

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

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

Project Ref: 2023-1-TRO1-KA131-HED-000112666

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

Key Details:

Application Period: 4-19 November 2024

Deadline: 19.11.2024 @23:59

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 their invitation letter or invitation email work plan and language certificate*.

1. Who is Eligible?

Applicants must be employed by Sabancı University

Min. B1 language competence

Note: Language course applications are not eligible

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 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, 2025**.

4. Erasmus+ Grants:

Estimated number of participants to be funded within the current budget: **17**

KA131-2023 Project Daily Grant Amounts

Group of Countries	Host Countries	Daily Grant (Euro)**
1. Group Countries	Denmark, Finlandia, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway	162 €
2. Group Countries	Germany, Austria, Belgium, France, Southern Cyprus, The Netherlands, Spain, Italy, Malta, Portugal, Greece	144 €
3. Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovak Republic, Slovenia, Türkiye*	126 €

*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	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 Documents

Please upload the following documents to the application platform (Turnaportal)

- 1- Invitation Letter or Acceptance e-mail given by the host university/institution
 - 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:

You may find the evaluation criteria* by [clicking here](#)

***Minimum passing score(threshold): 12**

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 at least 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 (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 ppt format (It will be submitted to HR)

-Testimonial (if possible)

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 Dođmuş**