

1ST CALL: Erasmus+ KA131 Staff Mobility for Training (European Countries)

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

Project Ref: 2024-1-TR01-KA131-HED-000195898

Contact: erasmus@sabanciuniv.edu or 9627 (IRO Responsible: Gözde Doğmuş)

Key Details

Application Period: 30 January-6 March 2026

Deadline: **06.03.2026 @17:00**

Application Platform: [TURNAPortal](#) * (you may log-in with e-devlet account)

*[TURNAPortal manual](#)

Application Process: Applications will be accepted exclusively through the Turnaportal platform. During the application submission, individuals will be required to upload the following documents to the system

- the official invitation letter that contains mobility start and end dates or invitation email in pdf format (the email should contain the mobility dates and the receiving institution information)
- [Brief Work Plan](#)
- language certificate*.

1. Who is Eligible?

- Applicants must be employed by Sabancı University
- Min. B1 language competence

Note: Foreign Language course applications documents are not eligible

- Those who are selected for this mobility will be required to deliver a short presentation (5–10 minutes) on their mobility experience

2. Where can you go ?

You can go to any of the following:

- European Higher education institution holding **Erasmus+ University Charter**
- European Enterprise, Organization

The European Commission have created a website detailing the staff training opportunities, such as International Weeks. You can find the website [here](#).

Please note that Conference attendance is not an eligible activity for the staff exchange program!

3. Duration of Training Period:

The activity (visit) to a host institution can last min consecutive 2 to 5 days and preferably (5 days training + 2 days travel). The training activity should take place before **31st July,2026**.

4. Erasmus+ Grants:

Estimated number of participants to be funded within the current budget: **10**

KA131-2024 Project Daily Grant Amounts

Countries	Host Countries	Daily Grant (Euro)**
1. Group Countries	Austria, Belgium, Denmark, Finland, France, Italy, Ireland, Germany, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, The Netherlands	171 €
2. Group Countries	Southern Cyprus, Spain, Malta, Portugal, Greece, the Czech Republic, Latvia, Estonia, Slovakia, Slovenia	153 €
3. Group Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye*	133 €

*This is only used for the invited staff from abroad.

** The staff mobility longer than 14 days should be calculated 15th and later 70% of the daily grant amount given above should be taken as a daily basis for the days.

Travel Grant by Distance:

In addition to the daily grants, the travel grant is calculated by using the “Distance Calculator”

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant* Amount (Euro)
10-99 km	28 €	56 €
100-499 km	211 €	285 €
500-1999 km	309 €	417 €
2000-2999 km	395 €	535 €
3000-3999 km	580 €	785 €
4000-7999 km	1188 €	1188 €
8000+ km	1735 €	1735 €

***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 Documents

Please upload the following documents to the application platform ([TURNAPortal](#))

1-The official invitation letter that contains mobility start and end dates or invitation email in pdf format (the email should contain the mobility dates and the host institution information) “Kabul mektubu”

2- [Brief Work Plan](#) (please fill out the brief work plan properly)

3- Language Certificate* (you may upload one of the following documents during the application as "Diğer"

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

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

- 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

4- Supporting documents for disability/veteran/martyr status and/or Staff affected by the earthquake (if applicable)

6. Evaluation Criteria:

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· 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: +10
· **Child /spouse of martyr or veteran: +2
· **Staff with disability: +7
· **English Certificate of Competence: B2/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 correspond with SU's strategic objectives: +4
· Planned activities correspond with your current responsibilities: +4
· AI activities (in line with The Presidency Digital Transformation Office's 2021-2025 National Artificial Intelligence Strategy) and digital skills development will be prioritized +2
· Staff or their first-degree relatives from AFAD disaster victim aid recipients +2 <ul style="list-style-type: none"> • Participation in a mobility activity within the last 1 year (2024-2025 Academic Year*): -20 points • Participation in a mobility activity within the last 2 years (2023-2024 Academic Year*): -10 points • Participation in a mobility activity within the last 3 years (2022-2023 Academic Year*): -5 points
Cancelling the application without a valid reason in the last 3 years* (2025,2024,2023) -6

*The academic year covers the period from 1 September to 31 August

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.

9. Cancellation and Notification Policy

All applicants are required to inform the International Relations Office in writing in case of cancellation, regardless of the reason.

Applicants who cancel their confirmed mobility without providing a valid and documented reason will already be subject to point deduction in their subsequent applications, in line with the existing evaluation criteria.

In addition, applicants who fail to notify the International Relations Office in a timely manner, particularly in cases of last-minute cancellations after 1 April, 2026, will be considered to have restricted the placement of candidates on the reserve list and the efficient use of project resources.

Therefore, late or unreported cancellations may result in additional negative consideration in future mobility evaluations, beyond the standard point deduction applied for invalid cancellations.

AFTER YOUR APPLICATION, WHAT IS NEXT?

9. Announcement of Results:

The Exchange Committee plans to make the selections after at least three 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 that contains mobility dates
- Grant agreement (Detailed information will be given)
- A completed version of the Mobility Agreement (it will be shared later)

10. Travel & Accommodation:

When undertaking a visit to a partner institution, each SU 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 Euro (€) 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 two 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 IRO for proper management of the funds allocated for Training Mobility:

- Boarding passes of travel tickets (round trip)
- Letter of Confirmation for Erasmus+ Training Staff Mobility Period
- Mobility Tool Report (IRO will register to the EU's portal upon return. The system will send an online survey)
Report in ptx format (It will be submitted to HR)
- You will be asked to make a short presentation regarding your experience
- Testimonial

14. Contact

For any questions, please contact us at **9627** or send an e-mail to erasmus@sabanciuniv.edu.
IRO Responsible for training staff inquiries is **Gözde Doğmuş**