

## ERASMUS+ KA131 STAFF MOBILITY FOR TRAINING (STT)

### A SIMPLE STEP-BY-STEP GUIDE FOR ADMINISTRATIVE STAFF

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

#### 1. WHAT IS ERASMUS+ KA131 STAFF MOBILITY FOR TRAINING?

Erasmus+ **KA131 Staff Mobility for Training (STT)** enables **administrative staff** to participate in **training activities** at a **partner institution in Erasmus+ Programme Countries (Europe)** for a short period.

Training activities may include: - Job shadowing - On-the-job training - Participation in workshops or training weeks - Exchange of good practices between institutions

The aim is **professional development**, institutional learning, and strengthening inter-institutional cooperation.

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 **administrative staff member** with a contractual relationship with Sabancı University

#### 3. STEP 1 – READ THE CALL CAREFULLY

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

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

❖ Most procedural questions are already answered in the call text.

#### 4. STEP 2 – IDENTIFY A SUITABLE HOST INSTITUTION

You need to select a **host institution** that: - Has an **Erasmus+ agreement** with Sabancı University **or** - Is an eligible higher education institution or organization relevant to your professional field.

Examples: - International Relations Offices - Student Affairs, Career Centers, Libraries - IT, Digitalization, Research Support, Quality Offices

👉 If unsure about eligibility, consult the IRO before contacting the host institution.

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## 5. STEP 3 – CONTACT THE HOST INSTITUTION

Once you identify a suitable host:

- Contact the **relevant unit or International Office**
- Introduce yourself and explain that you are applying for **Erasmus+ KA131 Staff Mobility for Training**
- Propose:
  - Training dates
  - Training content (job shadowing, meetings, workshops)
  - Expected learning outcomes

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

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## 6. STEP 4 – PREPARE A TRAINING PROGRAMME

You are required to prepare a **Training Programme**, which should explain: - Training objectives - Planned activities - Daily schedule (brief) - Expected outcomes for your unit and institution

This document demonstrates the **relevance and benefit** of the mobility.

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## 7. STEP 5 – PREPARE APPLICATION DOCUMENTS

Check the required documents and evaluation criteria on mySU/announcements and apply through the TURNAPORTAL platform via edevlet account.

👉 Always follow the document list stated in the call.

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## 8. STEP 6 – SUBMIT YOUR APPLICATION

Submit your application: - In the required format - Before the announced deadline - Via the method specified by the International Relations Office on mySU/announcements

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

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## 9. STEP 7 – EVALUATION & SELECTION

Applications are evaluated by the IRO based on: - Eligibility - Evaluation Criteria-Relevance of training content - Institutional priorities - Available quota

Selected candidates receive an **official confirmation email**.

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## 10. STEP 8 – BEFORE THE MOBILITY

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

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## 11. STEP 9 – DURING THE MOBILITY

At the host institution: - Participate in training activities as planned - Engage in knowledge exchange - Obtain a **Certificate of Attendance** at the end of your stay

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## 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 all post-mobility obligations are completed. You will be informed by IRO for the details.

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## 13. SUMMARY – QUICK START CHECKLIST

✓ Read the KA131 training call ✓ Identify a suitable host institution ✓ Contact host & receive acceptance ✓ Prepare training programme ✓ Submit application on time ✓ Complete pre-mobility documents ✓ Complete training mobility ✓ Submit post-mobility documents

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 **Need support?** For questions about eligible hosts, training content, or documents, administrative staff are encouraged to contact the **International Relations Office at erasmus@sabanciuniv.edu** before applying.