bir mücbir sebepten ve ayrıca işgücü anlaşmazlığı, grev veya mali sıkıntılardan kaynaklanmadığı müddetçe, mücbir sebep olarak öne sürülemez. Bir olay ya da durum, mücbir sebep sayılmadan önce Merkez (Ulusal Ajans) ile iletişime geçilir.

In case of a tie in total scores among applicants from the same department/unit, priority will be given to the applicant with the **longer length of service at TED University** (calculated in years, months, and days).

In addition to the above, TED University reserves the right to make changes to the evaluation criteria when deemed necessary, provided that such changes are formally documented.

## GRANT SUPPORT

The grant provided to staff participating in the mobility is a financial contribution and does not aim to cover all expenses incurred during the period abroad. The daily grant amount is calculated based on the host country and the duration of the mobility, in accordance with the rates specified in the table below.

Ülke Grupları	Misafir Olunacak Ülke	Günlük Hibe
1. Grup Ülkeler	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Hollanda, İrlanda, İtalya, İsveç, İzlanda, Lihtenştayn, Lüksemburg, Norveç Programla İlişkili Olmayan 13. ve 14. Bölge Ülkeleri	171 €
2. Grup Ülkeler	Güney Kıbrıs Rum Yönetimi, İspanya, Malta, Portekiz, Yunanistan, Çek Cumhuriyeti, Estonya, Letonya, Slovakya, Slovenya	153 €
3. Grup Ülkeleri	Bulgaristan, Hırvatistan, Kuzey Makedonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Türkiye*	133 €

In addition to the daily grant, participants will also receive financial support for **travel expenses**.

The amount of travel support to be paid to staff participating in the mobility is calculated using the [Distance Calculator](#).

Seyahat Mesafesi	Seyahat Hibe Tutarı	Yeşil Seyahat <sup>9</sup> Hibe Tutarı
10 ila 99 KM arasında	28 €	56 €
100 ila 499 KM arasında	211 €	285 €
500 ila 1999 KM arasında	309 €	417 €
2000 ila 2999 KM arasında	395 €	535 €
3000 ila 3999 KM arasında	580 €	785 €
4000 ila 7999 KM arasında	1188 €	1188 €
8000 KM veya daha fazla	1735 €	1735 €

No grant will be paid for days without any activity or for days where the activity carried out cannot be documented as being in line with the type of mobility. If the activity is not carried out, no grant will be paid to the participant. If any payment has already been made, it will be recovered.

Grant payments are made in two instalments. The duration of the activity and the grant amount are calculated provisionally before the mobility begins. 80% of the total grant specified in the grant agreement will be paid to the participant after obtaining the visa approval. The remaining payment will be made after the participant successfully completes the activity, submits the required documents, and completes all mandatory reports. The final grant amount will then be recalculated based on the actual duration of the mobility.

## INCLUSION SUPPORT

The Erasmus+ Programme encourages the participation of individuals with special needs. A person with special needs is defined as a potential participant whose physical, mental, or health condition would prevent them from participating in the mobility activity without additional financial support.

After a participant eligible for Inclusion Support is selected, if they request additional funding, the estimated additional costs will be determined and additional funding will be requested from the National Agency.

Requests for additional funding must be submitted within the contract period and at the latest 60 days before the project end date. No increase in the grant can be requested after the mobility activity has ended.

<sup>9</sup> Yeşil Seyahat türünde seyahat tercih eden personele seyahat günleri için 4 güne kadar bireysel destek verilir. Yeşil seyahat kapsamında; otobüs, tren, araba, vapur vb. kullanımı durumu fiş ve/veya fatura gibi belgelendirme durumunda geçerlidir. İki nokta arası mesafenin çoğunluğunun kat edildiği ana vasıta, uçak harici bir vasıta ise yeşil seyahat ek hibesine hak kazanılacaktır.

## SELECTION RESULTS

Applications will be evaluated and finalized by the International Programs Commission based on the evaluation criteria. The results will be published on the university's website, including the scores of all valid applicants across all evaluated criteria.

## IMPORTANT NOTES

Selected staff are expected to complete their mobility activity within the 2025–2026 Academic Year, with a minimum duration of 2 consecutive working days (excluding travel days). All mobilities must be completed before the project end date: **31 July 2026**. Selected staff should note that they are initially provisional participants. In order to carry out the mobility, it is the participant's responsibility to: obtain final acceptance from the host institution, complete all required official procedures and documentation, prepare the work plan, and complete visa procedures.

If the mobility duration is shorter than the minimum required period without force majeure, the activity will be considered invalid and no grant will be paid. TED University reserves the right, as specified in the grant agreement, to reduce the grant or request full reimbursement under certain circumstances.

Staff may choose to participate without financial support or waive their grant. Zero-grant participants are subject to the same evaluation and selection procedures as funded participants. The only difference is that they will not receive financial support.

Although the International Programs Office will provide guidance and support throughout the process and supply certain documents, participants are responsible for arranging and financing their own passport, visa, insurance, travel, and accommodation.

## TURNAPortal SUPPORT

Please report any technical issues encountered in the application system via e-mail, including screenshots. Only e-mail correspondence will be considered in order to properly document and forward technical issues to the TURNAPortal Support team.

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Good luck to all applicants

TED University International Programs Office

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**İstasyonTEDÜ**