

Dear Partner,

Greetings from METU! We hope that this message finds you well!

We are writing to inform you that METU International Cooperations Office opens a new application call for International Staff Week within the framework of ERASMUS+ International Credit Mobility (ICM) for the Spring semester of 2022-2023 academic year.

We kindly invite you to nominate **1** of your **staff working in the fields of international cooperation, student/staff mobility (e.g. International Officers, Staff Responsible for Summer Schools, International Recruitment, Strategic Planning, International Career Offices, Erasmus+ KA1, KA2 & KA3 projects) and/or support services offered for international students (Accommodation, IT, Social Engagement Offices, if they work in a close contact with International Students) to our International Staff Week event.**

The format of our International Staff Week is planned to be face-to-face; however, due to some unforeseeable developments, other options (such as hybrid or fully online) can also be considered. However, currently our main priority is to organize the event fully face-to-face. Regardless of the format status, we kindly request the nominated staff who will be funded to be **physically in Turkey** and follow the program from here using this great opportunity.

Please note that the participants will be expected to contribute to the program actively. Hence, it is crucial for the nominated staff to have a minimum English proficiency level of B2 as indicated in the IIA in order to make presentations and actively participate in workshop debates.

### **1-Information about METU's 7th International Staff Training Week (12-16 June, 2023)**

The event focuses on exchanging experiences, making assessments of the partnership, sharing best practices and learning from each other. We expect to host a wide range of institutions from more than 20 countries among METU's network, extending from Europe to Far East, from Central Asia to Americas.

We would be glad to see the participation of your interested staff to this event in order to reinforce our partnership and cooperation. Please note that the number of staff was determined in accordance with the Erasmus+ budget allocated to our university and the number of partner institutions. We kindly ask our partners to comply with the allocated quota.

The further details about the International Staff Week program will be announced afterwards. However, you may visit the links below, to check the previous years' programs:

<http://ico.metu.edu.tr/training-mobility-2>

The content of the program will be similar with the last years' programs. In that regards, administrative staff that has already participated in one of METU ICO Staff Weeks cannot be prioritized according to Erasmus+ Program rules. For this reason, we kindly ask you to select and nominate **first-time applicants**. Those staff who have already participated in the previous programs will not be accepted.

You can also see the below website to check the Imotion announcement of the event:

<http://staffmobility.eu/staffweek/revival-responses-reactions>

## **2-Application Procedures:**

As the first step, we kindly ask our partners to announce this application through a university-wide announcement (website, e-mail etc.) in a transparent way and organize a selection process according to fair selection criteria. We would like to draw your attention to the EU Commission's principle that as the higher education institution located in a Partner Country you have agreed to apply a selection process that is fair, transparent, and documented, ensuring equal opportunities to participants eligible for mobility (please see IIA, Part D).

Once you have completed the selection process, please send us the following documents at the first place:

- Selection Committee Report (please see attached)
- Copy of Passport/ National ID Card
- Link of your website announcement for the application of this specific call for staff mobility within the framework of Erasmus+ program
- List of all applicants (not only the final beneficiary) and the selected beneficiaries with their overall points (the selected beneficiary must have the highest score)
- An official document with signature which shows the selection criteria for staff mobility determined by your institution
- The applicants will also need to fill the application form below:  
<https://forms.gle/8wd7Upp5Nhz5PZoA6>

**The deadline for applications is 15 April 2023**

Cost: No participation fee required.

Accommodation: Participants will be informed about accommodation options by METU later. **Accommodation costs will be covered by the participants themselves.**

## **3-Funding for the Participants Selected for METU International Staff Week:**

The funding for International Staff Week participation is calculated as follows;

Sample funding for 1 person:

Individual support – 5 days x EUR 140 = EUR 700

Travel day support (**in case of separate travel days**) - 2 days x EUR 140 = EUR 280

Travel support – EUR 275 to EUR 1500 (travel support is a fixed amount which is paid only one time; it is calculated according to the distance between Ankara and the city that the home institution is located. The distance is calculated by using the following tool of the EU Commission and the table below: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Obtained "km" value	Travel Support
100-499 km	180 Euro
500-1999 km	275 Euro
2000-2999 km	360 Euro
3000-3999 km	530 Euro
4000-7999 km	820 Euro
+8000 km	1500 Euro

We are sending the "Erasmus+ ICM Quick Reference Guide" for your reference. Should you have further questions, please do not hesitate to contact us.

Kindest regards,