**ABOUT THE ANNOUNCEMENTS**

Selection of staff who will participate in staff mobility activity is a process consisting of announcement, application receipt and evaluation.

**Announcement Process:** The announcement is made by giving information about the teaching/training mobility and the application process via the web page of higher education institutions, various billboards and e-mails sent to the corporate e-mail addresses of the target audience. If a different posting method is used, it should be ensured that the posting method used is one that can reach the potential target audience. In order for the announcement to reach its purpose, it is expected to be kept on the website and billboards for **at least 20 days**. At least the following information must be included in the announcement:

• The number of quotas allocated to each department/unit by the higher education institution for teaching/training activities,

• Information on the active agreements that the higher education institution has within the scope of teaching/training activities, the number of quotas for the agreements and which departments / units can apply for each quota,

• Information about the application method for mobility that does not require agreement,

• Information on who can apply,

• The minimum conditions required to benefit from the activity,

• Documents to be submitted during the application,

• Deadline and place of application (at least 15 days for staff to apply)

• Evaluation criteria and their share in the total

• Information on financial support to be provided for the selected staff,

• Information about the opportunity to benefit from the activity without grant,

• Information about additional support and opportunities for disabled staff

**ANNOUNCEMENT SAMPLE**

**Staff Exchange Mobility to Çankırı Karatekin University**

.... announces the opening of the application for academic exchange for staff with Çankırı Karatekin University within the scope of Erasmus+ mobility exchange program for the **2021-2022** academic year starting from **11 October 2021 to 24 June 2022**

**University website:** <https://www.karatekin.edu.tr> (Turkish)

<https://international.karatekin.edu.tr/en> (English)

<https://international.karatekin.edu.tr/ar> (Arabic)

**Course Catalogue:** <https://bbs.karatekin.edu.tr/AkademikBirimler.aspx?birim=15>

**Grant:** 5 days - **140** Euro for per day + travel cost according to distance band

**Majors:** …..**(Write the departments given in the agreement)**

**Evaluation Criteria + Minimum conditions (specify this)**

**How to apply? CAKU ONLINE SYSTEM:** <http://onkayit.karatekin.edu.tr/erasmus_personal>

**Who can apply? (specify this)**

**Quotas (explanation regarding the agreement + department quotas, if any) (specify this)**

**Other possibilities (activity without grant and opportunities for disabled staff) (specify this)**

Please do not forget that the staff will get ... EUR per day together with the ticket amount as ... EUR.

Online system of ÇAKÜ will be used for the applications. The deadline for applications is **…..**

**(Please provide other necessary information in accordance with the above given instruction)**