

## Call for Applications

# Erasmus+ Faculty and Staff mobility at Istanbul Technical University (Türkiye)

Submission Deadline **February 26, 2024**

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**Host institution:** Istanbul Technical University

**Host Country:** Türkiye

**Funding Program:** Erasmus+ (European Commission)

**Mobilities available:** 1 faculty mobility for teaching and 1 administrative staff mobility for training

**Open to the following Department or Faculty:** Engineering departments

**Timeframe for mobility:** Preference for Spring 2024

**Deadline for applications:** February 26, 2024

The purpose of this call is to grant **1 staff mobility** opportunity for training and **1 staff mobility** opportunity for teaching, each lasting 5 days (+ 2 travel days), to be completed before **July 31, 2025**.

### Notes for staff mobility applications:

- The teaching mobility is reserved for teaching staff from the Faculty of Engineering.
- There is a minimum of 8 teaching hours per week required for teaching staff.
- The Academic Calendar at ITU can be accessed [here](#).
- The training mobility for administrative staff is open to all areas.

## ELIGIBILITY

To participate in this call for mobility, applicants must meet the following requirements:

- For teaching staff: be actively employed by Carleton University for teaching purposes within the **Faculty of Engineering**.
- For non-teaching (training) staff: be actively employed **full-time** at Carleton University and have **completed the probationary period**.

## FUNDING

Selected candidates will receive financial assistance to cover subsistence costs during the mobility period as well as travel expenses, as specified below:

1. **Subsistence expenses:** This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. For Turkey, this equates to a daily allowance of €140 for a maximum of 7 days.
2. **Travel Expenses:** The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Turkey, this amounts to a travelling package of €1500.

Note: The daily allowance will require no expense justification, whereas travelling should be proved by sending boarding passes, ticket purchase receipts, etc. Participants must purchase their flight themselves and will only be reimbursed by the host institution at the beginning of the mobility. The payment will be executed by the Erasmus Office of ITU. Participants receive 70% of the total financial support at the beginning of their mobility period and the remaining 30% when the teaching programme is over.

## HOW TO APPLY

Applications must include:

For training staff:

- CV/resume**
- Letter of motivation** explaining how the mobility opportunity would benefit their current position at Carleton as well as their personal and professional development. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.) (1-2 pages)
- Draft mobility plan** that identifies a host department and includes possible activities, meetings, etc., done during the mobility. (1 page max)

For teaching staff:

- CV**
- Letter of motivation** explaining how the mobility opportunity would benefit their teaching and career at Carleton as well as any desired outcomes. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.) (1-2 pages)
- Proposed teaching plan** for activities to be completed, including the minimum 8 hours of teaching time. This does not have to be traditional teaching time; it

could involve lectures, small group seminars or facilitating other teaching-related activities. (1-2 pages)

Please send complete applications to Carleton International at [mobility.programs@carleton.ca](mailto:mobility.programs@carleton.ca) by the deadline.

You will be contacted within 4 weeks of the deadline with the results of the competition.

## EVALUATION

Teaching and/or non-teaching staff will be evaluated based on the following criteria:

- a. Previous experience / research (CV): *20 points*
- b. Letter of motivation : *40 points*
- c. Proposed mobility / teaching plan: *40 points*

Priority will be given to individuals **who have not yet completed** an Erasmus+ staff mobility stay.

Following the evaluation of applications and selection of a top candidate, Carleton International will nominate the selected candidate to ITU for final confirmation. Once ITU validates the nominated candidate, the International/Erasmus Office will communicate the results of the selection process to applicants. It is also possible that the selected candidates will have to complete additional steps with ITU to confirm their nomination.

## CONDITIONS

- The mobility opportunities available in this call corresponds to funding granted by the European Commission to ITU and is based on an inter-institutional agreement between ITU and Carleton University.
- The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between ITU and Carleton University for the purposes of this call.
- The selected candidate must accept a Mobility Agreement before departure, which describes the activities to be completed during the mobility period and the responsibilities of each party. The mobility agreement will be endorsed and signed by the mobility participant and respective institutional signatories at Carleton University and ITU.
- The selected candidate must complete steps that may be required by Carleton and/or ITU to participate in international mobility.

- This call for applications will be published on the Carleton International website, along with the selected candidates once they are confirmed.
- Once the **Acceptance document has been signed**, the participant **shall be bound** to carry out the period of stay granted, except for exceptional circumstances (such as travel restrictions, the evolution of the situation in the home or host country with respect to the COVID-19 pandemic, etc.). Resignations submitted by participants may result in being ineligible for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.

## **CONTACT**

For additional details and clarifications, candidates can contact to Sylvie Jasen ([sylvie.jasen@carleton.ca](mailto:sylvie.jasen@carleton.ca)) at Carleton International.