

2022 KA131 Erasmus+ Staff Mobility Applications (1st Application Round) Application Results

Project: 2022-1-TR01-KA131-HED-000051645

Important Dates:

Deadline for objections to the results: 22 December 2023

Latest possible end date for the planned mobility: 31 July 2024

We would like to thank all Academic and Administrative Staff who applied for their interest during the 2022 KA131 Erasmus+ Staff Mobility Applications (1st Call Period),

The placement results for Erasmus+ Staff Mobility **with Erasmus Programme Countries** are provided in the table below.

However, first of all, please READ THE FOLLOWING INFORMATION CAREFULLY:

- The results stated in the tables are final in terms of evaluation. All selected staff who will participate in the Erasmus+ Exchange Program (PRIMARY/GRANTED) are entitled to benefit from the grant allocated to our University.

- In the event that beneficiaries wish to waive their right to Erasmus+ Mobility for any reason, they are required to submit their waiver petitions to the Erasmus+ Institutional Coordination Office. **If any compulsory circumstances arise at any date that require the staff member to withdraw from the mobility right, the entitled staff member must notify our office at least 1 month prior to the declared mobility start date in the waiver petition.**

Erasmus+ Staff Mobility Grants

2022-1-TR01- KA131-HED- 000051645		
Country Groups	Countries Visited During Mobility	Daily Grant Amounts (€)**
Group 1	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway Region 14 Countries	162
Group 2	Germany, Austria, Belgium, France, Southern Cyprus, the Netherlands, Spain, Italy, Malta, Portugal, Greece	144
Group 3	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia,	126
Other Countries	Region 1-13 Countries	180

*** For staff mobility activities lasting longer than 14 days, 70% of the above-mentioned daily grant amount shall be applied as a daily allowance for the 15th and subsequent days*

No grant payment shall be made for days that do not include any activity or for which it cannot be documented that an activity appropriate to the type of activity carried out has been performed.

Participants shall receive the support specified below in order to cover travel costs: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel Distances	Amount (€)***	Green Travel Grant Amount (€)*
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Between 10-99 km	23	*
Between 100 and 499 KM	180	210
Between 500 and 1999 KM	275	320
Between 2000 and 2999 KM	360	410
Between 3000 and 3999 KM	530	610
Between 4000 and 7999 KM	820	*
8000 KM and above	1500	*

* Up to 4 days of individual support shall be provided for travel days to staff who prefer Green Travel.

*** Applies in cases where environmentally friendly means of transport (train, bus, shared car, boat) are used.**

* Green Travel methods basically cover all means of transport **other than air and sea travel** (train, bus, shared vehicle use, bicycle, boat, etc.).

In order for Green Travel support to be paid to participants:

- The main component of the journey must be carried out using environmentally friendly travel methods,
- A **substantial part** of the round-trip journey to the country where the institution is located must have been carried out by the environmentally friendly travel methods mentioned above,
- The journey must be documented.
- Using Green Travel methods only on the outbound or only on the return journey, or using these methods for only part of the journey, is **not sufficient**.
- **Documents proving the travel method and travel dates** (ticket, receipt, invoice, official correspondence, etc.) **must be submitted together with the return documents at the end of the activity**, and the request for Green Travel support must be declared.

- Your requests shall be evaluated at the end of the activity together with your supporting documents.

Participants with disabilities participating in the Erasmus+ Program **may be granted additional support, in addition to their standard grants, in order to assist with their special needs.**

The grant provided to staff benefiting from staff mobility is in the nature of a contribution; the grant provided is not intended to cover all expenses related to the period spent abroad.

The daily subsistence amount to be granted to staff benefiting from staff mobility is calculated by taking into account the amounts specified in the table above, according to the destination country and the duration of stay. The amounts shown in the table are in Euros.

The daily/weekly grant granted to staff benefiting from Erasmus+ Staff Mobility covers expenses such as accommodation, food and beverage expenses, communication expenses, local travel expenses, urban transport expenses, and home insurance expenses. **No additional payment shall be made for these expenses.**

The maximum daily/weekly grant amount that may be paid to staff benefiting from the activity is the amount calculated for the days on which it appears that joint academic/educational activities have been carried out with the host institution in relation to the activity included in the staff mobility agreement for Teaching / Training.

In order for a daily grant payment to be made to staff benefiting from staff mobility, the staff member must have carried out joint academic/educational activity with the host institution on the day in question in a manner as close as possible to a full day, and this information must be documented in the staff mobility agreement for Teaching / Training signed by the parties or by a certificate of participation.

No grant payment shall be made for days that do not include any activity or for which it cannot be documented that joint academic/educational activity has been carried out with the host institution.

The amount of travel expenses to be paid to staff benefiting from staff mobility activity is calculated using the "Distance Calculator".

Through the distance calculator, the kilometer value between the place where the staff member is based and the place of activity is determined, and the travel grant is calculated using the table provided above. The fact that the staff member travels with connections does not affect the distance reached by the above-mentioned distance calculation.

Urban transportation expenses are not covered. The individual is required to cover these expenses from the daily/weekly grant provided to them.

In order to disseminate higher education institution staff mobility activities (so that a greater number of staff may benefit from the program), the Higher Education Institution may decide to pay an amount below the travel expenses deemed appropriate to be paid by our Centre for staff benefiting from the activity. In the event that such a decision is taken, the decision must be recorded in writing, announced to the target group, and applied equally to all staff.

The grant of staff who carry out mobility is paid in 2 installments.

As the first payment, 80% of the total amount consisting of the daily allowance calculated for the projected total duration of the activity and the travel expenses determined by means of the distance calculator is paid.

The second installment (20%), is paid at the end of the activity period, taking into account the certificate of participation provided to the staff member and the exact realized duration indicated by the passport entry/exit dates. This payment will be made after submitting the documents listed in the table below.

Staff who wish may also benefit from staff mobility activities without a grant, subject to the approval of our University. In this case, non-grant staff shall be obliged to submit the same documents as grant-receiving staff.

For the Results of Erasmus+ Staff Mobility Applications with Programme Countries [CLICK HERE](#). Our selected staff shall be funded on the basis of 5 WORKING DAYS from our project no. 2022-1-TR01-KA131-HED-000051645.

Mobility Process

Duration of Mobility	A grant shall be provided for 5 working days + travel support***
Final date for mobility for the 2022 KA131 Project	31 July 2024
Teaching activity (min. 2 days)	At least 8 teaching hours
Training Activity (min. 2 days)	The activity must be specified on a daily basis.

Requirements Before Mobility	
Request for a visa letter for visa applications	A supporting visa letter is prepared by our Erasmus+ Institutional Coordination Office ; you may send your request to our Coordination Office via e-mail at erasmus@aydin.edu.tr at least 15 days before submitting your visa application.
Signing of the Grant Agreement	<p>The Grant Agreement is prepared by the Erasmus+ Office and signed by the beneficiary and the Erasmus+ Institutional Coordinator.</p> <p>For the grant agreement, the documents specified below must be submitted to our Coordination Office:</p> <ul style="list-style-type: none">- Bank account booklet (Euro Account to be opened at Yapı Kredi)- Scanned copy of the passport page containing personal information- Scanned copy of the page containing the visa

Documents to Be Submitted at the End of Mobility	
Certificate of participation	It shall be obtained from the university where teaching/training was carried out.
Documents showing the travel dates	Participants' boarding passes and passport entry-exit records shall be submitted to our Coordinator.
Explanatory and supporting documents regarding special circumstances (documents showing the reasons for situations such as deductions in the grant, early return due to force majeure, etc.)	If any, the participant shall submit them to our Coordinator.
Staff survey: Staff benefiting from teaching/training mobility are required to complete the online EU Survey using the Mobility Tool.	It shall be sent to you by e-mail.
Your report regarding your activity must be submitted to the Erasmus Institutional Coordination Office and to senior management via the ebys.aydin.edu.tr webpage.	

Further information regarding pre-departure procedures shall also be sent to participants by e-mail.

We thank all our staff who applied and showed interest, and wish ease in this process to our University's Erasmus+ outgoing Academic and Administrative Staff,

IAU Erasmus+ Institutional Coordination Office