

STT KA131/Special Call - Staff Mobility for Training- SBS

Erasmus+ Staff **Mobility** for Training (From SU to **Selected Partners**)

SpecialCall Period: 30.04.2024-10.05.2024

Deadline: 10.05.2024@23:59

Project Ref: 2022-1-TR01-KA131-HED-000052320

STT has the following advantages:

- ▶ Generate new ideas and best practice
- ▶ Exchange expertise and experience
- ▶ Enhance the international dimension of Sabancı University
- ▶ Promote student mobility and build relationships for future **scientific cooperation**.

1. Duration of training period:

- For Germany: 3 mobility days + 2 travel days
- For USA: 5 mobility days + 2 travel days

The training activity should take place before **July 31, 2024**.

2. Partners and Quotas

- Germany/ Frankfurt School of Finance&Management: **1 slot**
- USA/ Harvard Business School & Georgia State University **2 slots**

3. Who is Eligible ?

Applicants must be employed by SU and hold a teaching position at the **Sabancı Business School**

4. Erasmus+ Grants:

For each participants:

- **For Germany/ Frankfurt School of Finance&Management:** 144 € (3 mobility days+ 2 travel days: total 5 days for individual support grant) + Travel Grant (275 €) = (5*144€) + 275€ = **995 €**
 - **For USA/Georgia State University & Harvard Business School :** 180 € (5 mobility days + 2 travel days: total 7 days for individual support grant) + Travel Grant (1500 €) = (7*180€) + 1500€ = **2760 €**

Travel Grant by Distance:

In addition to the daily grants, the travel grant is calculated by using the “Distance Calculator” below:
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

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.

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 Green Travel Grant, in case they prefer green travel, 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 travel route and date.

5. Application Procedure and Required Documents:

In order to apply for training mobility, please upload the following documents to [TURNAPORTAL](#) the official Erasmus+ application platform (you need to log-in with e-government (e-devlet) account)

- 1- Invitation Letter or Acceptance E-mail (a document or print-out of email that the host institution accepts your training assignment) (entitled as 'Kabul Mektubu' on the system)
- 2- 2- Supporting documents for disability*/veteran/martyr status** (if applicable)

*The official health report proving disability must be submitted during the application.

**Documents proving the condition must be submitted during the application.

*** Staff or their first degree relatives from AFAD disaster victim aid recipients

The activities related to Artificial Intelligence are prioritized within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency Digital Transformation Office. It should be mentioned on your invitation letter or acceptance e-mail explicitly.

6. Evaluation Criteria:

*Staff members who have never benefited from the experience: + 6 (will not be applied to staff working at SU for less than 1 year)

* Work experience at SU: + n working years at SU. If n> 6 then the participant will receive max. 6 points

- * Benefiting from the program in the last 3 years: [n times x (-3)]
- * Child /spouse of martyr or veteran +5
- * Staff with disability +5
- * Visiting country of nationality -5
- *Staff or their first degree relatives from AFAD disaster victim aid recipients +2

In case more than one applicant receives the same score:

- 1- Priority is given to the applicant who has no prior or less participation in Erasmus+ staff mobility programs
- 2- Priority is given to the applicant who has more job experience (based on days) at SU
- 3- The activities related to Artificial Intelligence are prioritized within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency Digital Transformation Office +2

7. Erasmus+ Special Needs Support (Inclusion Support):

Erasmus+ pays particular attention to guidance, reception, physical accessibility, pedagogical and technical support services, and, especially, financing the extra costs for students and staff whose physical, mental, or health-related conditions are such that their participation in Erasmus+ would not be possible without extra financial support. This is to ensure that beneficiaries can take full advantage of an Erasmus+ mobility experience. SU IRO in consultation with the special needs support unit will help beneficiaries to apply for additional funding for their special needs.

8. Erasmus+ Staff Mobility without Grant (Zero-Grant)

It is possible to participate in the Erasmus+ staff mobility programme without a grant. Those staff who would like to participate in the programme without a grant need to make an application and their applications need to be evaluated as the others. Those participants with zero grant have to fulfill the rights and obligations of the program.

AFTER YOUR APPLICATION, WHAT IS NEXT?

9. Announcement of Results:

The Exchange Committee plans to make the selections after two weeks of the announced deadline*. All selected candidates informed of the grant decision will have 3 days to accept or reject the grant/placement result.

*It is reserved to the right of the selection announcement earlier or later.

Candidates will be asked to submit the following documents:

- Invitation letter from the host institution
- Grant agreement (Detailed information will be given)
- A completed version of the Mobility Agreement

10. Travel & Accommodation:

When undertaking a visit to a partner institution, each faculty member is expected to arrange his/her travel and accommodation. Some host universities may provide accommodation on campus free of charge or at a reduced fee.

11. Payments:

Payments will be transferred to Akbank € account on the last Friday before the departure date. Participants receive 80% of the total financial support at the beginning of their mobility period and the payment of the remaining part (20% of the total grant amount) will be done upon your arrival according to the actual visit (mobility) dates and required documents. SU International Office (SU IRO) will guide candidates in this process.

12. Grant Deduction and Refund:

Deductions and/or repayment may apply to staff members who do not fulfil 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 the days and cannot present a Force Majeure* 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 participant completed the training activity earlier than the planned dates, the remaining grant payment will be recalculated according to updated dates.
- If the staff member is participating activities on the same day as travelling, they are not entitled to a travel day.

*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.

13. After the Training Period:

The below forms should be filled in and sent to the SU International Relations Office for proper management of the funds allocated for Training Mobility.

1. Boarding passes of travel tickets (round trip)
2. Letter of Confirmation for Erasmus+ Training Staff Mobility Assignment

3. Mobility Tool Report (IRO will register to the EU's portal upon return. The system will send an online survey)

4. (Optional) Two photos taken at the host institution with the representatives (it would be great if the logo or the name of the host institution is shown on the photos) and one paragraph of testimonial about your visit.

14. Contact Information:

For any questions, please contact us at 9627 or send an e-mail to erasmus@sabanciuniv.edu (<mailto:erasmus@sabanciuniv.edu>)

IRO Responsible for training staff inquiries is Gözde Dođmuş.