



Erasmus+



MAIN CALL: Erasmus+ KA171 (Non-European Countries) Staff Mobility for Training

Erasmus International Credit Mobility for Staff Mobility (From SU to Partners)

1. Main Call

- **Application Period:** 11.04.2025–30.04.2025
- **Deadline:** 30.04.2025 @16:00
- **Mobility End Date:** The mobility must be completed by **31.07.2025***.
- **Project Ref:** 2022-1-TR01-KA171-HED-000068713, 2023-1-TR01-KA171-HED-000164079
- **Contact:** erasmus@sabanciuniv.edu or 9627 (IRO Responsible: Gözde Doğmuş)

* The mobility for Stellenbosch University can be completed by July 31, 2026.

2. What is Erasmus ICM?

Erasmus+ KA171 (Non-European Countries) Staff Mobility for Training (STT) supports the professional development of administrative staff in Higher Education Institutions (HEIs) through training events abroad and job shadowing/observation periods/training at a partner HEI or relevant organization in program countries. **Conference participation is not eligible.**

3. Who is Eligible?

For Training Mobility (STT):

- Administrative staff with a contractual relationship with Sabancı University.
- **Min. B1** language competence
Note: Language course applications are not eligible

4. Possible Slots and Grants:

- **Slots (From SU to Partners):**

Partner Institution	Partner Country	Shared Quota*	Total Grant Amount
Khazar University	Azerbaijan	1	(1260+275 €)
University of Jordan	Jordan	7	(1260+275 €)
National Research University Higher School of Economics (HSE)	Russia	1	(1260+275 €)
Stellenbosch University	South Africa	2	(1260+1500 €)

These quotas are shared between training mobilities for administrative staff and teaching mobilities for faculty members, with priority given to teaching mobility applications*

- **Erasmus+ Grants:**



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- **Daily Grant:** €180/day (for 7 days: 5 working days + 2 travel days).
- **Travel Grant by Distance:**

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant* Amount (Euro)
10-99 km	23 €	
100-499 km	180 €	210 €
500-1999 km	275 €	320 €
2000-2999 km	360 €	410 €
3000-3999 km	530 €	610 €
4000-7999 km	820 €	
8000+ km	1500 €	

***Green Travel Grant:** Staff may receive a Green Travel Grant, in case they prefer green travel, for up to 4 days for individual travel days. This grant encourages participant to travel to their exchange destination by bus or train as an alternative to flying. The grant for the Green Travel will be paid out with payment at the end of your mobility trip. You should submit the related documents (bus ticket, train ticket, etc, receipts), including the travel route and date.

New! Within the scope of Erasmus+ and European Solidarity Programs, the Turkish National Agency beneficiaries may fly with **Turkish Airlines** with a **15%** discount and a total **40kg** baggage allowance. Detailed information will be given upon final acceptance.

5. Erasmus+ Special Needs Support:

Erasmus+ supports participants with physical, mental, or health-related conditions by providing extra financial support. SU IRO, in consultation with the disability office, will assist beneficiaries in applying for additional funding for their special needs.

6. Timeline of the Visit:

- **The mobility must be completed by July 31, 2025*.**

******The mobility for Stellenbosch University can be completed by July 31, 2026.

- **For Training Mobility (STT):** The duration is 5 days (excluding travel time). Minimum 8 hours of training per week is required for grant eligibility.

7. How to Apply:

Applications for the MAIN CALL are open from 11 April 2025 to 30 April 2025 on [TURNAPORTAL](#). You can access the application form using your e-Government (e-Devlet) account. After logging in successfully, you can find the relevant call under the “Başvurularım” section in the left-side menu.

Please make sure to apply for:



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[The manual for application system.](#)

Application Documents:

○ **For Training Mobility (STT):**

- Invitation Letter or Acceptance Email (pdf version as “Davet Mektubu”)
- [Brief Work Plan](#) (please download the word document, fill it out properly and upload to the system in pdf version as “Work Plan”)
- Language Proficiency Document* (you may upload one of the following documents during the application as “Diğer”)

-Graduation from a university where the language of instruction is English*

**The level of English proficiency will be considered as B2*

OR

- English Proficiency exam result (Accepted scores: TOEFL IBT, PTE, IELTS, KPDS/ÜDS/YDS/e-YDS,) Please check CEFR equivalences from [HERE](#)

OR

- Sabancı University Language Exam Result

- Supporting documents for disability/veteran/martyr status (if applicable)

8. Evaluation Criteria:

○ **For Training Mobility (STT):**

· Any of the following: (Maximum +1 point) An institution * A country that has never been visited * Application from a unit that has never been involved
· Work experience at SU: 0-2 (0), 3 (+2), 4 (+3), 5 (+4), 6 (+5) (Maximum +5 points)
· Permanent Staff: +5
· **Child /spouse of martyr or veteran: +2
· **Staff with disability: +7
· **English Certificate of Competence: B2 level +8; C1 level +9; C2 level + 10



· Graduation from a university where the language of instruction is English will be considered as B2 level
· **Holding the nationality of the hosting country: -5
· Planned activities in the hosting unit align with SU's strategy: +6
· AI activities (in line with The Presidency Digital Transformation Office's 2021-2025 National Artificial Intelligence Strategy ¹) and digital skills development will be prioritized +2
· Staff affected by the earthquake +2
Participants of the program (KA103/KA131/KA107/KA171) in the last 3 years (2023,2022,2021) -3
Cancelling the application without a valid reason in the last 3 years (2023,2022,2021) -6

In case of ties:

- Priority is given to staff who have never participated before or have fewer prior participations.
- Priority is given to staff with more work experience at SU (calculated in days).

*These quotas are shared between training mobilities for administrative staff and teaching mobilities for faculty members, with priority given to teaching mobility applications.

9. Erasmus+ Staff Mobility without Grant (Zero Grant):

Participation without a grant is possible. Applicants without grants will go through the same evaluation process but will not receive financial support.

10. Selection Process and Nomination to Partner Universities:

The Selection Committee at Sabancı University will review applications. Selected candidates will be nominated to partner universities and asked to complete the necessary procedures.

11. Invitation Letters:

Host universities will issue invitation letters for visa procedures after nomination.

12. Payments:

Payments will be made to Akbank € account before the departure date. Participants will receive 70% of the grant at the beginning of their mobility, with the remaining 30% paid after the training program is completed.

13. After the Staff Mobility:

Participants must submit the following documents to SU IRO:

¹ <https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf>



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- Confirmation of participation
- Boarding passes (upon return)
- Beneficiary Module Participant Survey (SU IRO will register participants to EU's portal for an online survey). (mandatory)

14. Grant Deduction and Refund Policy

Deductions and/or repayment may apply to staff members who do not fulfill their responsibilities. Grant deduction and/or repayment may take place in case of the following:

- If an outgoing staff member(participant) leaves the host institution before completing the minimum time frame of five days and cannot present a Force Majeure² with proof, the staff's mobility is considered null and s/he is required to return his/her grant (total paid amount) to SU within the specified time frame.
- If a participant fails to submit/complete all the required paperwork (including the EU online participant report) to SU on time, the s/he will be obliged to pay the grant received back to SU.
- If the staff member is participating in activities on the same day as travelling, they are not entitled to a travel day.

² Force Majeure is an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part and prevents a participant from fulfilment of liability under the Agreement.