

2025 KA131 Erasmus+ Staff Mobility Applications (1st Application Period) – Application Results

Project No: 2025-1-TR01-KA131-HED-000306298

Important Dates:

Deadline for submitting an objection petition to the results via e-mail to erasmus@aydin.edu.tr: **29 December 2025**

Deadline for submitting a waiver notification for staff who were selected but wish to withdraw from participating in Erasmus mobility: **1 May 2027**[1]

The latest possible completion date of the planned mobility: **31 July 2027**

We would like to thank all Academic and Administrative Staff who applied for their interest shown during the **2025 KA131 Erasmus+ Staff Mobility Applications (1st Application Period)**.

The placement results of the **2025 KA131 Erasmus+ Staff Mobility Applications (1st Application Period)** are provided in the table below.

However, please READ THE FOLLOWING INFORMATION CAREFULLY first:

- The results announced in the tables are final in terms of evaluation. The staff selected to participate in the Erasmus+ Exchange Programme are entitled to benefit from the grant allocated to our University.

The daily subsistence amounts to be granted to staff benefiting from Staff Mobility are provided in the table below.

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Country Groups | Countries Visited in Mobility | Individual Grant Amounts (€/per day)**

Group 1 | Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway | 171

Group 2 | Greek Cypriot Administration of Southern Cyprus, Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia | 153

Group 3 | Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia | 133

**For staff mobility activities lasting more than 14 days; for the 15th and subsequent days, 70% of the above daily grant amount shall be taken as the daily basis.

No grant payment will be made for days that do not include any activity or where it cannot be documented that an activity appropriate to the type of mobility was carried out.

In addition to these payments, the European Commission's distance calculator (responsible for the implementation of the Erasmus+ Programme) will be used to calculate travel distance:

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

The grant corresponding to the kilometer distance shown in the distance calculator in the table below represents the round-trip amount and is not multiplied by two. Connecting flights do not affect the calculated distance.

Participants will receive the following support to cover travel costs:

Travel Distances	Amount (€)	Green Travel Grant Amount (€)*
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 and above	1735	1735

- As a general rule, for distances below 500 km, participants are expected to use low-emission means of transport.
- *Up to 6 days of individual support may be provided for travel days for staff choosing Green Travel.
- Applies when green travel vehicles (train, bus, shared car, boat) are used.
- *Green travel methods include all transportation methods except air and ship travel (train, bus, shared car use, bicycle, boat, etc.).*

To receive green travel support:

- The main part of the journey must be carried out using environmentally friendly travel methods,
- The **entire round-trip** to the host country must be completed using these green travel methods,
- The journey must be documented.
- Using green travel only for departure or only for return, or only for part of the journey, is **not sufficient** to receive the support.
- Documents proving the travel method and travel dates (tickets, receipts, invoices, official correspondence, etc.) must be submitted at the end of the activity together with return documents, and the request for green travel support must be declared.
- Requests will be evaluated at the end of the activity together with supporting documents.

- Beneficiaries with disabilities participating in the Erasmus+ Programme may receive additional grants to support their special needs in addition to their standard grants.
- The grant provided to staff benefiting from staff mobility is a contribution and does not aim to cover all expenses incurred abroad.
- The daily amount granted to staff benefiting from staff mobility is calculated according to the destination country and duration of stay, based on the amounts indicated in the table above. All amounts shown are in Euro.
- The daily/weekly grant provided to staff covers accommodation, meals, communication expenses, local travel, urban transport, home insurance costs, etc. **No additional payments are made for these expenses.**
- The maximum daily/weekly grant payable corresponds to the days during which joint academic/training activities are conducted with the host institution, as specified in the Staff Mobility Agreement for Teaching/Training.
- For daily grant payment to be made, the staff member must have carried out joint academic/training activities with the host institution for nearly a full day, and this must be documented in the signed Staff Mobility Agreement for Teaching/Training or in the certificate of participation.
- **No grant payment is made for days without activity or where joint academic/training activities cannot be documented.**
- The travel grant amount is calculated using the Distance Calculator.
- The kilometer distance between the place of residence and the activity location is determined via the calculator and the grant is calculated using the above table. Connecting travel does not affect the calculated distance.
- Urban transportation expenses are not covered. These must be covered from the daily/weekly grant.
- To increase participation (allowing more staff to benefit), the Higher Education Institution may decide to pay less than the travel grant approved by the Centre. Such decisions must be recorded in writing, announced to the target group, and applied equally to all staff.

The grant for staff mobility is paid in 2 installments.

- First installment: 80% of the total calculated daily and travel grant amount.
- Second installment (20%): Paid after the activity, based on the participation certificate and passport entry/exit dates reflecting the actual duration.
- **Staff may also participate without a grant upon University approval. In this case, non-grant staff must submit the same documents as grant-holding staff.**

For Erasmus+ Staff Mobility Application Results:

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[CLICK FOR TRAINING](#)

Selected staff will be partially funded under our Project No. **2025-1-TR01-KA131-HED-000306298** (min. **2** and max. **3** days individual grant support + **1** day before mobility and **1** day after mobility^[2] (max. **2** travel days individual support) + km-based travel support).

Mobility Process

Mobility Duration | 2 or 3 working days + up to 2 days individual support + travel support (KM-based)

Final deadline under 2025 KA131 Project | **31 July 2025**

Teaching Activity (min. 2 days) | At least 8 teaching hours

Training Activity (min. 2 days) | The activity must be specified on a daily basis

Things to Do Before Mobility

Visa Support Letter Request

The supporting visa letter is prepared by the Erasmus+ Institutional Coordinator. Requests must be sent at least 5 days before visa application to erasmus@aydin.edu.tr

You may also generate your QR-coded Visa Letter via Turnportal. [CLICK HERE](#) for the guide.

Signing the Grant Agreement

Prepared by the Erasmus+ Office and signed by the beneficiary and Erasmus+ Institutional Coordinator.

Required documents for Grant Agreement:

- **Bank account booklet (EURO account opened at Yapı Kredi)**
- **Scanned passport personal information page**
- **Scanned visa page**
- **Travel and mobility dates and valid international health insurance**

Documents to Submit After Mobility

- **Certificate of Participation** – obtained from the host university

- Documents showing travel dates – **boarding passes, passport stamps, internal transfer tickets**
- **Explanatory and supporting documents related to special circumstances** (documents showing the reasons for situations such as grant deductions, early return due to force majeure, etc.) - If available, the participant will submit it to our Coordinator.
- Staff survey: Staff members who benefit from teaching/training mobility using the Mobility Tool must complete the **online EU Survey**. - It will be sent to you via email.

Staff Activity Report - To be submitted via EBYS to senior authorities and UID unit.

[CLICK FOR TEMPLATE](#)

Further information regarding pre-departure procedures will be sent via e-mail.

We thank all staff who applied and showed interest, and we wish ease and success to our Erasmus+ Outgoing Academic and Administrative Staff during this process.

IAU Erasmus+ Institutional Coordinator

[1] If no waiver notification is submitted within this period, a point deduction will be applied in future applications under the same project type.

[2] If the activity day and travel day are the same, no additional individual travel support will be provided.