

**ERASMUS+ STAFF MOBILITY FOR TEACHING AND TRAINING WITH PARTNER COUNTRIES  
APPLICATION RESULTS**

**Project No: 2019-1-TR01-KA107-072509**

**Important Dates:**

**Announcement of Selected Candidates: No later than May 25, 2022**

**Deadline for Objections to the Results: No later than May 31, 2022**

**Latest Possible End Date for the Planned Mobility: July 31, 2022**

**We would like to thank all of our Academic and Administrative Staff who applied for their interest during the ERASMUS+ STAFF MOBILITY FOR TEACHING AND TRAINING WITH PARTNER COUNTRIES application period,**

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

However, first and foremost, PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

- The results stated in the tables are final in terms of evaluation. All selected staff members who will participate in the Erasmus+ Exchange Program are entitled to benefit from the grant allocated to our University.
- In the event that beneficiaries wish to withdraw from their Erasmus+ mobility right for any reason, they are required to submit a withdrawal petition to the Erasmus+ Institutional Coordination Office. **If mandatory circumstances requiring the staff member to withdraw from the mobility arise at any time, the entitled staff member must notify our office at least one month prior to the declared mobility start date.**

Documents Required to Be Submitted to Our Coordination Office Before Departure Abroad:

- **Bank Account Booklet (Euro account to be opened at Yapı Kredi Bank)**
- **Passport**

**- Visa**

Upon completion of the above documents, the Grant Agreement may be signed.

Documents Required to Be Submitted to Our Office After Returning from Abroad:

**- Certificate of Participation,**

**- Documents indicating the dates of travel (such as boarding passes and passport entry/exit stamps),**

**- Final Staff Report (Staff members benefiting from teaching/training mobility are required to complete the online EU questionnaire, "EU Survey," through the Mobility Tool.)**

**Erasmus+ Staff Mobility Grants**

The daily grant amount to be paid to staff members benefiting from staff mobility shall be calculated based on the destination country and the duration of stay, taking into account the amounts specified in the table below. The amounts shown in the table are in Euros.

<b>Sending Country</b>	<b>Receiving Country</b>	<b>Daily Grant Amount (Euro)</b>
Türkiye	Partner Country	180

Our selected staff members will receive a grant and travel support for an activity period of 5 days.

Staff members may also benefit from teaching/training mobility without a grant if they so wish.

In addition to these payments, the European Commission's distance calculator, used by the institution responsible for the implementation of the Erasmus+ Programme, will be used to calculate travel distance. The relevant calculator may be accessed via the link below:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Participants will receive the support specified below to cover their travel costs:

<b>Travel Distances</b>	<b>Amount (€)</b>
Between 20-99 km	20
Between 100 and 499 km	180
Between 500 and 1999 km	275
Between 2000 and 2999 km	360
Between 3000 and 3999 km	530
Between 4000 and 7999 km	820
8000 km and above	1500

Additional grants may be provided to beneficiaries with disabilities participating in the Erasmus+ Programme in order to support their special needs, in addition to their standard grants.

The grant provided to staff members benefiting from staff mobility constitutes a contribution and is not intended to cover all expenses incurred during the period spent abroad.

The daily grant amount to be paid to staff members benefiting from staff mobility is calculated based on the destination country and the duration of stay, taking into account the amounts specified in the table above. The amounts shown in the table are in Euros.

The daily/weekly grant provided to staff members benefiting from Erasmus+ Staff Mobility covers expenses such as accommodation, food and beverages, communication, local transportation, intra-city travel, and home insurance. No additional payment shall be made for these expenses.

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

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

No grant payment shall be made for days on which no activity is carried out or for which joint academic/educational activity with the host institution cannot be documented.

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

Using the distance calculator, the number of kilometers between the participant's place of residence and the location of the activity shall be determined, and the travel grant shall be calculated using the table provided above. The fact that the participant travels with transfers shall not affect the distance determined by the above-mentioned distance calculation.

Travel expenses related to intra-city transportation shall not be covered. The individual is required to cover these expenses from the daily/weekly grant provided.

For the purpose of expanding higher education staff mobility activities (so that a greater number of staff members may benefit from the programme), our Centre may decide to make a payment below the amount of travel expenses deemed appropriate for staff members benefiting from the activity. In the event that such a decision is taken, it must be documented in writing, announced to the target group, and applied equally to all staff members.

The grant for staff members carrying out mobility shall be paid in 2 installments.

As the first payment, 80% of the total amount consisting of the daily grant calculated for the envisaged total activity period and the travel expenses determined via the distance calculator shall be paid.

The second installment (20%) shall be paid at the end of the activity period, taking into account the exact realized duration indicated in the certificate of participation and the passport entry/exit dates.

Staff members may also participate in the staff mobility activity without a grant following the approval of our University. In such a case, non-grant staff members shall be obliged to submit the same documents as grant-receiving staff members.

**For the results of the 2019-2020 2nd Application International Credit Mobility (ICM) Applications, [click here](#).**

Our selected staff members will be funded under our project numbered **2019-1-TR01-KA107-072509** .

#### **Mobility Process**

<b>Mobility Duration</b>	A grant will be provided for 5 working days + travel support**
Final Date for Mobility under the 2019 KA107 Project	<b>July 31, 2022</b>
<b>Teaching activity (min. 5 days)</b>	At least 8 teaching hours
<b>Training Activity (min. 5 days)</b>	The activity must be specified on a day-by-day basis.

<b>Requirements to Be Fulfilled Before Mobility</b>	
Request for a visa letter for visa applications	The supporting visa letter is prepared by our Erasmus+ Institutional Coordination Office; you may send your request to our

	<p>Coordination Office by email at least 1.5 months before submitting your visa application.</p>
<p>Signing of the Grant Agreement</p>	<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 following documents must be submitted to our Coordination Office:</p> <ul style="list-style-type: none"> <li>- <b>Bank Account Booklet (Euro account to be opened at Yapı Kredi Bank)</b></li> <li>- <b>Passport</b></li> <li>- <b>Visa</b></li> </ul>
<p><b>After Mobility</b></p>	
<p>Certificate of Participation</p>	<p>It shall be obtained from the university where the teaching/training activity is carried out.</p>
<p>Documents showing travel dates in cases where individual support grants are provided for travel days</p>	<p>Participants' boarding passes and passport entry/exit stamps shall be submitted to our Coordination Office.</p>
<p>Explanatory and supporting documents regarding special circumstances (documents indicating the reasons for situations such as grant deductions, early return due to force majeure, etc.)</p>	<p>If applicable, the participant shall submit them to our Coordination Office.</p> <p><b>Important Note: Mandatory PCR test fees</b></p> <ol style="list-style-type: none"> <li><b>1. PCR tests must be mandatory and the expenses must be documented.</b></li> <li><b>2. They may be covered if they are required mandatorily in the sending country, the host country, or both. In this regard, our staff members are expected to submit a petition to our Coordination Office.</b></li> </ol>

<p>Staff survey: Staff members benefiting from teaching/training mobility are required to complete the online EU questionnaire (EU Survey) via the Mobility Tool.</p>	<p>It will be sent to you by email.</p>
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We thank all of our staff members who applied and showed interest, and we wish our University's outgoing Erasmus+ Academic and Administrative Staff every success and convenience throughout this process,

**Erasmus+ Institutional Coordination Office**