

ERASMUS+ KA131 STAFF MOBILITY FOR TEACHING (STA)

A SIMPLE STEP-BY-STEP GUIDE FOR FACULTY MEMBERS

This guide is prepared for academic staff who **have not participated in Erasmus+ before** and would like clear guidance on **what KA131 Staff Mobility for Teaching is and how to apply**.

1. WHAT IS ERASMUS+ KA131 STAFF MOBILITY FOR TEACHING?

Erasmus+ **KA131 Staff Mobility for Teaching (STA)** allows **academic staff** to teach at a **partner university in Erasmus+ Programme Countries (in Europe)** for a short period.

Through this mobility, faculty members can: - Teach courses, lectures, or seminars at a partner institution - Strengthen academic collaboration - Exchange teaching methods and best practices

The mobility is **grant-supported** and typically lasts **5 mobility days+ 2 travel days**.

2. WHO CAN APPLY?

You can apply if you: - Are an **academic staff member** with a contractual relationship with Sabancı University - Will teach at a **partner university that has an active Erasmus+ agreement** with Sabancı University - Can complete the **minimum teaching hours requirement (8 teaching hours per week)**

3. STEP 1 – READ THE CALL CAREFULLY

Start by reading the **Erasmus+ KA131 Staff Mobility for Teaching Call** published by the International Relations Office (IRO) on mySU/announcements.

The call includes: - Eligible partner countries and institutions - Available quotas - Grant amounts - Application deadline - Required documents

4. STEP 2 – CHOOSE A PARTNER INSTITUTION

You must select a **partner university that has a valid Erasmus+ agreement with Sabancı University**.

To decide: - Check the partner list announced in the call - Identify universities relevant to your academic field - Consider existing academic contacts (if any)

✦ If you are unsure whether an agreement exists, contact the IRO before proceeding.

5. STEP 3 – CONTACT THE HOST UNIVERSITY

Once you choose a partner institution:

- Contact the **relevant department/host or International Office** of the host university
- Introduce yourself and explain that you are applying for **Erasmus+ KA131 Staff Mobility for Teaching**
- Propose:
 - Teaching dates
 - Course/lecture topic(s)
 - Teaching hours

✦ You must receive an **official acceptance / invitation email or letter** from the host institution.

6. STEP 4 – PREPARE YOUR TEACHING PROGRAMME

You are required to prepare a **Teaching Programme**, which explains: - What you will teach - How many hours you will teach - On which days the teaching will take place

This document shows the **academic relevance** of your mobility and is a core part of your application.

7. STEP 5 – PREPARE APPLICATION DOCUMENTS

Erasmus+ KA131 an official **Acceptance letter/email** from the host institution

✦ Always check the call text for the **exact list of required documents**.

8. STEP 6 – SUBMIT YOUR APPLICATION

Submit all required documents: - In the **correct format** - **Before the deadline** - To the **International Relations Office (IRO)** via the method specified in the call (**Turnaportal system**)

Late or incomplete applications are usually **not evaluated**.

9. STEP 7 – EVALUATION & SELECTION

Applications are evaluated by the IRO based on: - Eligibility - Teaching relevance - Institutional priorities - Available quota

If selected, you will receive an **official confirmation email** with next steps.

10. STEP 8 – BEFORE THE MOBILITY

After selection, you will: - Sign the **Mobility Agreement** - Sign the **Grant Agreement** - Arrange travel and accommodation - Apply for a visa if required

The IRO will guide you through all pre-mobility procedures. The first instalment of your grant payment (80%) will be done before your departure.

11. STEP 9 – DURING THE MOBILITY

At the host institution: - Deliver teaching activities as approved - Follow the agreed teaching programme - Obtain a **Certificate of Attendance** at the end of your stay


12. STEP 10 – AFTER THE MOBILITY

After returning: - Submit the **Certificate of Attendance** - Provide travel documents if requested - Complete the **EU Participant Report**

Grant payment is finalized after completion of these steps.

13. SUMMARY – QUICK START CHECKLIST

✓ Read the KA131 call ✓ Choose a partner university ✓ Contact host & get acceptance ✓ Prepare teaching programme ✓ Submit application on time ✓ Complete pre-mobility documents ✓ Teach at host institution ✓ Submit post-mobility documents

 **Need help?** If you are unsure about partner universities, teaching plans, or documents, you can always contact the **International Relations Office** at erasmus@sabanciuniv.edu for guidance before applying.