



TC
MINISTRY OF FOREIGN
AFFAIRS, Presidency of
European Union Affairs, Directorate of EU Education and Youth Programs Center

ERASMUS+

MAIN ACTION 1: INDIVIDUAL LEARNING MOBILITY

**Countries Associated with the Programme and Countries Not Associated with the
Programme**

**Student and Staff Mobility in Higher Education
KA 131**

Handbook for Higher Education Institutions
2025 Contract Period



The provisions of this Handbook, prepared by the European Union Education and Youth Programs Centre for higher education institutions carrying out mobility activities under the 2025 contract period, are valid for students and staff selected under the 2025 contract period.

V2-12.05.2025

I. PURPOSE, STRUCTURE, AND DEFINITIONS OF THE HANDBOOK

This Handbook has been prepared to guide the units within higher education institutions that carry out Erasmus+ higher education mobility activities (international relations offices / external relations offices / Erasmus offices / EU offices and project offices, etc.) through the rules and principles governing the operation of mobility activities and to assist them in establishing their own implementation systems. Compliance with the principles and rules outlined in this Handbook, as well as the grant agreements and ECHE commitments signed with higher education institutions and consortium coordinators, is mandatory. The documents supporting the information contained in this Handbook are listed below in order of priority:

1. Erasmus+ Programme Guide
2. European Commission grant application and contract documents.
3. Determined and announced by the EU Education and Youth Programs Centre.
rules

The principles and rules contained in this Handbook may not conflict with the Erasmus+ Programme Guide and other European Commission documents relating to higher education mobility. In this case, the principles and rules contained in the Commission documents apply.

This Handbook contains only summary information regarding implementation; for information not included in this Handbook, it is essential to refer to the Erasmus+ Programme Guide and the European Commission's documents on student and staff mobility in higher education.

Any questions or issues regarding the implementation of the provisions in this Handbook should be directed to the Higher Education Coordination Office of the EU Education and Youth Programs Centre.
yuksekogretim@ua.gov.tr It can be sent via email.

1. Frequently Used Concepts/Definitions:

Commission: The European Commission,

Center: Presidency of the European Union Education and Youth Programs Centre (Turkey)
(National Agency)

Beneficiary: The higher education institution that signed a grant agreement with the Center to carry out mobility activities during the 2021-2027 Erasmus+ Program period.
The Consortium Coordinating Organization,

ECHE (European Charter for Higher Education)

Declaration: The accreditation document regarding the principles, rules and quality standards that higher education institutions commit to complying with within the scope of Erasmus+ Higher Education student and staff mobility.

Erasmus Office: The unit responsible for carrying out Erasmus+ higher education mobility activities within the higher education institution (International Relations Unit, External Relations Unit, Project Office, EU Office, etc.).

Sending Institution : The higher education institution in Turkey where the student is enrolled or the staff member is employed.

Host Institution - (Receiving Institution): The institution where the student or staff member goes to carry out their mobility activity.

Location of activity: The location of the host institution/organization,

Countries Associated with the Programme: Countries referred to as "Programme Countries" during the 2014-2020 period,

Third Countries Not Associated with the Programme: Countries referred to as "Partner Countries" during the 2014-2020 period, where student and staff mobility can be carried out within the framework of the rules set out in Annex I and in this Handbook and programme guide.

It expresses.

2. The Principle of Impartiality and Transparency

The higher education institution has the responsibility to ensure equal opportunities for all participants from different social backgrounds, to take measures to ensure that all colleges, departments, faculties and institutes within the higher education institution benefit maximally from the program, and to avoid discrimination among potential participants. The principles relating to this responsibility are set out below:

1. Grant decision-making processes must be transparent, fair, impartial, consistent, and based on written documentation. The selection of students and staff to participate in the mobility program should be carried out by a Selection Committee officially appointed by the Rector, and the selections made by this Committee should be recorded in minutes.

2. The higher education institution, in the selection process of the commission that determines individual beneficiaries Necessary measures should be taken to prevent conflicts of interest. Every situation that could lead to a conflict of interest should be recorded in a report.

3. All processes and conditions relating to the selection of students or staff must be completely transparent, based on written documentation, and known to all parties involved in the selection process.

The granting process includes criteria for application eligibility, rejection, selection, and grant awarding. It should be announced by the higher education institution, including detailed explanations.

4. If the allocated grant amount is insufficient to send potential participants, the higher education institution shall distribute the grant fairly, taking into account the department, the country of destination, and gender balance.

The distribution is carried out by taking into consideration the ratio of agreements between faculties and/or departments and the performance of the faculties and/or departments, and by giving positive discrimination to departments that have not previously participated in mobility activities. The distribution method and the criteria to be used in the distribution according to the principles mentioned above will be determined by a regulatory text (Rectorate, Board of Directors, Senate decision). etc.) are determined and announced.

5. Higher education institutions must determine the student and staff mobility quotas allocated for each department and announce these quotas during the application process. If there are no applications within the determined quota for a faculty/ department, or if selected students withdraw, the remaining quotas can be distributed to other faculties/departments in a fair and transparent manner. In this case, the decision and procedure for this distribution are recorded as described above.

6. All documents must be kept for the period specified in the grant agreement for the year following the closure of the relevant contract, and the web links to the published lists and announcements must remain functional/accessible throughout this period.

3. Inter-institutional Agreements

Student learning and staff teaching mobilities are carried out within the scope of inter-institutional agreements. However, inter-institutional agreements are not required for student traineeship and staff training mobilities. If the higher education institution wishes, it can develop the inter-institutional agreement format to include traineeship and staff training activities and link these activities to the inter-institutional agreement as well.

Inter-institutional agreements will be managed online via the EWP Dashboard system, valid third-party system providers, or in-house systems. For bilateral agreements already signed with wet signatures or extended via email exchange, the latest announcements from the EU Commission and the Higher Education Coordinator should be followed.

The Inter-institutional Agreement Form is located in the "Documents" section of the MS Teams ErasmusNet communication platform.

II. TYPES OF ACTIVITIES

A. Student Mobility

Student mobility activities can be carried out at the associate degree, bachelor's degree, master's degree or doctoral level and in any academic field of study from a country associated with the program to another country associated with the program, or to a country not associated with the program. To ensure that high-quality mobility activities have the maximum impact on students, the mobility activity should be aligned with the student's field of study and personal development needs. Students can undertake the following activities:

Study Mobility: Students can undertake study mobility at a partner higher education institution abroad as part of their degree program at any level of study. This type of mobility may also include an internship program. The combination of internship and study mobility aims to create a synergy between academic and professional experience abroad.

Internship Mobility: Students can undertake internships abroad at a company, research institute, laboratory, organization, or other related workplace. Internships abroad are supported for students at all educational levels and for recent graduates. Internship mobility includes teaching internships for prospective teachers, research assistantships for students, and relevant research activities for doctoral candidates. In order to create a partnership with Horizon Europe, internship activities can also be carried out within the framework of research projects funded by the Horizon Europe program, provided that the double funding prohibition is observed. The internship activity is part of the student's learning.

It should be an integral part of the program.

Doctoral Mobility

To better meet the learning and training needs of doctoral candidates and to create equal opportunities, doctoral candidates can undertake short-term or long-term physical study or internship mobility abroad; recent graduates ('post-docs') can undertake short-term or long-term internship mobility abroad within 12 months of their graduation date, provided they apply before graduation. It is also possible to add virtual mobility to physical mobility.

Mixed Mobility

All types of study and internship activities abroad, including doctoral mobility, can be carried out as blended mobility. Blended mobility consists of components of virtual and physical mobility that facilitate collaborative online exchange and teamwork. For example, the virtual component can bring together students from different countries and academic fields to take online courses. Or these students can come together online and work synchronously to complete assignments and responsibilities recognized as part of their curriculum.

Students can also participate in blended mobility by attending a blended intensive program. Blended intensive programs enable groups of higher education institutions to jointly develop an educational program (curriculum) and activities with both physical and virtual components for their students and academic and administrative staff.

Students who are unable to participate in long-term physical learning or traineeship mobility due to academic study areas or limitations on participation may participate in a short-term physical mobility with a mandatory virtual component.

B. Staff Mobility

Staff mobility activity is from one Programme-related country to another Programme-related country. Mobility can take place in the country or to a country not associated with the Programme. To ensure that high-quality mobility activities have a maximum impact on staff, the mobility activity should be aligned with the professional and personal development needs of the staff. Staff members can perform the following activities:

Teaching Activities: Staff members may undertake teaching activities at a partner higher education institution abroad. Teaching abroad enables staff members who teach at a higher education institution or staff members from businesses to teach at a higher education institution abroad. Teaching activities can be carried out in any academic field.

Training Activities: Training activities can be carried out at partner higher education institutions abroad, in businesses, or in other related institutions and organizations. Training activities are undertaken by academic and administrative staff of a higher education institution in the workplace. This enables participation in an overseas educational activity related to daily work at a higher education institution. Educational activities or on-the-job training can be the subject of the educational activity.

Staff mobility can combine training and teaching activities. Teaching or training activities can also be carried out as **blended mobility (physical + virtual)** .

III. STUDENT MOBILITY (SM)

1. Student Mobility Activities

Student mobility is carried out in two ways:

1. Learning mobility,
2. Internship mobility.

Higher education student mobility is open to students enrolled in formal education programs at higher education institutions. Students enrolled in open education and similar (distance learning) programs are not eligible to participate.

Grants are awarded for the following activities to be carried out abroad:

1. At a higher education institution that holds a Higher Education Erasmus Charter (ECHE)
Full-time associate's, bachelor's, master's, or doctoral studies, which are a key part of diploma/degree recognition,

2. Full-time internships, whether mandatory or optional, recognized by the higher education institution as part of the student's study program.

Full-time study refers to a course/study load equivalent to 60 European Credit Transfer and Accumulation System (ECTS) credits in an academic year. If the academic year is divided into semesters, the number of ECTS credits is determined proportionally to the duration of the semester.

A full-time internship is one where the student works full-time throughout the duration of their internship. Full-time working days are determined by considering the weekly working hours of full-time employees in the host country.

2. Description of Activities

2.1. Student Mobility - Learning

Student learning mobility activity is a collaboration between ECHE and the higher education institution. It is carried out within the framework of inter-institutional agreements.

The activity consists of a student enrolled in a higher education institution completing part of their studies at a foreign higher education institution with which an inter-institutional agreement has been established.

The duration of the program can range from 2 to 12 months (1, 2, or, depending on the system of some countries, 3 semesters), applicable separately for each level of study. The levels of study refer to associate/bachelor's, master's, and doctoral degrees.

The activity can be carried out in any class during the study period. With the decision of the higher education institution's senior management, mobility for first-year students can begin as early as the second year.

They may decide to participate. Such a decision must be made before the announcement is published and announced in the application notice. It is not possible to make such a decision after the announcement has been published.

Students participating in this activity must be enrolled in a degree program at a higher education institution. Students are expected to be sent abroad to complete the studies required for their diploma/degree, following a program equivalent to 60 ECTS credits for a full academic year; 30 ECTS credits for one semester in a two-semester academic year; and 20 ECTS credits for one semester in a three-semester academic year. Full academic recognition is granted for credits successfully completed in the program. Credits not successfully completed must be retaken at the sending institution.

2.2. Student Mobility - Internship

Student Traineeship Mobility is an activity where a student enrolled in a higher education institution undertakes an internship abroad in a company, research institute, laboratory, or other institution or organization related to their academic field of study.

Attending classes at a higher education institution is not considered an internship.

The duration of the activity is between 2 and 12 months, applicable separately for each level of education. The internship can be carried out in any class during the education period.

Additionally, students in their final year of study can benefit from internship opportunities within 12 months of graduation. For post-graduation internships, applications must be submitted before graduation (while the student is currently enrolled in an associate's, bachelor's, master's, or doctoral program). Graduated students are not eligible to apply.

Post-graduation internship mobility must be completed within 12 months of the graduation date. For recent graduates who are called up for military service during this period, their military service time is added to this maximum 12-month period. The total duration of the post-graduation internship and other mobility activities at the same level should not exceed 12 months.

Higher education institutions may choose to remain outside of postgraduate internship programs. Institutions that choose to exclude postgraduate internships must make a senior management decision to this effect during the relevant application period and communicate this decision.

This must be announced to the students. If such a decision has not been made and announced to the students before the application process, the option to opt out of post-graduation internship activities cannot be implemented.

Examples of Suitable Internship Placements:

Any public or private sector organization located in one of the countries where internships can be carried out, and operating in the labor market or in the fields of education, training, youth, research and development, can be considered a suitable internship location. While not exhaustive, the following organizations can be considered examples of suitable internship locations:

- small, joint-stock or large-scale enterprises owned by the public or private sector
- local, regional or national public institutions
- embassies or consulates of the sending country abroad
- all kinds of business organizations/associations such as chambers of commerce, trade unions, stock exchanges and trade unions
- research institutes

- foundations

- schools/institutes/training centers (any type of educational institution from pre-school to high school, including vocational training or adult education) - non-profit organizations, associations, NGOs - institutions providing career planning, professional counseling and information services - higher education institutions (higher education institutions located in countries associated with the Programme)

(The institution must hold an ECHE, and higher education institutions in countries not associated with the Programme must be recognized by a competent authority in accordance with their national legislation and have signed a bilateral inter-institutional agreement with the sending institution prior to the internship activity)

The following organizations are not eligible for higher education traineeship activities under Erasmus+:

- European Union institutions and EU agencies (see https://europa.eu/european-union/about-eu/institutions-bodies_en))

- National Agencies and similar organizations that implement EU programs.

The suitability of the internship placement and internship program to the content of the student's degree program is evaluated by the faculty/department authorities of the relevant department.

2.3. Status of Students Who Have Freezed Their Enrollment

Students who have suspended their registration cannot undertake study mobility or mandatory internships during the suspension period. Whether a student who has suspended their registration can benefit from optional internships is at the discretion of the higher education institution. Applications for study or internship mobility can be made during the suspension period.

3. Durations in Student Mobility

3.1. Minimum and Maximum Durations for a Single Activity

Activities are carried out in accordance with the minimum and maximum timeframes set by the European Commission.

The minimum duration for study mobility is 2 full months or 1 trimester, and the maximum duration is 12 full months. The duration of 1 trimester at the higher education institution where the student will undertake study mobility is 60 days. If the number of days is less than [number], this should be stated in the description section when entering information into the Beneficiary Module.

The minimum duration for internship mobility is 2 full months, and the maximum duration is 12 full months.

In blended mobility, a virtual component is absolutely essential as a complementary part of physical mobility. There are two different blended mobility scenarios consisting of different physical mobility durations:

1. Blended mobility involving an extended stay abroad - a blended mobility where physical mobility abroad lasting a minimum of 2 months is complemented by virtual learning before, during, or after the mobility (for students on study or traineeship mobility)
2. Mixed mobility with short stays abroad - physical mobility carried out abroad for a minimum of 5 days and a maximum of 30 days, before, during or

blended mobility (for students on study or traineeship mobility, or for staff mobility where physical mobility is between 1 and 60 days) which is then complemented by virtual learning.

Short-term student mobility is primarily aimed at students who cannot participate in long-term physical mobility. It can be within the framework of a Blended Intensive Programme or an alternative short programme. Blended mobility (virtual + physical) requires a minimum of 3 ECTS credits.

The loan should be granted.

In doctoral mobility, short-term physical mobility lasts a minimum of 5 days and a maximum of 30 days. Long-term doctoral mobility lasts a minimum of 2 months and a maximum of 12 months. Long-term doctoral mobility may also include a supplementary internship program. Long-term doctoral mobility can be implemented as a blended mobility program.

The activity must be carried out without interruption. In study mobility, semester breaks and public holidays are not considered interruptions.

In internship mobility programs, the internship may be interrupted if the internship company is closed due to holidays. Grant payments will be made for the period the company is closed. To ensure the minimum activity period is met, it is necessary to research the dates when the internship company will be closed in advance and to ensure that the minimum period is met even after deducting the holiday period. Weekend holidays are not included in the activity period calculation.

In cases where activities are interrupted due to force majeure, activities for which the minimum duration could not be completed will be accepted, provided that the force majeure event can be documented, and grants will be given for the remaining time. The Center must be contacted before an event or situation is considered force majeure.

Unless there are compelling reasons, if students return before the minimum duration is completed, the program will be considered invalid and the grant will not be paid.

If deemed appropriate by the sending and host higher education institutions, learning mobility may extend beyond the spring semester into the fall semester, provided it is completed before the project end date. This mobility is recorded as a single mobility in the Beneficiary Module (BM), and no grants are paid for the gaps between the spring and fall semesters.

3.2. Total Activity Time Limit

The total duration of a student's mobility within the same academic level (undergraduate, graduate, doctoral), including any Erasmus Mundus scholarships received or those completed during the 2014-2020 Erasmus+ period and those completed during the new Erasmus+ period (2021-2027), cannot exceed 12 months.² Even if no grant is awarded, the same academic level

¹ "Force majeure" means any exceptional circumstance or event beyond the control of the parties that prevents either party from fulfilling any of its contractual obligations; this event is not caused by the fault or negligence of the parties, their subcontractors, affiliates, or third parties involved in the implementation; and it is unavoidable and unforeseeable despite all due diligence and care. Failure to provide a service, defects in equipment or materials, or their untimely availability cannot be invoked as force majeure unless it is directly caused by a force majeure event, or by labor disputes, strikes, or financial difficulties.

² A 12-month period is calculated as 360 days.

The total duration of student mobility activities carried out within the country shall not exceed 12 months. It needs to be planned in this way.

When a student completes their current level of education and moves on to a new level (for example, completing undergraduate studies and starting graduate studies), they can again undertake physical mobility for a maximum of 12 months at the new level of education.

Thus, it is possible for the same person to undertake physical mobility for a maximum of 36 months, with a maximum of 12 months at each educational level.

Learning mobility activities can be carried out (simultaneously or subsequently) to include an internship that provides professional experience. This activity, including the internship, must last a minimum of 2 months and be funded through learning mobility programs.

In higher education programs where two levels are combined (such as integrated doctoral programs) and where two levels are completed within a single level (such as medical education), the total duration of the program is a maximum of 24 months.

4. Selecting Students to Participate in the Mobility Program

4.1. Student Selection

Students participating in the mobility program are selected by the higher education institution. The higher education institution determines the student selection schedule; the selection process...

The event will be announced, and applications will be accepted until the specified deadline.

A higher education institution may specify more than one application period for the same contract period.

Selections for study, internship, short-term doctoral mobility, and Blended Intensive Programs (BIPs) (if budgeted) may be included in a single announcement, but placements are made separately for each type of activity. Student selection is carried out for predetermined quotas per faculty/department for each activity, and the primary and, if applicable, reserve quotas allocated for each department are specified in the application announcement. If the grant quota announcement is made before the amount of grant allocated to the higher education institution by the Center is determined, the quotas are announced as estimates. Selection is made according to the ranking of students with the highest scores within the quota for each faculty/department. After the ranking, placements are made considering the institution preference order of the students with the highest scores.

If there are no applications within the allocated grant quota from faculties/departments, or if students who have been allocated grants withdraw their applications, the undistributed grant amount may be distributed to other faculties/departments in a fair and transparent manner. In this case, the distribution decision and procedure are recorded in a regulatory document (rectorate, board of directors, senate decision, etc.). The higher education institution determines the number of students to whom it will grant grants and the duration for which grants can be given, in accordance with the grant amount allocated to it by the Center.

If institutions announce the grant distribution results before the amount of grant allocated to them is known, they should clearly and understandably inform their students that the selected students are candidates and only announce the grant amounts that the Center will allocate to the universities.

They should state that the grant distribution results will become final after this process is completed. The Center cannot be held responsible in any way for distributing grants to more students than the amount allocated by the Center (contract amount) can cover.

Students selected under a grant agreement but who do not carry out their activities within that agreement cannot be included in a subsequent grant agreement on the grounds of "acquired rights." Students are selected for each agreement period according to the selection criteria valid for that agreement period and carry out their activities. Students who do not carry out their activities within the term of the relevant agreement must reapply and be selected again if they wish to benefit from the activity later. This rule does not apply in cases of force majeure leading to withdrawal before the minimum period is completed. However, the activities of students who cannot carry out their activities within the planned date range may be postponed to a later date within the same agreement period.

4.2. Election Conditions and Documents Used in the Election

4.2.1. Minimum Requirements

To participate in the activity, students must first meet the following minimum requirements:

1. The student must be a full-time student enrolled in a higher education program at any level of **formal education** (first, second, or third level)³ within a higher education institution⁴,

2. a) First-level students must have a cumulative academic grade point average of at least 2.20/4.00.

b) For students who do not yet have a transcript at the application stage: 1- For students transferring from an associate degree program, the associate degree graduation grade must be at least 2.20/4.00; 2- For first-year students, the high school diploma must be... graduation grade of at least 75/100

c) The cumulative academic grade point average of second and third-level students must be at least 2.50/4.00

3. Having a sufficient number of courses or non-course ECTS credits for learning mobility⁷. Master's and doctoral students who do not have a course load, for example, those who have entered the thesis period.

3. First level: Associate's degree, Bachelor's degree; second level: Master's degree; third level: Doctorate, medical specialization.

⁴ For individuals who have graduated from Pharmacy, Medicine, or Dentistry faculties and are continuing their specialization training at a higher education institution after passing central examinations (TUS, DUS, EUS), and who wish to apply for student mobility activities within the scope of doctoral mobility, the Erasmus Office will verify that these individuals are receiving specialization training within a higher education institution (hospital or affiliated health institution) and approve their applications during the application process, as they do not have student registration numbers.

5. This minimum requirement will also apply to students enrolled in combined programs where two stages are completed within a single stage.

⁶ If TUS/DUS/EUS exam scores are used in the evaluations, these exam scores must be converted to the grading system used in the evaluation. (For example, a TUS/DUS/EUS score of 70 is first converted to a 100-point system, and then to a 4-point system.)

⁷ According to the European Commission's ECTS Guidelines, the sufficient number is 60 ECTS credits for an academic year. For detailed information, see [the ECTS User Guide 2015](#).

30 ECTS credits of non-course workload per academic semester for students

A learning agreement can be arranged through this channel.

4. If the student has already benefited from higher education mobility activities during the 2014-2020 and/or 2021-2027 Erasmus+ periods within their current level of study, the total duration, including the new activity, must not exceed 12 months.

In institutions using a 100-point system, whether the minimum grade point average requirement is met is determined using the equivalents specified in the grade conversion chart prepared by the Council of Higher Education.

Higher education institutions may raise the minimum score threshold in case of high application demand, provided they meet the criteria set by the Center. However, the newly determined minimum score must allow for at least twice the number of applications as the number of available places.

This should not be prevented. Under no circumstances can the minimum score be raised after the application announcement has been made.

4.2.2 Selection Criteria

Higher education institutions select students who will participate in study and internship activities according to the selection criteria determined by the Center. Student selections are made from among the students who apply meeting the minimum requirements, taking into account the evaluation criteria and weighted scores announced by the Center, ranking the scores from highest to lowest, and according to preference order/score/budget criteria.

In addition to the average of academic achievement and foreign language scores, students who have previously benefited from long-term student or traineeship mobility under Erasmus+ (2014-2020 or 2021-2027) within the same educational level will have 10 points deducted for each previously participated activity (regardless of whether it was for study or traineeship) when calculating their Erasmus selection score. _____

The evaluation criteria and weighted scores that will be used to assess mobility applications are listed below:

Criteria	Weighted Score
<i>Academic achievement level</i>	<i>50% (out of a total of 100 points)</i>
<i>Language level</i>	<i>50% (out of a total of 100 points)</i>
<i>for children of martyrs and veterans</i>	<i>+15 points¹⁰</i>

8 1 ECTS credits correspond to 25-30 hours of workload. [\(See ECTS User Guide 2015\)](#)

⁹ This does not include benefiting from similar programs under the Mevlana, TÜBYTAK, and the Presidency for Turks Abroad and Related Communities.

¹⁰ War veterans and their spouses and children, as well as the spouses and children of war martyrs, and, according to Article 21 of the Law No. 3713 on Combating Terrorism dated 12/4/1991, the spouses and children of "public officials who were injured, disabled, died, or killed as a result of terrorist acts while performing their duties domestically or abroad, or even if their official capacity has ceased to exist", and, in accordance with Article 7 of the Decree Law No. 667 dated 23 July 2016, the spouses and children of those who lost their lives or became disabled as a result of the coup attempt and terrorist act of July 15, 2016, and subsequent acts of a similar nature, and their spouses and children, are given priority when applying for Erasmus+ student mobility.

<i>To students with disabilities (provided their disability is documented)</i>	<i>+10 points</i>
<i>Students for whom protection, care or shelter decisions have been made within the scope of the Social Services Law No. 2828 and the Child Protection Law No. 5395</i>	<i>+10 points¹²</i>
<i>Submitting an internship acceptance letter during the application process; those who, or their immediate family members, received disaster relief aid from AFAD; Digital skills development internships (DOTs) are prioritized; applying as part of a mandatory internship program; having previously benefited from the same project type (with or without¹⁵ grant);</i>	<i>+10 points</i>
<i>Participation in mobility in the country of citizenship;</i>	<i>+10 points</i>
<i>Failure to participate in mobility despite being selected, without submitting a timely waiver notification.</i>	<i>+5 points¹⁴</i>
<i>prioritized; applying as part of a mandatory internship program; having previously benefited from the same project type (with or without¹⁵ grant);</i>	<i>+5 points</i>
<i>Participation in mobility in the country of citizenship;</i>	<i>-10 points</i>
<i>Failure to participate in mobility despite being selected, without submitting a timely waiver notification.</i>	<i>-10 points</i>
<i>Applying for both types of mobility simultaneously (a reduction will be applied to the mobility type preferred by the student)</i>	<i>-10 points</i>
<i>For students selected for mobility: Failure to attend meetings/training sessions organized by the higher education institution regarding mobility without a valid excuse (student's failure to participate in Erasmus) (applicable if reapplied)</i>	<i>-10 points</i>
<i>Declaring that one will take the language exam but failing to attend without a valid reason (this applies if the student reapplies for Erasmus).</i>	<i>-5 points</i>
<i>Declaring that one will take the language exam but failing to attend without a valid reason (this applies if the student reapplies for Erasmus).</i>	<i>-5 points</i>

Table 1: Selection Criteria and Weighted Score Table

The deduction of "-10 points" for previous participation applies to activities undertaken at the previous educational level or outside of higher education student/internship mobility.

This does not apply to mobility programs. It applies only if a student who has completed a mobility program applies again within the same educational level.

11. For prioritization, the student must submit the Disability Health Board report as specified in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, and numbered 30692.

12. For prioritization, the student must submit a document from the Ministry of Family and Social Policies stating that there is a protection, care, or shelter decision regarding them in accordance with Law No. 2828.

¹³ One for each educational level (undergraduate, graduate, doctorate) and one for each project type (KA131-KA171).

This applies only once. If the student participates in the mobility program, it will not apply to their subsequent applications. Additional points will continue to be applied to subsequent applications if the student does not participate in the mobility program (e.g., if the application is withdrawn within the waiver period or due to force majeure).

¹⁴ Internships involving one or more of the following activities are eligible: digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software and coding or website development; installation, maintenance and management of information systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. General customer service, request generation, data entry or routine office tasks **are not included**.

¹⁵ BIP, short-term doctoral mobility, and short-term blended mobility participations are not considered within this scope.

Students who were selected in a previous election period within the same educational level but did not carry out their activity without a compelling reason will have a deduction of "-10 points" applied for each activity they were entitled to but did not carry out.

If the higher education institution anticipates withdrawals and gives students a period of time to notify their withdrawal, and students notify their withdrawal within this period, no points will be deducted.

If a higher education institution conducts both study and traineeship mobility selections within the same application and evaluation process, and a student who has not previously benefited from mobility applies for both study and traineeship activities simultaneously, the student will have the option to choose which activity the "-10 point" deduction will be applied to. In this case, the student will be asked to submit a written statement indicating which activity they prefer the deduction to be applied to. If a student who has previously benefited from mobility applies for both study and traineeship activities simultaneously, a "-20" point deduction will be applied to the type of mobility they previously benefited from, and a "-10" point deduction will be applied to the second type of mobility they applied for.

Deductions are made from the student's total score.

In cases where the total scores calculated considering all criteria are equal, priority is given to the student with the higher academic achievement grade; if the academic achievement grades are also equal, priority is given to the student in the upper grade within the same level.

Students enrolled in a double major program **can only apply for one major** at the same application period. They can resort to mobility.

Students are ranked according to their scores within their respective departments/faculties, based on the quotas allocated to those departments or faculties.

The higher education institution may not, under any circumstances, establish grounds for increasing or decreasing scores that are not included in this Handbook.

4.2.3. Transcript

The student's grade point average must meet the minimum requirements at the application stage. The student's most recent transcript is used to determine the grade point average. While using the current transcript issued by the higher education institution where the student is enrolled (where the selections are made) is the primary method, for master's and doctoral students applying in the first semester and who do not yet have a transcript from the selected higher education institution, the graduation grade from the previous level of education is used. Similarly, for undergraduate students applying in the first semester and who do not yet have a transcript from the selected higher education institution, the graduation grade from the previous level of education is used.

For students who have transferred from another higher education institution via horizontal or vertical transfer and have not yet established a grade point average at their chosen institution, the grade point averages shown on their most recent transcript from their previous institution will be considered.

4.2.4. Foreign Language

Higher education institutions should establish a standard of foreign language proficiency that is equally applicable to all applicants. All students should be required to provide the same (or different but accepted as equivalent) documents/exam results during the application process, and these documents/results should be considered in the evaluation.

The documents to be used and the methodology to be applied in determining foreign language proficiency will be communicated to students during their application process. Restrictions will be placed on the validity period of the required documents.

If so, the application announcement must specify the year or the number of years prior to the date of issue for the document to be accepted.

If the higher education institution itself organizes an exam to determine foreign language proficiency, this exam will be administered by professional institutions (the institution's or other universities')

The foreign language exam must be conducted by units related to foreign language teaching or private institutions affiliated with the Ministry of National Education. The Erasmus institutional coordinator and Erasmus office staff cannot participate in any stage of the foreign language exam. In the evaluation of the exam results, if any, the speaking level test result **cannot have an impact of more than 25% on the total foreign language exam result.** If the higher education institution organizes an exam for determining the foreign language level, the exam results must be submitted to the Erasmus office by the unit related to foreign language teaching that conducted the exam, as an attachment to official correspondence, with each page of the list signed/initialed and approved.

Higher education institutions cannot charge students for participation in the foreign language proficiency tests they organize. This is because the fees are intended to help cover the expenses related to the student selection process.

The center provides institutional support grants. These grants are used to determine the number of students who will participate in the exam and to allocate effort, time, and resources for organizing the exam.

To prevent waste of resources, students who apply for the exam but do not attend without a compelling reason may have "-5 points" deducted from their weighted selection score if they reapply for any mobility program within higher education. Expenses incurred for the student in case of unexcused absence from the foreign language exam may be recouped from the student. "-5 points" will be deducted for unexcused absence from the foreign language exam.

For points to be deducted, this must be clearly stated in the exam announcement. If it is not stated in the announcement, no point deduction can be applied.

Foreign Language Proficiency Requirement Application:

A higher education institution may, within its own priorities, establish a minimum foreign language level for student selection and may refuse to admit students who do not meet this minimum level (threshold).

Dam construction can be implemented in the following ways:

- An oral examination may be administered, provided its weight does not exceed 25%.
- A minimum passing score may be set for the written exam in order to be eligible to take the oral exam.
- A minimum score threshold may be set for the overall foreign language exam result in order to be selected.

The determined level can be the same across the entire institution, or it can be determined separately for each faculty/department.

The application announcement must clearly state which of the above methods has been chosen, and the method specified in the application announcement must not be changed after the applications have been received.

4.3. Application Announcement

In accordance with the letter dated 22.02.2022 and numbered 12994 from the Council of Higher Education, the announcement, application, and selection processes for Erasmus+ higher education student mobility programs of higher education institutions must be conducted through the TURNA Portal (<https://turnaportal.ua.gov.tr/>). Estimated quotas for study and traineeship mobility are planned and announced separately for faculties or, preferably, departments. It is recommended that associate degree, undergraduate, graduate, and doctoral quotas be specified separately. If the inter-institutional agreement does not specify a quota number by educational level, it is recommended that undergraduate and graduate level quotas be separated and specified separately in the announcement to avoid placement only at the graduate level or only at the undergraduate level.

Inter-institutional agreements and quota numbers for learning mobility are announced on the higher education institution's website and on the relevant faculty's notice boards.

1. For study mobility: Before students are selected, an "inter-institutional agreement" must be in place between the two higher education institutions covering the mobility period.

2. For internship mobility: To ensure efficient use of funds and to incentivize students who have completed internship programs, students who submit an acceptance letter during the application process will be awarded additional points according to the provisions of section 4.2.2.

3. If the internship activity is to be carried out at a higher education institution, the host higher education institution must be an ECHE holder if it is in a country associated with the Programme.

An inter-institutional agreement between two higher education institutions (sending and receiving) is not mandatory. However, if desired, the internship activity section in the inter-institutional agreement format can be completed to include the activities within the scope of the agreement, and relevant information can be written therein.

4. If the internship activity is to be carried out at a higher education institution in a country not related to the Programme, that higher education institution must be recognized by a competent authority in accordance with its own national legislation and the agreement must be signed with the sending institution prior to the internship activity.

A bilateral inter-institutional agreement must be signed between the receiving institution and the receiving institution.

5. The start of the application period is announced on the higher education institution's website and on notice boards, and a call for applications is made. To allow students time to complete their application documents, the announcement should be published at least 20 days before the start of the application period, and students should be given at least 15 days to apply.

6. In the event that exceptional circumstances necessitate non-compliance with the minimum periods mentioned above The nature and justification of the exceptional situation must be recorded in a rectorate decision. A screenshot of the website showing the application announcement and the date of its publication should be provided.

A certified copy is kept at the Erasmus office to be presented if requested during the audit.

7. In learning mobility, the language of instruction at partner higher education institutions is important for students to attend classes and complete their academic studies. The language of instruction at the host institution should be researched, and students should be informed about the language of instruction. To prevent students from encountering unexpected situations when they go abroad for mobility, it is recommended that the language of instruction of the institutions be specified in the quota announcement.

8. The higher education institution is obligated to inform prospective students in advance about the necessary documents and the rules to be applied in the selection process. The announcement must include the following information or provide a link to a source (such as a website) containing this information:

- 1- Who can apply,
- 2- Application start and end dates,
- 3- Where to submit the application,
- 4- Names of faculties/departments to which students can be sent, estimated quota,
- 5- The number of places allocated to associate degree, bachelor's degree, master's degree and doctoral degree levels,
- 6- The required academic average to be eligible to apply,
- 7- The method to be used in determining the foreign language level, and any threshold application if applicable. details,
- 8- Documents and forms to be submitted with the application,
- 9- Evaluation criteria and their share in the total,
- 10- Selected Erasmus students will be given a scholarship for their study period abroad. monthly financial support amount,
- 11- If partial granting is involved, information regarding the duration and/or amount,
- 12- Students may waive financial support if they wish, 13- If a student registers for a foreign language exam but does not attend, and this will result in a point deduction by the higher education institution for any subsequent Erasmus mobility application, the rules regarding this matter and the amount of the point deduction (in accordance with Article 4.2.4)
- 14- Students who withdraw from participating in the Erasmus mobility program despite being selected will be given a period to notify their withdrawal. If the withdrawal is not notified within this period, the student will be deducted "-10 points" from any subsequent Erasmus mobility application.
- 15- The criteria included in this Handbook that will result in positive or negative points or sanctions in the election. all aspects to be implemented,
- 16- Opportunities and additional grant support within the scope of inclusion support,
- 17- Green travel opportunities provided to students undertaking mobility activities, aimed at reducing carbon emissions and minimizing the environmental footprint of the mobility.

4.4. Application

Applications from all students wishing to apply to the program will be accepted; no student will be prevented from applying. No fees may be charged to students under any name for application or selection. Applications from students will be registered by the higher education institution, and after the applications are completed, an "eligibility check" *form* will be prepared and all applications will undergo this check.

In this form, which contains the eligibility requirements specified in the Application Manual, students who fall into the "ineligible" group are notified in writing of their situation and the reasons;

However, notifications may also be sent via email to the email address the student provided during the application process. To ensure verification during the review process, emails must be recorded using a method that proves they were sent to the intended recipients.

4.5. Election Decision

Student selection must be carried out by a commission officially appointed by the rectorate, consisting of at least three principal members and a sufficient number of alternate members. Those evaluating applications must not have any personal connection or conflict of interest with the applicants. Transparency and impartiality are general rules of the program and a requirement of ECHE. To ensure impartiality and transparency, the following statement must be included in the decision minutes:

"During the evaluation and final decision-making phase of these applications, the interaction between the members of the evaluation committee and the applicants should be between the members of the evaluation committee and the applicants." There are no personal relationships that could affect its impartiality. The decision was made in accordance with the principles of impartiality and transparency.

If there are any changes to the lists approved by the Election Commission, an additional decision report must be prepared stating the changes and the reasons for them.

4.6. Announcement of Election Results

The selection results, including the scores obtained by all applicants in all areas assessed, are published on the departmental notice boards and the higher education institution's website.

In order to comply with the provisions of KVKK and GDPR, election results lists may be published using the Turkish National Identity Number (TCKN), student number, or Erasmus application number, without including the students' full names, in a way that prevents third parties from understanding the applicant's identity (for example, by concealing the middle two or three numbers).

If practices that contradict the established priorities, criteria, and weights for student selection are identified, and if the principles of impartiality and transparency are violated, the institution will be warned by the Center. If the incorrect practices continue despite the Center's warnings, the situation will be reported to the EU Commission by the Center for a review of the institution's ECHE (European Career Development Certificate).

4.7. Objections to Election Results

The higher education institution must establish and announce a formal process through which students who object to the selection results can submit their objections. In the event of a dispute between a student and the higher education institution regarding whether the selection and placement process was conducted in accordance with the rules, fairly, and transparently, the competent judicial bodies shall be the competent authority to resolve the dispute. The Center's authority in unresolved disputes is limited to reporting the situation to the Commission for a warning, grant reduction, or cancellation of the ECHE, if the higher education institution is found to be at fault.

5. Post-Selection Process and Informing Selected Students

Students must receive acceptance from the host institution in order to carry out the activity after being selected at their own higher education institution.

The higher education institution informs its students about the application processes, language of instruction, and required language skills of its partner institutions. The higher education institution cannot be held responsible for students' failure to be accepted after their applications.

Erasmus+ higher education learning program between selected students and the higher education institution.

Grant agreements for internship mobility are prepared by the higher education institution. The agreement specifies the student's planned activity duration, the maximum grant amount to be given to the student, the bank account to which the payment will be made, and the rights and obligations of the parties.

It contains information about the activity and is signed by both parties before the activity begins. One copy of the contract, signed in duplicate, is kept by the higher education institution, and the other copy is given to the student. The Learning Agreement, which is one of the annexes to the contract, is drawn up within the scope of the EWP. The information that needs to be filled in by the higher education institutions in the contract (payment percentage, activity start and end dates, etc.) is filled in completely and digitally before the student signs. Under no circumstances can the student be made to sign a blank contract, and the blanks cannot be filled in manually after the student has signed the contract.

If any changes are necessary, an additional agreement will be signed with the student.

Students whose contracts have been signed will receive payment within 30 days of signing the contract, according to the maximum grant amount specified in the contract.

The institution of higher education determines who is authorized to sign the contract on its behalf. In principle, contracts should be signed by the institution's legal representative. However, this authority may be delegated to subordinates through a delegation of power in accordance with the legislation.

The contract formats can be found in the "Files" section of the MS Teams ErasmusNet communication platform.

Selected students will have an orientation organized by their institution before going abroad.

Participation in the orientation training is crucial for students to understand their responsibilities, minimize potential problems, and ensure the success of the mobility program. The costs of such an activity can be covered by the Institutional Support Grant. A student who does not participate in the orientation training will not lose their mobility rights or have their grant reduced.

However, measures can be taken to encourage participation in the training (such as providing participants in the Integration Training with various gifts, promotional materials, etc., the costs of which are covered by institutional support grants).

The student is responsible for their own departure procedures abroad, securing accommodation, and obtaining passports and visas. The higher education institution is expected to support and assist students in these matters. Regarding visas and passports, the student is responsible for any requirements stipulated by national or other authorized bodies and determined by the higher education institution.

If there are any documents that need to be prepared, these documents will be prepared by the higher education institution.

The process is arranged. Visa facilitation letters are expected to be obtained through the Turna Portal.

6. Grant Support, Duration and Grant Calculations

6.1. Monthly/Daily Grant Amounts According to Countries Visited/Activities

Grant support is provided to students to cover a portion of their expenses incurred while abroad during their activity periods overseas.

Grants are provided. These grants are not intended to cover all of the students' activity-related expenses, but are merely a contribution.

Countries where student mobility activities can be carried out have been divided into 3 groups according to their standard of living levels, and monthly/daily study and internship grants have been determined for each country group.

The country groups and the monthly/daily grant amounts to be given to students going to these countries are shown in the tables below:

A) Student/Recent Graduate Mobility to Countries Associated with the Programme

The table below shows the individual grant amounts that will be applied when sending students/recent graduates to countries participating in the program:

Country groups	Host Country	Monthly Grant for Learning (Euro)	Monthly Grant Internship (Euro)
Group 1 and Group 2 Countries	Germany, Austria, Belgium, Czech Republic, Republic of Denmark, Estonia, Finland, France, Southern Cyprus Greek Administration, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	600	750
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye	450	600

**B) Student/ Recent Graduate Mobility to Countries Not Associated with the Programme
(International Mobility)**

The table below shows the individual grant amounts applicable when sending students/recent graduates to countries not affiliated with the new Erasmus+ Programme KA131 projects, within the scope of International Mobility, the details of which will be specified in the grant agreement and its annexes:

Host Country	Monthly Tuition Grant (Euro)	Monthly Grant Internship (Euro)
Countries in Regions 1-3 and 5-12. Countries in the Region*	700	700
Countries in Regions 13 and 14*	600	750

*Country lists for each region are given in Annex I. No movement to Region 4 (Russia) is foreseen.

**C) Short-Term Physical Student Mobility
(Short-Term PhD with Blended Mobility and Blended Intensive Programs (BIPs))
(Mobility)**

Individual support amounts have been determined as follows:

Duration of the Activity	Grant Amount (Country Associated with the Programme or (Country not associated with the program)
Until the 14th day of the activity	79 Euros per day
From the 15th to the 30th day of the activity	56 Euros per day

Individual support grants are provided for one travel day before and one travel day following the activity, if required. Participants also receive travel payments based on distance.

D) Additional Grant Support for Student/ Recent Graduate Mobility¹⁶

Participants with limited resources will receive Additional Grant Support in addition to their entitled grant. To be eligible for this grant, participants with limited resources are defined as individuals with limited economic and social resources who fall into the following subcategories.

- 1) Those subject to Law No. 2828 (those for whom the Ministry of Family and Social Services has issued a protection, care, or shelter decision in accordance with Law No. 2828)

¹⁶ Additional categories may be applied retroactively within the scope of the university's grant opportunities.

- 2) Students for whom a protection, care or shelter decision has been made within the scope of the Child Protection Law No. 5395
- 3) Those receiving orphan/death pension
- 4) Spouses and children of martyrs/veterans and the veterans themselves¹⁷
- 5) Students who submit documents proving that they, their family, or their guardian received support from a public institution (such as municipalities, ministries, social assistance and solidarity foundations, the General Directorate of Foundations, the Turkish Red Crescent, or AFAD) at the time of application.
- 6) People with disabilities¹⁸
- 7) Those who receive a disability or needy pension as a result of one of their parents or guardians, within the scope of the Law No. 2022 dated 01.07.1976 *on the Provision of Monthly Pensions to Needy, Infirm and Homeless Turkish Citizens Who Have Reached the Age of 65 and to Disabled and Needy Turkish Citizens*¹⁹
- 8) Those who, or their immediate family members, have received disaster relief assistance from AFAD.²⁰

Scholarships from the Credit and Dormitories Institution and similar scholarships, other grants, aid and scholarships of a merit-based nature, and one-time grants are not considered within the scope of this financial assistance.

Students who meet the above criteria may receive additional grant support in the following amounts, depending on the type of mobility, upon request and provided they document their situation:

Type of mobility	Additional Grant Support Amount
Student mobility lasting 2-12 months	€250 per month
Short-term student mobility lasting 5-14 days*	€100 in addition to the daily allowance total.
Short-term student mobility lasting 15-30 days*	In addition to the daily allowance total, €150

* No additional support will be provided for the internship in this case.

Higher education institutions announce additional grant opportunities for students with limited resources, as well as the conditions and methods for benefiting from these grants, on their websites and in information related to Erasmus mobility.

¹⁷ War veterans and their spouses and children, as well as the spouses and children of war martyrs, and, according to Article 21 of the Law No. 3713 on Combating Terrorism dated 12/4/1991, the spouses and children of "public officials who were injured, disabled, died, or killed as a result of terrorist acts while performing their duties domestically or abroad, or even if their official capacity has ceased to exist", and, in accordance with Article 7 of the Decree Law No. 667 dated 23 July 2016, the spouses and children of those who lost their lives or became disabled as a result of the coup attempt and terrorist act of July 15, 2016, and subsequent acts of a similar nature, and their spouses and children, are given priority when applying for Erasmus+ student mobility.

¹⁸ The "Regulation on Disability Assessment for Adults" was published in the Official Gazette dated February 20, 2019, and numbered 30692. Disabled individuals with a disability rate of at least 50%, as documented by a Disability Health Board report included in the "Regulation".

¹⁹ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

²⁰ This applies only once. If a student participates in this mobility program, they will not be eligible for additional grant support in this category for subsequent mobility programs using the same document.

Higher education institutions cannot require documents, impose conditions, or make regulations other than those specified in this article within the scope of additional grant opportunities for students with limited means. However, they can use the Institutional Support Grant allocated to them to assist students with limited resources in covering visa and travel expenses, in a manner consistent with the principles of equality and transparency, and based on criteria they determine themselves.

6.1.1. Travel Support Calculations

To help students with their travel expenses, the distance between the starting point and the location of the activity should be determined in kilometers using the distance calculator²¹ provided by the European Commission, and the travel grant should be calculated using the table below. The grant amount corresponding to the kilometers obtained from the distance calculator is the round-trip amount in the table below, and this amount should not be multiplied by two.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 KM	28	56
Between 100 and 499 KM	211	285
Between 500 and 1999 KM	309	417
Between 2000 and 2999 KM	395	535
Between 3000 and 3999 KM	580	785
Between 4000 and 7999 KM	1188	1188
8000 KM or more	1735	1735

As a general rule, participants are expected to travel using low-emission vehicles for distances under 500 km.

Green travel is travel that involves using low-carbon emission public transportation. Buses, trains, and shared cars are all included in green travel. To receive green travel support, green transportation must be used for both the outward and return journeys, and more than half of the entire trip must be made using green vehicles.

It is assumed that the starting point of the trip is the location of the sending organization and the place where the activity takes place is the location of the host organization. If the starting point of the trip is in a city different from the city where the sending organization is located, or if the activity takes place in a different city than the host organization... If the trip takes place in a city other than the one where the institution is located, and this change results in the trip falling within a different distance range, travel invoices will be requested, and the grant will be awarded based on the actual distance. If a different starting point or activity location is reported, the reason for this difference will be stated in the report, and documents and invoices showing the start and end points of the trip will be submitted by the student for presentation during possible audits. It is kept in the file.

²¹ http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

²² For example, if a student from Turkey (Ankara) is going to participate in a mobility program in Italy (Rome), they will calculate the distance between Ankara and Rome (1721.81 km) and then select the applicable travel distance band (500-1999 km).

Participants who can prove that the travel grant allocated according to the distance bands in the table above does not cover at least 70% of their total travel expenses may request exceptional travel expense reimbursement, provided they can provide documentation. The grant that can be received under this scope cannot exceed 80% of the total travel expenses. However, in this case, no additional travel grant will be paid according to the distance band. The beneficiary will cover the participant's exceptional travel expense expenses by transferring funds to the relevant source in accordance with the budget transfer provisions in the grant agreement.

Except in the cases mentioned above, since the travel grant will be given on a lump-sum basis, the student's Documents showing travel expenses do not need to be kept in the file. However, appropriate documents such as boarding passes, bus/train tickets, and passport entry/exit documents should be kept to determine the departure and return dates.

If required, individual support grants are provided for travel time before and after the activity, up to a maximum of two days for travel days and up to a maximum of six days if green travel is used.

6.2. Duration and Grant Calculations

The duration of students' activities and their grants are estimated before the activity begins. The exact timelines and grants must be redefined after the activity has concluded.

Before commencing the activity, the duration of the activity should be estimated based on available information and documents such as the academic calendar of the host institution, the durations stated in students' acceptance letters, and experiences gained from activities carried out at the institution in previous years. The exact duration of the activity is determined based on the start and end dates of the activity indicated on the participation certificate. ²³

Students' activity periods may be partially or fully funded, or the activity may be carried out entirely without funding as a "zero-fund" student activity. If the activity period is partially funded, the funded period cannot be less than the minimum required duration.

The grant to be given to the student is calculated using the "Beneficiary Module (BM)".

The activity duration calculated by entering the start and end dates in the Beneficiary Module (BM) and subtracting any interruption periods must meet the minimum duration requirement. For example; An activity calculated to last 1 month and 25 days during study mobility will not be accepted because it does not meet the minimum activity duration requirement, unless there is a compelling reason that necessitates the student's early return.

If selected students who have already begun their studies extend their studies, and if the higher education institution has sufficient funding in its relevant activity budget, grants may be provided for the extended study period. If the budget is insufficient to cover the extension periods of all students requesting extensions, the students who will receive grants will be determined based on their academic performance in the initial selection process, in accordance with the principles of impartiality and transparency. Maximum grant...

²³ The terms of the grant agreement with the Higher Education Institution are paramount.

For students whose grant amounts have been increased, supplementary grant agreements must be made indicating that the maximum grant amount has been increased.

The grants given to students consist of contributions from the European Commission and the Republic of Türkiye. The institution may also provide grants from its own resources to the students it sends. The amounts provided from institutional resources are submitted to the Center via the Beneficiary Module (BM).

The grant amounts calculated for each student in the Final Report are not included. However, the Oral Report provides general information about grants given from the institution's own resources (such as the monthly/daily amount given per student, the total amount given to students from institutional resources).

7. Payment to the Student

Contracts are signed with the selected students/recent graduates, including the maximum grant amount calculated in the Beneficiary Module (BM). The students/recent graduates who have signed contracts...

To facilitate payments, payment instructions and copies of student grant agreements are sent to the unit within the higher education institution responsible for managing the project account and authorized to make payments, along with a cover letter.

The voter lists, recorded in the minutes, must be forwarded to the relevant units (strategy development, finance, accounting unit, etc.) responsible for project accounting and payment, along with a cover letter. During the payment phase, the beneficiary information and grant amount in the payment document must be checked against the information in the aforementioned lists before the payment is made.

Students' initial payments are made in a single payment or in two installments, according to the initial payment rate, which is determined by the higher education institution and applied uniformly to all students, ranging from 70% to 100% as stated in the standard student grant agreement. Payments are made in Euros. To facilitate students' fulfillment of their post-return obligations or to reduce the possibility of grant repayment, it is recommended that agreements be structured for two-installment payments.

Payment to the participant will be made no later than one of the following (whichever occurs first):

- 30 calendar days after the contract is signed by both parties.
- Upon receipt of the start date of the mobility period or confirmation of arrival from the participant (not applicable to participants receiving additional grants under the scope of limited resources or inclusion support).

In exceptional cases, a late prepayment may be accepted if the student fails to submit confirmation of arrival in a timely manner according to the schedule determined by the higher education institution.

Completing the online Participant Report at the end of the activity period will be considered as the student requesting payment of the remaining financial support. If there is a balance to be paid, it will be paid within 45 days at the latest following the completion of the report.

In any case, the maximum amount to be given to the student shall not exceed the amount specified in the grant agreement. The grant is awarded for the duration of the physical activity undertaken. If the student carries out the activity for a shorter period than the foreseen grant period, and an initial payment exceeding the amount calculated for the actual activity duration has been made, the excess amount will be requested from the student.

If the approved stay is longer than that specified in the Grant Agreement, the additional days will be considered "zero-grant". For long-term student mobility: Without prejudice to the minimum eligible period, if the approved stay is shorter than that specified in the Grant Agreement, the beneficiary shall proceed as follows:

- If the difference between the approved period and the period specified in the Grant Agreement is more than 5 days, the beneficiary must update the approved period (start and end dates stated in the Transcript or Internship Certificate) in the Erasmus+ reporting and management tool, and the grant will be recalculated accordingly.
- Conversely, if the difference is 5 days or less, the beneficiary must maintain the period as stated in the Grant Agreement in the Erasmus+ reporting and management tool (the grant will not be recalculated).

The maximum amount specified in the student's contract corresponds to the highest amount that can be given to the student. If the duration of the activity is shorter than anticipated, the student will be paid... The total payment to be made will be less than the maximum grant amount. However, if the activity takes longer than anticipated and the grant amount exceeds the maximum amount specified in the contract, an additional contract must be drawn up to include the increase in the maximum grant amount and its justification. An additional contract cannot be drawn up after the activity has ended.

If a student's activity, which has already commenced and been paid for, is extended with a grant, following the signing of an additional agreement with the student regarding the increase in the maximum grant amount, the student will receive a payment that brings the renewed maximum grant amount up to the amount determined according to the initial payment rate.

The grant is provided for the number of days the student must spend at the institution where they are undertaking their study/internship. Activity durations are determined according to the start and end dates of the activity specified in the learning agreement or, if the document is separately prepared, in the participation certificates; in normal circumstances, no additional documents are requested from students.

8. Reductions in Grants

The higher education institution may reduce the grant amount in the following cases, provided that it announces this before the mobility period and stipulates it in the contract:

a) Deduction in Case of Failure: Students who fail will have a deduction applied proportionally to their failure, amounting to no less than 5% of the total number of activity days used as the basis for the grant calculation. The higher education institution must determine the deduction rate and reasons for failure in advance, inform the students participating in the mobility program, include it in the grant agreement to be signed with the student, and apply the same deduction amount for similar situations within the framework of the principles of equality and transparency.

b) Deduction for Failure to Complete Participant Report: Except for technical reasons, students who fail to complete their participant report will have a deduction of 20% of the total number of activity days used as the basis for the grant calculation.

All deductions are made based on the number of activity days completed. In the Beneficiary Module (BM), the number of deduction days is entered in the relevant section as "non-funded duration" and the reasons for the deduction are written in the explanation section. If the number of deduction days is calculated as a fractional number, it is rounded to the nearest whole number (e.g., if $117 \times 0.05 = 5.85$ days is deducted, then 6 days will be deducted). The total mobility after the deduction is calculated as follows.

If the duration falls below the minimum duration, the mobility is reported as force majeure. An explanation regarding the participant's situation is entered in the overall comment section.

c) Full Refund of Grant Paid: If the documents proving participation in the mobility (certificate of participation or a post-return transcript (ToR) that can substitute for it) are not submitted, the mobility will be considered invalid and the grant will not be paid to the student; the grant initially paid will be recovered. The student's registration is entered in the Beneficiary Module (BM) as the required mobility duration. In addition, to show the grant amount as "zero," the number of non-funded days entered for the mobility days is entered, and the necessary explanations are made in the relevant places.

9. Academic Recognition

The higher education institution is obligated to provide full recognition for the period of study spent abroad.

Full Recognition should be carried out as follows: The original names and credits of the courses/internships taken at the host institution and included in the student's learning/internship agreement must be included in the transcript and Diploma Supplement, and it must be clearly stated in the footnotes that the student benefited from mobility under Erasmus+. In addition, the transcript and Diploma Supplement 6.124 must clearly indicate which courses were taken under Erasmus+ and at which higher education institution.

Whether courses taken during mobility will be included in the overall GPA upon return is at the discretion of the higher education institution. The method to be applied should be determined by a regulatory oversight process in accordance with the principles of equality and transparency and should be announced to students before the mobility period.

Therefore, checking the suitability of the course content of partner institutions is necessary to ensure the equivalence of the period spent abroad and, consequently, recognition. If the student successfully completes the courses specified in the Learning Agreement, higher education institutions should establish a mechanism for the recognition process to proceed automatically after the student submits the Transcript obtained from the host institution to their home institution. Students should not have to confront department administrators and faculty members to secure course recognition. The process should proceed automatically and systematically after the documents are submitted to the office; students should not be forced to further convince academic or administrative staff to obtain recognition rights after the activity has ended.

Learning Mobility: Before the start of the learning activity, the defined course program becomes binding on all parties upon the online signing **of the Learning Agreement for Studies (EWP-OLA)** by all parties. Any changes to the learning agreement, for various reasons, must be made within 5 weeks of the start of the academic term at the host higher education institution and approved by the parties within 2 weeks of the change request.

²⁴ https://ec.europa.eu/education/diploma-supplement_en

The sending higher education institution guarantees full recognition if the student successfully completes the courses specified in the learning agreement. To guarantee academic recognition, a decision must be made by the department/faculty/institute board or senate before the student leaves, indicating which courses in the student's program will be credited towards the course program to be followed abroad (courses listed in the learning agreement). This decision must be updated if there are any changes to the course program. The department where the student is enrolled is authorized to determine the course/academic program to be followed abroad. Accordingly, the authority to sign the OLA on the EWP must be granted to the person authorized to guarantee the suitability of the content and the academic recognition on behalf of the higher education institution.

Internship Mobility: Before the internship activity begins, all parties **agree on the Internship Mobility Plan. A Learning Agreement for Traineeship** must be signed. Until further notice from the European Commission or the Turkish National Agency, traineeship agreements will be signed in print, not online via the EWP. The sending higher education institution guarantees full recognition if the student successfully completes the work program specified in this agreement.

The student's internship period within the curriculum must be fully recognized by their home institution, preferably using ECTS credits.

If the internship is not part of the curriculum, the higher education institution recognizes the internship by recording the internship activity carried out abroad in the Diploma Supplement.

To guarantee academic recognition, a decision must be made by the department/faculty/institute board regarding how the internship activity will be recognized within the student's program before the student departs. The department where the student is enrolled is authorized to evaluate and approve the institution where the internship will take place and the content of the internship. The authority to sign the learning agreement, guaranteeing the suitability of the content and academic recognition, rests with the higher education institution.

The person making the commitment must be authorized to do so.

Ensuring full recognition for both study and traineeship mobility is a crucial ECHE obligation, and systematic breaches of this obligation may result in the cancellation of the ECHE of the relevant higher education institution.

10. EU Academy: Online Language Support (OLS)

10.1. Scope of Online Language Support

Students and staff who will benefit from mobility activities in the field of higher education will be supported through the European Commission's institutional learning management platform, "EU Academy". This system will gradually offer language learning services in all 29 official languages of the EU Member States and countries associated with the Erasmus+ and ESC programs.

10.2. Exams

For KA131 students and recent graduates, the mandatory language assessment test to determine their level before the start of their mobility has been removed. However, even though it is not mandatory, the use of the EU Academy platform is expected to be encouraged for these participants.

10.3. Optional Language Courses

Participants will be able to choose the language(s) they wish to learn, without any limitations on the number of courses or languages. The "EU Academy" corporate learning management platform consists of two separate sections. It consists of:

a. A dedicated area for Erasmus+ and ESC participants offering similar access and features to all users:

- To offer users individualized learning paths based on their needs and interests.
- To provide a space for learner communities to exchange ideas on language-related questions,
- More interactive learning, including the use of new technologies. approaches,
- A wider course catalog,
- A supported learning feature for mentors (teachers and other staff) to accompany students and monitor their progress (blended learning feature).

The aim of this dedicated space is to accompany and support Erasmus+ and ESC program participants in improving their language skills and enhancing their mobility experiences.

b. Open area:

This space is open to all citizens interested in language learning, offering basic online language learning materials as well as introductory and trial videos that provide cultural and linguistic insights. Its aim is to celebrate linguistic diversity in Europe and promote language learning.

10.4. Participation in Online Language Exams and Courses

After students' email addresses are entered into the user data management system, which will be implemented gradually, students will gain access to the EU Academy page via a webpage link sent to their email addresses.

11. Extension of the Activity Period

If a student requests an extension of their activity period, the request will be evaluated by the Erasmus office and the student's faculty/department authorities. Depending on the approval of the host institution and the student's academic standing, an extension is possible, but not mandatory. The following conditions must be met for an extension:

1. The request for an extension must be submitted at least one month before the initially planned end date of the mobility period. If the request is accepted by all parties, the grant agreement must be amended and all necessary procedures for the extension must be completed.

2. The extended period cannot extend beyond the expiry date of the contract signed between the Center and the higher education institution.
3. If the maximum grant amount stated in the contract signed with the student is to be increased, an additional contract must be made with the student.

If students extend their studies, and the higher education institution has sufficient funding in its relevant activity budget, grants may be provided for the duration of the extended study. If the budget is insufficient to cover the extensions of all students requesting extensions, the students who will receive grants will be determined based on their academic performance in the initial selection process, in accordance with the principles of impartiality and transparency.

12. Returning Before Completing the Planned Activity Period

If students return early from their planned mobility activity, the following possibilities may arise:

1. If the student completes the minimum duration specified in this handbook for the mobility type but returns earlier than the planned activity period, the grant amount corresponding to the time spent abroad will be paid to the student. If more than the calculated grant amount for the time spent abroad has been paid, the excess amount will be requested to be returned.
2. If the student returns from the mobility program before completing the minimum durations specified in this handbook, no grant payment will be made for that mobility. However, an entry will be made for that student in the Beneficiary Module (BM). Payments made (including travel, if any) will be refunded.
3. If the student returns from mobility before the minimum periods specified in this handbook are completed due to force majeure,²⁵ the grant payment will be made for the period the student actually stayed abroad.

13. Suspension of Operations

If a student is forced to return home due to personal force majeure before the minimum activity period is completed, they may repeat the activity provided the following conditions are met:

1. The new activity must be of the same type as the incomplete activity.
2. A new learning agreement must be signed.
3. The incomplete period and the period given for compensation should be reported separately.

If a student who stays longer than the minimum activity period is forced to return due to a personal compelling reason, the student will not be given the opportunity to return to make up for the activity they could not complete.

25. "Force majeure" means any exceptional circumstance or event beyond the control of the parties that prevents either party from fulfilling any of its contractual obligations; and which is not caused by the fault or negligence of the parties, their subcontractors, affiliates, or third parties involved in the implementation; and which is unavoidable and unforeseeable despite all due diligence and care. Failure to provide a service, defects in equipment or materials, or their untimely availability cannot be invoked as force majeure unless it is directly caused by a force majeure event, or by labor disputes, strikes, or financial difficulties.

Regarding the situations of students who return before completing their planned activity period due to force majeure events affecting the general public (COVID-19, natural disasters, strikes, security threats affecting daily life, etc.), the National Agency and/or the European Commission will conduct a general assessment, reach a collective decision, and announce it.

14. Traveling to the Country of Citizenship

It is possible for a student residing in Türkiye who is a citizen of one of the countries involved in the program to travel to their country of citizenship through mobility activities; however, these students will be given lower priority in the evaluation process in accordance with Article III.4.2.2 of this Handbook.

15. Use of Electronic Documents

The grant agreement signed by the student and the higher education institution must have a wet signature.

The Learning Agreement is prepared through the EWP/OLA platform.

For documents other than those mentioned above, students are primarily required to submit original documents with wet signatures. However, if wet-signed documents cannot be provided, documents that are confirmed to be authentic (for example, documents submitted by the student but verified by the partner institution's authorities or sent directly by the partner institution) will be accepted even without a wet signature (electronic formats such as photocopies, PDFs, and JPEGs).

Furthermore, in higher education institutions using digital systems within the scope of Erasmus Without Paper and Online Learning Agreement (OLA) projects, documents other than the grant agreement signed with the student must be prepared using these systems.

16. Status of Being a Student Without a Grant ("0" Grant)

Students can participate in activities without receiving a grant if they wish. Students without grants are also subject to the same general evaluation process as students with grants. The difference for students without grants is that they are not included in budget calculations and do not receive any payment. Not receiving a grant does not affect the student's inclusion in the selection process.

That is not a reason for it not to be.

After students are selected according to evaluation criteria and weightings, if there are remaining places that cannot be financially supported within the budget allocated to the higher education institution, a separate evaluation may be conducted among students who wish to attend without receiving a grant.

Here, too, student selection is carried out by taking into account general evaluation criteria and weights, in accordance with the rules of impartiality and transparency.

If, after students have gone to university without a grant, the higher education institution decides to provide grants to these students due to reasons such as transferring funds from institutional support grants or finding additional resources, the grant allocation can be made based on academic merit, or it can decide to allocate grants equally to all students who did not receive a grant.

In both cases, the grant allocation decision must be recorded by the Selection Committee. For the relevant change to take effect, the grant agreement must be revised or supplemented as soon as possible, but in any case before the student's activity is completed. This revised/supplementary agreement can be made based on the scanned agreement signed by the student, with the condition that a copy of the original document with a wet signature is obtained later.

No increase in grants can be made after the activity has been completed. This provision does not apply to non-grant agreements signed before the contribution agreement to be signed between the Government of the Republic of Türkiye and the European Commission.

At each educational level, mobility activities, even without a grant, cannot exceed 12 months.

17. Academic Fees

The host higher education institution cannot charge any academic fees from students participating in the Erasmus+ program. Academic fees include tuition fees, registration fees, examination fees, laboratory fees, and library fees. However, various other expenses such as insurance, residence permit, discounted transportation pass, photocopying of academic materials, and use of laboratory equipment may also apply. The same fees may be charged for the use of materials as are charged to other students of the higher education institution.

Students remain enrolled in their home higher education institutions and continue to pay any tuition fees they normally pay while studying abroad.

18th National Grants and Scholarships

The higher education institution is obligated to ensure the continuation of existing higher education scholarships and loans for students participating in mobility activities abroad. These benefits cannot be terminated, interrupted, or reduced during the student's study/internship abroad.

Higher education institutions cannot restrict the right of students who meet the national scholarship or loan application requirements to benefit from Erasmus+ grants. Students who do not qualify for national scholarships or loans can also apply for Erasmus+ grants.

19. Insurance Obligations

Students participating in activities are required to have mandatory insurance according to the type of activity. The higher education institution will verify and ensure that the insurance is in place. Which insurances are mandatory is specified in the student contract.

20. Student Mobility Documents

Each student file or e-archive must contain the following documents. However, in addition to those listed below, the higher education institution may also keep documents in the file that it deems necessary within its own institution for the purpose of the activity.

Documents prepared before and during the activity:

1. Student application form and attachments:
 - Appendix 1 - Grade sheet,
 - Appendix 2 - Document showing foreign language level.
2. Written notification or mass announcement to the student regarding their selection,
3. Acceptance Letter from the host institution.
4. A signed copy of the Erasmus+ Higher Education learning and/or traineeship mobility agreement and its annexes, signed between the student and the higher education institution:

Appendix 1 - Learning Agreement,

Appendix 2 - General Terms: It is not mandatory for the General Terms to be included in the copy kept by the higher education institution.

Appendix 3 - Student Declaration: A single copy is given to the student; it is not mandatory to keep it in their file.

Templates for the contracts to be signed with the participants can be found in the "Files" section of the MS Teams ErasmusNet communication platform.

5. The relevant board decision or Learning Agreement for Studies/Traineeships indicating which courses taken abroad (listed in the Learning Agreement) will be credited towards in the student's program.

6. Receipt or details of the payment made to the student.
bank statement containing.

Documents completed after the activity ended:

1. The student must complete the "post-activity" section of the Learning Agreement provided by the host institution, indicating the student's activity start and end dates, and have it approved by the host institution. If a separate document showing the activity dates is prepared and approved by the host institution, these documents will also be accepted.

2. Certificate of Participation²⁶

3. A document showing the student's performance in the activity;

a) For study mobility: Transcript of records (ToR) for the study period abroad.

b) For internship mobility: The "Evaluation of the Trainee" section of the Internship Agreement, which shows the evaluation of the trainee's success in the internship activity,

4. Student Report: Using the Beneficiary Module (BM), students are asked to complete an online Participant Report. Students who have completed the activities are required to fill out this report. [Not required in a physical file]

5. Explanatory and supporting documents regarding special circumstances (documents showing the reasons for situations such as grant cuts, early termination due to force majeure, etc.),

6. After the student returns, a final transcript and/or a copy of the Diploma Supplement, if applicable, demonstrating that the courses have been recognized by the higher education institution.

7. Documents showing travel dates (boarding passes, passport entry and exit stamps, etc.)

In addition to these documents, the higher education institution is responsible for preparing the necessary documents that will be valid within the institution to ensure the academic recognition of the period spent abroad.

Students who have completed their mobility period must submit all required documents upon their return. Sanctions for students who fail to complete these documents are specified in Article III.8. The higher education institution will determine a suitable date for students to complete/correct any missing or incorrect documents. Any requests for changes to student information included in the final report submitted to the center after **the 30-day appeal period** will not be accepted.

Since bank statements proving payments made to students will be requested during audits conducted by the center, these statements or a comprehensive bank statement showing payment details must be kept in student files or in the e-archive.

²⁶ The terms of the grant agreement with the Higher Education Institution are paramount.

IV. STAFF MOBILITY (ST)

1. Staff Mobility Activities

Staff mobility activities can be carried out in two ways:

1. *Staff Mobility for Teaching Assignments (STA)*
2. *Staff Mobility for Staff Training (STT)*

2. Description of Activities

2.1. Staff Teaching Mobility

Staff teaching mobility is an activity area that enables staff members who are obligated to teach at a higher education institution in Türkiye holding an ECHE (Erasmus+ Certificate of Completion) or who have been assigned teaching duties by the administration, to teach students at a higher education institution in an EU member state or a country associated with the Programme that also holds an ECHE; or, in countries not associated with the Programme, to teach students at a higher education institution recognized as such by the relevant authorities and with which an Erasmus+ inter-institutional agreement has been signed; and to carry out joint academic/educational activities with the host institution in relation to teaching.

Within the scope of staff teaching mobility, it is also possible to invite staff working in a business operating in one of the countries associated with the program to teach students at a higher education institution in Türkiye that holds an ECHE (Erasmus Charter for Higher Education). The staff invited from the business to teach must be employed by a business, training center, research center, or other organization that fits the definition of a business and is located in one of the countries associated with the program. In this context, a suitable business refers to any type of institution/organization, private or public, regardless of its size, legal status, or economic sector in which it operates, as well as any enterprise engaged in any type of economic activity, including social economy. The person invited, whose funding is paid from the Erasmus mobility budget of a higher education institution in Türkiye that holds an ECHE, cannot be from an ECHE-holding higher education institution.

Staff teaching activities are day-based, and grant payments are made only for the days taught. Therefore, the teaching schedule must be specified on a day-by-day basis in the Staff Mobility For Teaching - Mobility Agreement.

2.2. Staff Training Mobility

Staff training mobility is an activity that enables staff employed at a higher education institution in Türkiye holding an ECHE (Erasmus+ Certificate of Completion) to receive training at a higher education institution in an EU member state or a country associated with the Programme; or at a higher education institution in a country not associated with the Programme that is recognized as such by the competent authorities of the relevant country and has signed an Erasmus+ inter-institutional agreement; or at any public or private organization active in the labor market or operating in the fields of education, youth, research, and innovation. Within this activity, it is possible for individuals to receive various trainings (on-the-job training, observation processes, etc.) to improve their skills related to their current job.

Within the scope of staff training mobility, it is also possible for staff employed at a higher education institution holding an ECHE (Electronic Charter for Higher Education) to go to another higher education institution or related organization that also holds an ECHE for training. The organizations to which training can be provided are: Businesses, training centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional counseling and guidance organizations, higher education institutions and the Erasmus+ Program Guide²⁷

Other organizations may be included. In this context, a suitable organization refers to any type of institution/organization, private or public, regardless of its size, legal status, and economic sector in which it operates, as well as any enterprise engaged in any type of economic activity, including the social economy. Staff training is a full-time activity, and grant payments are made for the full-time training periods. Therefore, the Staff Mobility For Training - Mobility Agreement must specify the training program on a daily basis. The institution and activity where the training will take place should be directly related to the individual's professional field and contribute to their professional development. It is recommended that this type of eligibility check be carried out by a commission composed of all academic units.

3. Durations in Staff Mobility

Activities are carried out in accordance with the minimum and maximum durations determined by the European Commission. Staff mobility activities cannot extend beyond the contract end date specified in the contract signed with the Center.

3.1. Minimum and Maximum Durations for Staff Teaching Mobility

The activity duration for staff teaching mobility is at least 2 consecutive days, excluding travel, for mobility with countries associated with the Programme; and at least 5 consecutive days for mobility with countries not associated with the Programme. In both cases, the maximum duration of the activity is 2 months.

For an activity to be considered valid, a minimum of 8 hours of instruction is required. If the activity lasts longer than one week, the required number of mandatory instruction hours must increase proportionally to the duration (for example, since 8 hours of instruction are required for a one-week activity, at least 16 hours of instruction are required for a two-week activity).

In cases where teaching and training activities are carried out together, the minimum teaching time is one week, or 4 hours for shorter-term activities.

in a business or organization located in one of the countries associated with the program or in the organizations listed above For staff invited to teach students at a higher education institution in Türkiye that holds an ECHE (Electronic Charter for Higher Education), the minimum mobility period is one day, excluding travel days, and there is no minimum teaching hour requirement.

In staff teaching mobility, the certificate of participation must include the beneficiary's statement of force majeure.²⁸ except for operating for less than 2 days and/or providing fewer hours than required.

²⁷ [2025 Program Guide](#)

²⁸ "Force majeure" means any exceptional circumstance or event beyond the control of the parties, which prevents either party from fulfilling any of its obligations under the contract; which is not caused by the fault or negligence of the parties, their subcontractors, affiliates or third parties involved in the implementation; and which, despite all due diligence and care, is unavoidable and unforeseeable. This includes the failure to provide a service, defects in equipment or materials, or their untimely availability.

If it is observed that the beneficiary is giving lessons, the activity will be considered invalid and no grant payment will be made to the beneficiary.

Activities where the minimum duration cannot be completed are accepted, provided that the force majeure event can be documented; a grant will be provided for the duration of the stay, and travel expenses will be reimbursed based on the distance calculator. The Center must be contacted before an event or situation is considered a force majeure event.

3.2. Minimum and Maximum Durations for Staff Training Mobility

Mobility with countries affiliated with the program must last at least two consecutive days, excluding travel time; mobility with countries not affiliated with the program must last at least five consecutive days. In both cases, the maximum duration of the activity is two months.

In staff training mobility, the beneficiary's force majeure event will be noted on the participation certificate. If the activity is carried out for less than 2 days, it will be considered invalid and no grant payment will be made to the beneficiary.

Activities where the minimum duration cannot be completed are accepted, provided that the force majeure event can be documented; a grant will be provided for the duration of the stay, and travel expenses will be reimbursed based on the distance calculator. The Center must be contacted before an event or situation is considered a force majeure event.

3.3. Special Cases in Staff Mobility

Staff mobility can be carried out by combining teaching activities with training activities. This combination is considered as a teaching activity as a whole. It is reported as a Teaching activity in the Beneficiary Module (BM).

Teaching or training activities may take place at more than one host institution/organization in the same country. This is considered as a single teaching or training activity to which the minimum activity duration applies.

4. Selection of Personnel to Participate in Mobility

The selection process for staff mobility activities consists of an announcement, application submission, and evaluation.

4.1. Advertisement Process

According to the letter dated 22.02.2022 and numbered 12994 from the Council of Higher Education, the announcement, application, and selection processes for Erasmus+ higher education staff mobility programs of higher education institutions must be carried out through the TURNA Portal (<https://turnaportal.ua.gov.tr>). Information about teaching/training mobility and the application process will be announced through the higher education institution's website, various notice boards, and emails sent to the target audience's institutional email addresses.

For the advertisement to achieve its purpose, it is expected to remain on the website and bulletin boards for at least 20 days.

The failure to perform a service cannot be invoked as force majeure unless it is directly caused by a force majeure event, or specifically, a labor dispute, strike, or financial hardship.

The advertisement must include at least the following information:

1. The number of places allocated by a higher education institution to each department/unit for teaching/training activities.²⁹ (If it is planned to invite staff from businesses to give lessons, the number of places allocated for this type of activity),
2. Information on the active agreements the higher education institution has within the scope of its teaching/training activities, the number of quotas for each agreement, and which departments/units can apply for each quota.
3. Information on the application method for personnel training activities that do not require a formal agreement.
4. Information on who can apply,
5. Minimum requirements to benefit from the activity,
6. Documents that must be submitted during the application process:
7. Application deadline and location (personnel are given at least 15 days to apply),
8. Evaluation criteria and their share of the total,
9. Information about the financial support to be provided to selected personnel.
10. Information about the possibility of participating in the activity without a grant.
11. Information on additional support and opportunities under the inclusion support program.
12. Green travel opportunities provided to personnel undertaking mobility activities, aimed at reducing carbon emissions and minimizing the environmental footprint of mobility.
13. A period will be granted for staff members who withdraw from participating in an Erasmus mobility program despite being selected. Failure to submit a withdrawal notification within this period will result in a deduction of points in their subsequent application for the same type of Erasmus mobility program.

In the event of exceptional circumstances that necessitate not adhering to the minimum periods mentioned above, the announcement may be made for shorter periods, provided that the nature and justification of the exceptional circumstance are recorded in a rectorate decision. A certified copy of the website image showing the announcement and the date of its publication is kept in the Erasmus office for presentation upon request during audits.

If there are restrictions regarding the validity period of the documents required in the application (such as foreign language certificates), the application announcement should specify which year or how many years back the certificate will be accepted.

4.2. Application Process

All applications under the teaching/training mobility program will be accepted until a deadline determined by the higher education institution. To ensure effective use of the grant, the higher education institution may issue multiple calls for applications and set multiple application deadlines for the same contract period. Multiple calls for applications should only be used if the grant cannot be exhausted through a single call for applications and application process. It is not permissible to issue calls for applications simultaneously or consecutively and then create a final list from separate main and reserve candidate lists resulting from these calls.

All applications must be registered by the higher education institution and stored (in an archive or e-archive) for the duration of the contract.

29. Higher education institutions have the discretion to allocate quotas to departments according to the amount of grants allocated to them.

4.3. Evaluation Process

4.3.1. Minimum Requirements

Personnel participating in the activity must meet the following minimum requirements:

Personnel wishing to participate in staff mobility must be employed full-time or part-time at a higher education institution in Türkiye that holds an ECHE (Electronic Charter for Higher Education) and must be actively working at that institution.

For personnel employed by higher education institutions, a position requirement is not necessary; personnel with an employment contract with the higher education institution can benefit from the activities.

Personnel whose permanent position is at one institution but who are employed under contract at another higher education institution apply for mobility through the institution where they are actually working, not the institution where their permanent position is located. Personnel employed by a higher education institution through a service contract cannot benefit from personnel mobility because there is no contract between them and the higher education institution.

4.3.2. Evaluation Criteria

The higher education institution is responsible for ensuring that the selection of personnel who will benefit from the mobility program is carried out impartially, transparently, and fairly, and for providing documentation, including all necessary documents related to the selection process, when required.

The evaluation process must be fair, transparent, impartial, and consistent. It should not be exclusionary or exclusive to a particular person or category of personnel.

No criteria can be established for selecting personnel. No criterion, whether positive or negative, can have a weight exceeding 20% of the total score.

The following priorities must be taken into account as evaluation criteria:

- 1) First-time participants are given priority in the election.³⁰
- 2) Foreign language proficiency level is prioritized.
- 3) Administrative staff are given priority in training activities.
- 4) In the training program, activities aimed at developing digital skills are prioritized.³¹
- 5) Employees with disabilities are given priority.
- 6) Veteran personnel, as well as the spouses and children of martyrs and veterans, are given priority.³²

30. To be prioritized, candidates must not have participated in any type of staff mobility within the same project type under the 2014-2020 or 2021-2027 Erasmus+ programs.

³¹ Staff training activities that include one or more of the following are considered within this scope: participation in on-the-job training/training courses related to European Student Card Initiative (ESCI) tools, digital education tools/software, programming, and IT software and systems related to the management of higher education institutions.

³² War veterans and their spouses and children, as well as the spouses and children of war martyrs, and, according to Article 21 of the Law No. 3713 on Combating Terrorism dated 12/4/1991, the spouses and children of "public officials who were injured, disabled, died, or killed as a result of terrorist acts while performing their duties domestically or abroad, or even if their official capacity has ceased to exist," and, in accordance with Article 7 of the Decree Law No. 667 dated 23 July 2016, the spouses and children of those who lost their lives or became disabled as a result of the coup attempt and terrorist act of 15/07/2016 and subsequent acts of a similar nature, and their spouses and children, are given priority when applying for Erasmus staff mobility.

7) Within the scope of the 2021-2025 National Artificial Intelligence Strategy prepared by the Presidency's Digital Transformation Office, activities related to Artificial Intelligence are prioritized.

33

8) Those who have received disaster relief aid from AFAD themselves or their first-degree relatives are given priority.³⁴

9) Mobility to the country of citizenship is given low priority.

In addition to those mentioned above, higher education institutions may use other criteria appropriate to their own institutional needs and priorities.

Prioritization should be applied as a process of prioritizing/lowering applications during the evaluation phase, not as direct entitlement or blocking of applications.

The evaluation criteria planned to be used by the higher education institution in the evaluation process must be recorded and announced by a higher regulatory act (rectorate, board of directors, or senate decision) before the application process begins.

The evaluation process must be carried out by a commission officially appointed by the Rectorate. Those evaluating the applications must have no personal connection or conflict of interest with the applicant. Transparency, impartiality, and fairness are general rules of the program and a requirement of ECHE. To ensure impartiality and transparency, the following statement must be included in the decision minutes, either verbatim or in a different wording to convey the same meaning:

"During the evaluation and final decision-making process for these applications, there is no personal relationship between the evaluating personnel and the applicants that could affect the impartiality of the evaluating personnel. The decision was made in accordance with the principles of impartiality and transparency."

If there are any changes to the lists approved by the Election Commission, an additional decision report must be prepared stating the changes and the reasons for them.

In addition to the above criteria, staff mobility during elections will also be considered.

1. To departments or units that have not previously been involved in staff mobility,
 2. Applications from countries and higher education institutions that have not previously participated in staff mobility programs, or have participated only a limited number of times, and which plan to carry out mobility activities with these countries, will be considered.
- A selection method that will be given priority should be determined.

If practices that violate the program rules and the rules set out in this handbook regarding the selection of staff to benefit from staff mobility are identified, and if the principles of impartiality and transparency are violated, the institution will be warned by the Centre. If the institution persists in its incorrect practices despite the Centre's warnings, the situation will be reported to the EU Commission by the Centre for a review or revocation of its ECHE (Employment Charter for Staff).

³³ <https://cbddo.gov.tr/SharedFolderServer/Genel/File/TR-UlusalYZStratejisi2021-2025.pdf>

³⁴ This bonus is applied once for each project type (KA131-KA171). If the staff member participates in the mobility, the bonus will not be applied to their subsequent applications. However, if the staff member does not participate in the mobility (due to withdrawal within the waiver period or force majeure), the bonus will continue to be applied to their subsequent applications.

4.4. Announcement of Election Results

The higher education institution must announce the selection results in accordance with the principle of transparency, including the scores obtained from the evaluated fields, as well as main and, if applicable, reserve lists. The criteria used for the selection should be stated in the announcement. The links to the published lists must remain accessible for the duration specified in the grant agreement signed with the Center.

4.5. Objections to Election Results

The higher education institution must establish and announce a formal process through which personnel who object to the selection results can submit their objections. In the event of a dispute between personnel and the higher education institution regarding whether the selection and placement process was conducted in accordance with the rules, fairly, and transparently, the competent judicial bodies shall be the competent authority to resolve the dispute. The Center's authority in unresolved disputes is limited to reporting the situation to the Commission for a warning, grant reduction, or cancellation of the ECHE, if the higher education institution is found to be at fault.

5. Post-Election Process

Prior to the mobility period, a grant agreement is signed with the selected staff member, specifying the maximum grant amount calculated for the activity. One of the annexes to the agreement is the Staff Mobility Agreement, and the agreement and staff mobility agreement formats can be accessed from the "files" section of the MS Teams ErasmusNet communication platform.

Grant agreements for Erasmus+ higher education teaching and/or training mobility between selected personnel and the higher education institution are prepared by the higher education institution. The agreement includes information about the participant's planned activity duration, the maximum grant amount to be given to the participant, the bank account to be paid, and the rights and obligations of the parties, and is signed by both parties before the activity begins. One copy of the agreement, signed in duplicate, is kept by the higher education institution, and the other copy is given to the participant. The Mobility Agreement, which is one of the annexes to the Convention, is regulated within the scope of the EWP. Information that needs to be filled out by higher education institutions in the contract (payment percentage, activity start and end dates, etc.) must be completed digitally before the participant signs. Under no circumstances can the participant be made to sign a blank contract, and blanks cannot be filled in manually after the participant has signed the contract. If changes are necessary, an additional contract will be signed with the participant.

The higher education institution determines who is authorized to sign the contract on its behalf. The maximum grant amount specified in the contract indicates the highest amount that can be given to the personnel. If the duration of the activity is shorter than anticipated, the total payment to the personnel will be less than the maximum grant amount.

However, if the activity lasts longer than anticipated and the grant amount exceeds the maximum amount specified in the contract, an additional contract must be drawn up detailing the increase in the maximum grant amount and its justification. This additional contract must be signed before the end of the mobility period.

A payment rate between 70% and 100% should be determined for the personnel. The rate of payment should be determined and announced by the higher education institution, and the same rate should be used for all personnel of the higher education institution. This will facilitate the fulfillment of post-return obligations for the personnel.

And to reduce the likelihood of the grant being returned in case of interruption, it is recommended that the grant be paid in two installments.

If it is decided that the first payment will be less than 100%:

1. Before the personnel travel to the host institution, as an initial payment, a percentage of the total travel expenses, calculated using a daily allowance and distance calculator for the projected total activity period, will be paid. 2. The second installment will be paid at the end of the activity period, taking into account the exact duration of the activity as determined by the dates stated in the participation certificate given to the personnel.

35

6. Grant Support

6.1. Basic Information

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

The alternatives regarding the amount of grants to be given to staff are included in the standard contract text that must be signed between the higher education institution and the staff. The application regarding the grant amount must be announced to the target group and applied uniformly to all staff.

6.2. Daily Grant Amounts According to Destination

The daily allowance for staff participating in staff mobility programs will be calculated based on the destination country and duration of the stay, using the amounts shown in the table below. The amounts shown in the table are in Euros.

Country Groups	Host Country	Daily Grant (Euro)**
Group 1 Countries	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway Region 13 and 14 Countries Not Associated with the Program	171
Group 2 Countries	Southern Cyprus (Greek Cypriot Administration), Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye*	133
Other Countries (Regions 1-3 and 5-12)	*This is used	190

only for staff invited to teach from a company abroad or a higher education institution that does not hold an ECHE (Educational Technology Certificate).

****For staff mobility activities lasting longer than 14 days, 70% of the daily allowance amount given above should be used as the daily allowance for the 15th day and onwards. ****

³⁵ The terms of the grant agreement with the Higher Education Institution are paramount.

No grant payments will be made for days that do not involve any activity or for which it cannot be documented that the activity performed was appropriate to the type of activity undertaken.

6.3. Grant Calculations

6.3.1. Daily Calculations

Staff activity periods and grants are estimated before the activity begins.

The exact durations and grants must be recalculated after the activity has ended.

The duration of staff activities may be partially or fully funded, or the activity may be carried out entirely without funding, i.e., "zero funding". If the activity duration is partially funded, the funded period cannot be shorter than 2 days for countries associated with the program and 5 days for countries not associated with the program for staff mobility.

(For personnel invited by businesses, the stay cannot be shorter than 1 day).

Individual support grants are provided for one travel day before the activity and one travel day following the activity.

6.3.2. Travel Assistance Calculations

The travel support grant amount to be paid to staff participating in staff mobility activities should be calculated using the "Distance Calculator". The distance calculator can be accessed via the following link:

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

The distance between the employee's place of residence and the location of the activity should be determined in kilometers using a distance calculator, and the travel allowance should be calculated using the table below. The allowance corresponding to the kilometer figure obtained from the distance calculator in the table below is the round-trip amount, and this amount should not be multiplied by two. If the employee travels with transfers, this does not affect the distance calculated using the method described above.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 KM	28	56
Between 100 and 499 KM	211	285
Between 500 and 1999 KM	309	417
Between 2000 and 2999 KM	395	535
Between 3000 and 3999 KM	580	785
Between 4000 and 7999 KM	1188	1188
8000 KM or more	1735	1735

As a general rule, participants are expected to travel using low-emission vehicles for distances under 500 km.

It is assumed that the starting point of the trip is the location of the sending organization and the place where the activity takes place is the location of the host organization. If the starting point of the trip is in a city different from the city where the sending organization is located, or if the activity takes place in a different city than the host organization... If the trip takes place in a city other than the one where the institution is located, and this change results in the trip falling within a different distance range, travel invoices will be requested, and the grant will be awarded based on the actual distance. If a different starting point or activity location is reported, the reason for this discrepancy will be stated in the report, and documents and invoices showing the travel start and end points will be kept in the personnel file for presentation during possible audits.

Participants who can prove that the travel grant allocated according to the distance bands in the table above does not cover at least 70% of their total travel expenses may request exceptional travel expense reimbursement, provided they can document it. The grant that can be received under this scope cannot exceed 80% of the total travel expenses. However, in this case, no additional travel grant will be paid according to the distance band. The beneficiary will be responsible for the participant's exceptional travel expense reimbursement. This is done by transferring funds to the relevant source in accordance with the budget transfer provisions in the grant agreement.

Except for the situations mentioned above, since the travel grant will be given on a lump-sum basis, there is no need to keep documents showing the travel expenses of the personnel in the file. However, appropriate documents such as boarding passes, bus/train tickets/passport entry and exit documents should be kept to determine the departure and return dates.

If required, individual support grants are provided for travel time before and after the activity, up to a maximum of two days for travel days and up to a maximum of six days if green travel is used.

7. Payments to Staff

Copies of the election lists and personnel contracts, recorded in the minutes, must be submitted, signed, to the relevant units (strategy development, finance, accounting unit, etc.) responsible for managing the project account and making the payment. During the payment phase, the beneficiary information and grant amount in the payment document must be checked against the information in the aforementioned lists before the payment is made.

Where possible, the higher education institution will make payments to the beneficiary before the start of the activity period or before departure abroad, provided that the grants paid by the EU Commission reach the Centre and the Centre transfers these grants to the beneficiary institution.

Grant payments are made in Euros, taking into account the tax exemption provisions included in the agreements signed between the EU and Türkiye regarding the implementation of the Erasmus+ program.

If the activity does not take place, no grant payment will be made to the beneficiary.

If payment has been made, a refund will be issued.

If a higher education institution decides to provide funding for staff selected for mobility without a grant, either by transferring funds from institutional support grants or by finding additional resources, the funding will be allocated based on the order of merit.

Alternatively, the committee may decide to allocate a grant equally to all non-grant personnel. In both cases, the grant allocation decision must be recorded by the Selection Committee. In any case, an additional contract must be signed before the end of the activity for the relevant change to take effect.

8. Reduction in Grant Amount

Failure to submit documents proving participation in the mobility program (such as participation certificates) will render the mobility program invalid, and the grant will not be paid to the staff member; any grant initially paid will be recovered. Grant deductions will also be applied to activities that fall short of expectations or are unsuitable. Amounts that were initially planned but not paid, and/or amounts subsequently requested back from staff members, must be reported back to the Center.

Except for technical reasons, personnel who fail to complete the participant report will have 20% of their travel grant, calculated based on the total number of activity days and distance covered, deducted from their grant account.

9. Receiving a Grant for the Second Time

In line with the national priorities determined by the EU Commission and the Centre, and to enable more staff to benefit from the activities, it is foreseen that a staff member can benefit from staff teaching mobility once and staff training mobility once within the same contract period. However, if there are no applications to assess the exchange potential and this is documented, it may be possible for the same staff member to participate in the same staff mobility activity more than once within the same contract period.

10. Status of Being a Staff Member Without Grant ("0" Grant)

Staff can participate in the activity without receiving a grant if they wish. To participate without a grant, an application must be submitted and evaluated along with other applications.

The difference for non-granted personnel is that they are not included in budget calculations and do not receive payment. Not receiving a grant is not a reason to exclude personnel from the selection process.

11. Returning Before the Planned Activity Period is Completed

If the mobility period is shorter than the minimum duration due to no compelling reason, the mobility will be considered invalid and no grant payment will be made. However, an entry will be made in the Beneficiary Module (BM) for this personnel.

If the staff member returns early from the planned mobility activity period due to force majeure, the daily allowance and distance allowance for the staff member's stay abroad will be refunded.

36. "Force majeure" means any exceptional circumstance or event beyond the control of the parties that prevents either party from fulfilling any of its contractual obligations; which is not caused by the fault or negligence of the parties, their subcontractors, affiliates or third parties involved in the implementation; and which is unavoidable and unforeseeable despite all due care and diligence. Failure to provide a service, defects in equipment or materials or their failure to be made available in a timely manner are directly related to force majeure, as are labor disputes, strikes or financial difficulties.

Unless it originates from a specific cause, it cannot be invoked as a force majeure event.

The amount is given to the staff according to the calculator. If more than the calculated grant for the duration of stay has been paid, the excess amount will be requested back.

Personnel who are unable to complete the minimum two-day training period (excluding travel) due to force majeure may make up for it by participating in a new training/education program and staff mobility agreement at the same or another institution within the same contract period, without being subject to re-selection. In this case, the initial activity and the make-up activity, both resulting from the force majeure event, must be reported separately to the Beneficiary Module (BM), and travel and daily allowances must be paid according to the dates of the actual activities. The number of days funded for the make-up activity cannot exceed the number of days funded for the initially planned activity, and the right to make up for lost days cannot be transferred to subsequent contract periods.

If a staff member who has stayed longer than the minimum permitted time is forced to return due to a personal compelling reason, they will not be given the opportunity to return to make up for the activities they were unable to complete.

Regarding the situations of personnel who return before completing the planned activity period due to force majeure events affecting the general population (natural disaster in the visited region, epidemic (COVID-19), strikes, etc.), the National Agency and the European Commission will examine each case individually and reach a collective decision, for example, regarding whether the activity should be accepted or allowed to be repeated.

12. Traveling to the Country of Citizenship

It is possible for a staff member residing in Türkiye who is a citizen of one of the countries involved in the program to travel to their country of citizenship through mobility activities; however, in the evaluation process, such staff members will be given lower priority in accordance with Article III. 4.3.2.

13. Use of Electronic Documents

We request from personnel, firstly, the original wet signature or a secure electronic signature.

They are asked to submit the documents. However, providing documents with a wet signature or a secure electronic signature is not recommended. In cases where this is not possible, photocopies, PDFs, and JPEGs of documents whose authenticity is beyond doubt can be used. Applications are accepted in electronic formats such as [list of formats]. However, grant agreements must have a wet signature or a secure electronic signature.

14. Documents Required for Staff Teaching Mobility

The following documents are mandatory in staff mobility files or e-archives:

1. Inter-institutional agreement,
2. Application form,
3. Invitation letter,
4. Grant agreement signed between the staff and the higher education institution.
5. Staff mobility agreement for teaching activities (approved by the parties),
6. Certificate of participation,
7. Proof of payment of the grant (receipt or equivalent).

8. Documents showing travel dates (boarding passes, passport entry and exit stamps, etc.)³⁷
9. Staff Report: Staff participating in teaching mobility using the Beneficiary Module (BM) are required to complete an online participant report.
[The printout does not need to be in the file]
10. Explanatory and supporting documents for special circumstances (documents showing the reasons for situations such as grant cuts, early termination due to force majeure, etc.)

15. Documents Required for Staff Training Mobility

The following documents are mandatory in staff mobility files or e-archives:

1. Application form,
2. Invitation letter,
3. Grant agreement signed between the staff and the higher education institution.
4. Staff mobility agreement for training activities (approved by the parties),
5. Certificate of participation,
6. Proof of payment of the grant (receipt or equivalent).
7. Documents showing travel dates (boarding passes, passport entry and exit stamps, etc.)
8. Staff Report: Staff benefiting from teaching mobility using the Beneficiary Module (BM) are required to complete an online Participant Report. [Printout does not need to be included in the file.]
9. Explanatory and supporting documents for special circumstances (documents showing the reasons for situations such as grant cuts, early termination due to force majeure, etc.)

V. COUNTRIES ASSOCIATED WITH THE PROGRAMME AND COUNTRIES NOT ASSOCIATED WITH THE PROGRAMME STUDENT AND STAFF MOBILITY BETWEEN COUNTRIES (INTERNATIONAL MOBILITY)

Higher education institutions can allocate a budget of up to 20% of the final approved KA 131 grant. They may allocate funds for student and staff mobility (outbound only) to countries not associated with the Programme (excluding Belarus and Russia) listed in Annex I.

In order for international mobility to be realized;

- 1) whether funds will be allocated for international mobility in the relevant call for proposals year,
- 2) If they are going to separate, how long will the separation be?
- 3) To which countries, which regions, and which types of mobility will the allocated share be distributed, and in what amounts.
- 4) Which criteria will be used in this allocation?

This should be determined by a higher management decision (such as the rector's approval) and announced in the application notice.

Further rules regarding student and staff mobility to countries not affiliated with the program, and information on the grant amounts to be awarded to participants, are provided in the relevant sections above in this handbook.

³⁷ The terms of the grant agreement with the Higher Education Institution are paramount.

VI. Blended Intensive Programmes (BIPs)

Blended Intensive Programmes (BIPs) are short, intensive educational programs that utilize innovative teaching and learning methods, including online collaboration. These programs may involve problem-and-solution-oriented learning where multinational and multidisciplinary groups work together to address issues related to the United Nations' sustainable development goals or other social challenges defined by regions, cities, or firms. Blended intensive programs should provide added value compared to existing courses and training offered by participating higher education institutions. They may be multi-year programs.

BIPs aim to reach students from diverse cultural, social, and economic backgrounds, across all fields of study and educational levels, through a new and more flexible mobility format that combines physical mobility with online learning.

Higher education institutions may organize short-term BIPs (Biological Initiatives for Students and Staff) that include learning, teaching, and training activities. During these programmes, groups of students and/or staff participate in short-term physical mobility integrated with a mandatory virtual component that allows for collaborative online learning and teamwork. This virtual component should bring participants together online to perform specific tasks/assignments simultaneously and collaboratively, integrated into the BIP and contributing to the learning outcomes of the programme.

BIPs may be open to students and staff from higher education institutions outside the partnership, including local students and staff. These programs aim to strengthen the capacity to develop and implement innovative teaching and learning methods at participating higher education institutions.

Higher education institutions can form a BIP with at least two higher education institutions holding ECHEs from countries associated with the program. A BIP can be formed for a minimum of 10 and a maximum of 20 participants from at least 3 higher education institutions holding ECHEs located in countries associated with the program, one of which is the coordinator. The coordinating institution is allocated €400 KD per participant. For detailed information on BIPs, please refer to the European Commission's [Higher Education Mobility Handbook for Beneficiaries](#). The document in question should be examined.

1. Specific Eligibility Criteria for Mixed-Intensity Programs

Eligible Participant Institutions/Organizations	Blended intensive programs are associated with at least three different programs. The program must be developed and implemented by at least three higher education institutions in the country that hold an ECHE. In addition, any higher education institution or organization established in a country associated with a Programme may participate in the partnership. Higher education institutions in countries not affiliated with the program may participate in the partnership or send participants at their own expense. Participants from countries not affiliated with the program are not considered in the calculation of minimum numbers/requirements. The coordinating institution must be a higher education institution holding an ECHE. This institution must be either the applicant higher education institution.
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	It is an institution or one of the higher education institution members of the mobility consortium that submitted the application. Institutions sending students and staff to participate in blended intensive programmes must be higher education institutions holding an ECHE (Educational Charter for Higher Education) established in the programme's associated country. Teaching and training staff involved in the implementation of the Programme may be from any institution in the country associated with the Programme (see Eligible participants box).
Duration of the activity	The physical mobility portion for students can last from 5 to 30 days. While there is no minimum duration for the virtual component, students must be awarded at least 3 ECTS credits for combined virtual and physical mobility. A BIP can be reapplied in subsequent academic years. Any staff member can participate in the blended intensive programs. In the case of staff training mobility under the BIP, physical mobility ranging from 5 to 30 days (excluding travel time) must be combined with a virtual component. In the case of staff teaching mobility under the BIP, physical mobility must last from 2 to 30 days (excluding travel time) or at least one day for staff invited from companies, and the virtual component is optional.
The activity Location(s) where it occurred	Physical activity may take place at the host higher education institution or anywhere in the country where the host institution is located.
Eligible Participants	Students: Students enrolled in a higher education program up to or including a doctorate at a higher education institution in EU Member States, in third countries associated with the Programme, or in third countries not associated with the Programme. Employee: Staff working at a higher education institution in EU Member States, in third countries associated with the Programme or in third countries not associated with the Programme Teaching staff and instructors involved in the implementation of the program: - Staff working at higher education institutions in a country associated with the program or in third countries not associated with the program. - Personnel invited from businesses to teach at a higher education institution in a country associated with the program: Any public or private institution/organization active in the labor market or in the fields of education, training, youth, research and innovation in the country associated with the program (higher education institutions holding an ECHE).

	Personnel employed in businesses (excluding) those with the following qualifications (including employed doctoral candidates).
Other Requirements	BIPs should include short-term physical mobility integrated with a mandatory virtual component that enables collaborative online learning and teamwork. This virtual component should bring participants together online to perform specific tasks/assignments concurrently and collaboratively, integrated into the blended intensive program and contributing to the program's learning outcomes. Students must be awarded at least 3 ECTS credits under blended intensive programs. Institutional support grant under blended intensive programs To be eligible, the minimum number of participants required is 10. These 10 mobility students must be included in the blended intensive program through one of the following Erasmus+ mobility activities. This includes: short-term mixed student mobility or mixed staff mobility within the scope of training. The minimum number does not include the number of lecturers and instructors involved in the implementation of the program; The organization sending individual support for physical mobility and travel support to participants (in the case of staff invited from businesses or participants from third countries not related to the program under KA171, the host organization) (provided by a higher education institution).

2. Selection of Participants:

BIP participants are selected by the BIP partnership. The application announcement should only be open to students and staff in the academic field(s) where BIP is held. The following criteria are recommended for selection:

1. Success
2. First time participation
3. Foreign language skills
4. Lack of opportunity/disability

The higher education institution is obligated to inform prospective students in advance about the necessary documents and the rules to be applied in the selection process. The announcement must include the information specified in Article 4.3 or provide a link to a source (such as a website) containing this information.

3. Budget Items

Budget Item	Eligible Costs and Allocation Rule	Grant Amount
Corporate Support	Expenses directly related to the organization of intensive programs (excluding per diem and travel expenses for participants) Financing mechanism: Contribution to unit costs. Allocation Rule: The allocation depends on the number of students participating in the mobility program ; teaching staff and instructors involved in the program's implementation are not included in the calculation. The coordinating higher education institution applies for institutional support on behalf of the higher education institutions involved in the program's organization.	Per participant 400 Euros, at least 10 a maximum of 20 students participating and receiving grants

VII. INCLUSION SUPPORT

The Erasmus+ Program encourages the participation of participants with limited resources. A person with limited resources is a potential participant whose personal physical, mental, or health condition would prevent them from participating in the project/mobility activity without additional financial support. To provide additional grants to students and staff requiring inclusion support, the beneficiary higher education institution/consortium coordinator follows this procedure:

1) After a participant is selected as the recipient of Inclusion Support, if the participant requests additional grant funding, the approximate additional costs are determined, and before the participant's activity begins, the Inclusion Support Request form located on the ErasmusNet Teams platform is completed and submitted to the Center for approval by the higher education institution/consortium coordinator, along with the necessary supporting documents and the signature of the legal representative.

The Inclusion Support Request Form, along with its attachments, must be sent to the Turkish National Agency Presidency via KEP (Registered Electronic Mail) at least 15 days before the start of the activity and within the period of the grant agreement signed between our Presidency and the higher education institution.³⁸

2) Following the Center's approval, the approved inclusion support amount will be transferred from the budget allocated to any type of activity in accordance with the Budget Transfers provisions of the Grant Agreement signed between the university/consortium coordinator and the Center.

38. If the need for inclusion support arises during the activity (in cases of force majeure), it must be reported to the Center and approval obtained a reasonable time before the activity's end date.

3) If the beneficiary does not have a grant source available to make transfers according to the above provisions, an Inclusion Support request is submitted to the Center via the form available on the ErasmusNet Teams platform. The Center conducts the necessary review through the UN, taking into account the beneficiary's grant utilization status. If it deems the request appropriate, it signs an additional contract with the beneficiary and allocates additional grants for inclusion support. The higher education institution may submit additional grant requests under this article within the contract period signed between the National Agency and the higher education institution, but in any case, no later than 30 days before the contract end date specified in the contract.

4) When inclusion support is allocated to a participant through budget transfer or a request for additional grants from the Center, the relevant box is checked in the grant agreement signed with the participant.

Inclusion support cannot be allocated after the participant activity has ended.

5) Inclusion Support application forms are submitted via the MS Teams ErasmusNet communication platform. It is located in the "Files" section.

6) Application forms must explain why Inclusion Support is needed and include supporting documents (for example, if Inclusion Support is related to disability, a doctor's report (no older than 3 months) or a photocopy of the disability card containing information about the disability and its level, or a doctor's report for chronic diseases). The form must also include documents from the host higher education institution stating that they are aware that the student/staff member they will be hosting is a participant requiring Inclusion Support and that they have the appropriate equipment. The requested additional grant amounts and the reasons for their need must be shown in detail on the form as requested. The requested grant must be directly related to enabling the Inclusion Support recipient to participate in the activity.

7) Higher education institutions are responsible for ensuring that application forms are accurate and complete, and the necessary arrangements to meet the needs of the student/staff should be made by the sending higher education institution.

8) The center evaluates each application individually; it decides whether additional grants can be given and, if so, the appropriate grant amount.

9) If the inclusion support allocation is to be made via budget transfer, the transfer approval will be notified in writing; if it is to be made via supplementary allocation, a supplementary contract including the additional grant will be prepared.

10) For participants receiving Inclusion Support, the final additional grant will be awarded based on the actual amount of expenditure incurred. Invoices for the use of the additional grant awarded at the end of the activity must be provided and included in the participant's file for submission during any potential audits.

It must be kept secure. Expenses not supported by documentation and expenses exceeding the Inclusion Support amount stipulated in the contract will not be considered eligible, even if they have been incurred.

11) A €125 Institutional Support Grant is provided per participant receiving Inclusion Support for Higher Education Institutions. If inclusion support is provided via budget transfer, this amount is transferred by the beneficiary from the budget category to the inclusion support institutional support grant item. If inclusion support is provided via supplementary grant (additional agreement), a supplementary grant agreement is drawn up including this amount.

For detailed information on this topic, please refer to the Inclusion Support section in the Program Guide and the provisions in the Grant Agreement.

Information and documents regarding Inclusion Support, as well as other additional support and opportunities for those in need of this support (e.g., additional points for disabled individuals and additional grant opportunities for participants from disadvantaged backgrounds), should be announced on the higher education institution's website. Furthermore, the application form should include a section questioning the need for disability and inclusion support. It should be a section.

VIII. INSTITUTIONAL SUPPORT GRANT (ISG)

1. Utilization of the Institutional Support Grant

The aim of the grant is to provide financial support to institutions for the expenses they incur in organizing Erasmus higher education mobility (KA131/KA171) and improving the quality of mobility within the institution.

Institutions can use the KD grant they receive **for all activities aimed at supporting higher education student and staff mobility, including** expenses related to stationery, postage, telephone, equipment and furnishings for the Erasmus+ student and staff mobility program, digitalization software (EduGain/YETKYM membership, etc.), staff training, language preparation activities, and expenses required for academic recognition.

They can use the funds for expenses related to information and printing, and expenses related to the implementation of ECTS. The KD grant can also be used to facilitate greater student and staff mobility, subject to the budget transfer rules in the grant agreement. The KD grant can be used to cover visa and travel expenses for successful students with limited resources.

It can be used to support expenditures. The expenditures listed above are examples only, and expenditures that can be made under the KD grant are not limited to these. The use of the KD grant is at the discretion of the university's Spending Authority, provided that it complies with the principles and rules stated in this handbook and program guide.

The higher education institution determines where the KD grant will be used; however, the expenditure must be related to Erasmus+ higher education student and staff mobility activities.

No expenditure unrelated to Erasmus+ higher education student and staff mobility can be made from the KD grant.

The use of the KD grant must be reasonable, justifiable, and traceable in accounting records, in accordance with the general framework outlined above.

39

For detailed information on the use of the 39 Institutional Support grant, see the section on institutional support grants in the Programme Guide: [2025 Programme Guide](#)

1.1 Procedures and Principles Regarding the Use of Institutional Support Grants⁴⁰

The Corporate Support grant is provided in accordance with the aims and principles stated above, for both domestic and international purposes. External assignments and the procurement of goods and services must be carried out in accordance with the following procedures and principles.

1.1.1 Rules to be Applied in Domestic/International Assignments

- Assignments are made in accordance with the principle of economy outlined in the Program Guide.
It should be done.
- In order to ensure the effective, economical, and efficient use of the grant, the qualifications of personnel participating in temporary overseas assignments should be relevant to the activity for which they are assigned (meetings, inter-institutional agreements, fairs, etc.) and should contribute to the processes. The number of personnel to be assigned should also be determined by evaluating the principle of economy.
- In assignments made using KD grants, the following provision shall apply **to the per diem and accommodation expenses of the assigned personnel**, within the framework of the "Regulation on the Spending and Accounting of Grant Amounts Transferred to Public Administrations from the Resources of the European Union and International Organizations in Exchange for Projects," published in the Official Gazette dated 25.08.2009 and numbered 27330.

*ARTICLE 6 – (1) (Amended: RG-25/8/2009-27330) The amounts in the special account are used for accommodation, travel and meal expenses, consumable goods and materials, fixed assets, machinery, in accordance with the project contract. The funds are used for equipment and service purchases, as well as other expenses within the scope of the project. If there are daily allowances for travel related to the project, these will be paid according to the provisions specified in the project contract. Unless otherwise stipulated in the project contract, **double the daily allowance entitled under Article 33(a) of the Travel Allowance Law No. 6245 dated 10/2/1954 will be paid for domestic travel. For international travel, the provisions of the Travel Allowance Law shall apply.** Accommodation expenses, provided they are documented, will be paid in an amount equal to four times the amount entitled under Article 33(a) of the Travel Allowance Law, provided that it does not exceed the documented amount.*

- In assignments made using KD grants, **the travel expenses of the assigned personnel** are governed by Law No. 6245 on Travel Allowances. For expenses not included in Law No. 6245 on Travel Allowances, personnel are reimbursed for travel expenses based on actual figures, upon presentation of supporting documentation. Only intra-city travel/transfer expenses between the place of residence or activity and the bus station, train station, or airport on the outbound and return travel days are reimbursed upon presentation of supporting documentation. It is essential that travel and transfers are carried out using economical options.
- "Projects for Public Administrations from Resources of the European Union and International Organizations" Regarding the Spending and Accounting of Grant Amounts
Other expenses not included in the "Regulation" and the Travel Allowance Law No. 6245.
for, subject to the approval of the spending authority, the documents required for the task and

⁴⁰ Unspent institutional support from project periods prior to the entry into force of this Handbook
Grant items are also subject to the provisions set forth here.

Transaction expenses (such as participation fees for conferences, seminars, meetings, fairs, etc., as well as departure tax, passport booklet fee, passport fee, visa fee, etc.) are paid upon presentation of documentation.

- It is recommended that foundation higher education institutions also act in accordance with the aforementioned provisions regarding the use of institutional support grants for domestic and international assignments. However, the aforementioned provisions of the law/regulation do not prevent foundation higher education institutions from making insufficient or additional payments to their personnel for domestic/international assignments related to Erasmus mobility, in accordance with their own institutional regulations.

- For personnel attending international fairs (NAFSA, EIAE, etc.) hosted by our higher education institutions by renting a booth from the center, accommodation costs up to 3 (three) times the daily allowance stipulated in the per diem law may be paid separately from the institutional support grant with the approval of the legal representative, provided that this is documented. In this case, the additional accommodation support given according to the per diem law (the support calculated as 70% of the portion exceeding 40% of the per diem) will not be paid.

1.1.2 Rules to be applied to the procurement of goods and services from the Corporate Support Grant:

- The Institutional Support grant may be used to purchase goods and equipment to meet the needs of the Erasmus office, provided that it complies with the general principles outlined under the Support Grant heading above. The service can be purchased. In doing so, the beneficiary should avoid all conflicts of interest.
- The Institutional Support Grant cannot be used to meet the needs of the university/institution outside of the Erasmus Office. However, the goods and services needs of units that interact with the Erasmus Office and are directly connected to it in the implementation of Erasmus mobility can also be met from the Institutional Support Grant.
- The purpose and scope of purchases to be made within this framework must be subject to the approval of the Rectorate.
- Purchases not exceeding 500 Euros (including 500 Euros) may be carried out through direct procurement. For purchases exceeding 500 Euros and matters not addressed in this handbook, the provisions of the "Regulation on the Expenditure and Accounting of Grant Amounts Provided to Public Administrations from the Resources of the European Union and International Organizations for Project Purposes" and the Public Procurement Law No. 4734 shall apply.

1.1.3 Rules Regarding Advance Payment Usage

- Subject to approval by the Spending Authority, an advance payment may be given to the authorized representative to be paid to the person or organization that will perform the work or provide the goods or services.

- Subject to approval by the Spending Authority, advances may be given to personnel assigned to temporary domestic and international assignments to cover travel and other expenses. In cases where more than one employee is temporarily assigned, it is essential that the advances corresponding to the travel and other expenses of each employee are deposited into that employee's bank account.
- Documents such as Advance Request Forms, Payment Order Documents, and Expenditure Instruction Approval Documents must clearly state the purpose for which the advance is being received and the closing period.
- Advances can only be used for the specific project for which they were given.
- A maximum advance payment of €3000 can be given to an employee at one time for the procurement of goods or services or for domestic/international assignments.
- The advance payment withdrawn for the purchase of goods and services shall be made within the period from the invoice date; In the case of assignments, it is essential that the premises be closed within 30 days of the personnel's return to the country.
- Advance payments made for domestic/international assignments must be settled before the same
No further advance payments can be made to personnel for the same purpose.
- For matters not addressed in this handbook, the "Regulation on the Spending and Accounting of Project Grant Amounts to Public Administrations from the Resources of the European Union and International Organizations" and the "Advance Payment Procedure and Regulation" published in the Official Gazette dated 21.01.2006 and numbered 26056, shall apply.

The provisions of the "Regulation on its Principles" shall be taken as a basis.

1.1.4 Rules Regarding Institutional Support Grants Not Used During the Relevant Project Period

- The allocated institutional support grant must be used during the project period to which it belongs.
It is essential.
- However, any unused institutional support grant may be transferred, subject to the rectorate's approval, to an ongoing KA131 project as of the transfer date, following the closure of the relevant project.
It is transferred to the project(s).
- If the transferred Institutional Support grant is used for student or staff mobility, these participants should be reported as zero-grant recipients in the final report of the relevant project, and the amount paid to the participant should be entered in the "Additional Non-EU Grant" box in the Beneficiary Module (BM) and a description should be added.
- The project is considered closed after the Center sends the closing letter regarding the relevant project, and after the closing letter is received, any remaining amount in the KA131 project(s) is transferred to the ongoing KA131 project(s).

2. Calculation of Institutional Support Grant

Institutional support grant is calculated by multiplying the number of eligible mobilities by the grant amount per mobility, based on the total number of eligible mobilities the institution has undertaken with Erasmus+ countries associated with the Programme for student and staff mobility activities. Mobilities with zero grant and participants who returned early due to force majeure are included in the number of eligible mobilities.

The grant amounts per mobility activity, based on the number of mobility activities used in the grant calculation, are shown in the table below:

Mobility Number	Mobility Grant Per Project (Euro)
1 - Up to 100 (inclusive) mobilities	400
Mobility level 101 and above	230
Inclusion Support (Beneficiary of Support) (Per participant)	125

The institutional support grant included in the grant agreement is calculated by using the total number of student and staff mobility grants allocated to the institution, along with the average mobility durations requested by the institution in its grant application. This estimated number represents the upper limit of the institutional support grant that can be awarded to the institution. After all mobilities have been completed, the final institutional support grant will be calculated based on the exact total number of mobilities completed during the final reporting phase.

If the number of valid mobilities realized exceeds the number stipulated in the contract, the amount of the VAT grant cannot exceed the amount specified in the contract; the final VAT grant will be equal to the contract amount. If the total number of valid mobilities realized is less than the number specified in the contract, the VAT grant will be reduced. However, there is a 10% tolerance; if the number of realized mobilities is 90% or more of the number stipulated in the contract, the VAT grant will not be reduced.

IX. INCLUSION AND DIVERSITY IN HIGHER EDUCATION MOBILITY

Higher education institutions, in line with ECHE principles, should ensure equal access and equal opportunities to the program for individuals from diverse cultural, social, and economic backgrounds, in order to facilitate access to student and staff mobility as much as possible. This includes disadvantaged groups – such as individuals whose participation in transnational activities is limited due to mental, physical, or health problems, students with children, working students, professional athletes, and students from underrepresented fields of study. It is essential that selection criteria are developed taking into account the principles of equality and inclusion, and that the candidate is evaluated holistically, together with their academic achievement/performance and motivation. In addition, higher education institutions are encouraged to create curricula that include mobility windows to facilitate the participation of students from all fields of study in the Program.

In this respect, the blended mobility model will offer additional mobility opportunities suitable for certain segments and student groups; and the employment of individuals as "inclusion officers" in higher education institutions will help achieve the goal of inclusion and diversity. Individuals employed as "inclusion officers" in higher education institutions are expected to play a role in raising awareness, developing strategies in communication and outreach, providing necessary support to participants during the mobility period in collaboration with relevant stakeholders/colleagues, and fostering cooperation among relevant experts in the field of inclusion and diversity within the institution.

X. ENVIRONMENTAL ASPECTS OF HIGHER EDUCATION MOBILITY SUSTAINABILITY AND GREEN PRACTICES

In line with ECHE principles, higher education institutions should promote environmentally friendly practices in all activities related to the Programme. Encouraging the use of sustainable transportation in mobility, replacing paper-based management with digital processes compliant with European Student Card Initiative standards, and taking more environmentally friendly steps when organizing Erasmus+ related events, conferences, and meetings are all within the scope of environmental sustainability and green practices.

Higher education institutions should promote and encourage opportunities such as green travel, as described in this handbook, to reduce carbon emissions and the environmental footprint of student and staff mobility.

XI. DIGITALIZATION, DIGITAL LEARNING AND DIGITAL SKILLS IN HIGHER EDUCATION MOBILITY

Higher education institutions must manage the digital aspects of student mobility in accordance with the ECHE principles and the technical standards specified in the European Student Card Initiative. They must integrate with the EWP system to facilitate mobility data exchange, the management of online learning agreements, and digital inter-institutional agreements. Work on integrating national and European Union Commission tools required for accessing and using digital management tools should be carried out through the IT departments of the higher education institution. Higher education institutions may utilize institutional support grants to finance the digital management of mobility activities.

Higher education institutions should promote a blended mobility model, combining physical and online education, to offer more flexible mobility formats, enhance learning outcomes, and increase the impact of physical mobility. Higher education institutions are responsible for ensuring quality in blended mobility activities and for formally recognizing participation in blended mobility, including online education.

Higher education institutions should also inform their students and staff about the opportunities offered by the Programme, including the Digital Opportunity Traineeships⁴¹ for students and graduates, in acquiring and developing relevant digital skills in all areas of study. In addition, academic and administrative staff can benefit from digital skills training to acquire relevant digital skills for the use of digital technologies in teaching and the digitalization of administration.

⁴¹ For the Digital Opportunities Internship Program, see [the Erasmus+ 2025 Program Guide](#).

XII. COURSE CATALOGUE

The Course Catalogue is of great importance in strengthening the internationalization strategy of the higher education institution and increasing the number of incoming students. In its ECHE Declaration, the Higher Education Institution commits to publishing the Course Catalogue on its website and regularly updating it. The legal representative undertakes to update the course catalog with their signature. A Course Catalogue conforming to standards set by the European Commission must include the following:

General Information:

- The institution's name and address information,
- Description of the institution (including its type and legal status),
- Academic staff,
- Academic calendar,
- The list of programs offered,
- Admission criteria (language of instruction, registration process, etc.),
- Arrangements for credit mobility and recognition of prior learning (formal, informal) (and informal),
- ECTS credit allocation policy (corporate credit framework),
- Arrangements for academic guidance.

Resources and services:

- Student Affairs Office,
- Accommodation / lodging,
- Meals,
- Cost of living,
- Financial support for students,
- Medical facilities,
- Insurance,
- Opportunities for students with disabilities and special needs,
- Learning opportunities,
- International mobility opportunities,
- Practical information for incoming students,
- Language courses,
- Job placement opportunities,
- Sports and recreation facilities,
- Student clubs.

Program Information:

- The acquired competence,

- The duration of the program,
- Number of loans,
- Qualification level according to the National Qualifications Framework and the European Qualifications Framework.
- Area of study(s) (e.g., ISCED-F),
- Specific admission criteria (if any),
- Specific arrangements for the recognition of prior learning (formal, non-formal and informal) (if any),
- Qualification requirements and regulations (if any), including graduation requirements,
- The program's profile,
- Learning outcomes,
- Curriculum diagram including credit information (60 ECTS per academic year equivalent to full-time),
- Mode of study (full-time / part-time / e-learning, etc.),
- Exam regulations and grading schedule,
- Mandatory or optional mobility windows (if any),
- Workplace placements (if any),
- Work-based learning,
- Department head or equivalent,
- Professional profiles of graduates,
- Access to advanced studies.

Information Regarding Course Content:

- Code,
- Title,
- Type (mandatory / optional),
- Level (associate / bachelor's / master's / doctorate),
- The academic year in which the course is offered (if any),
- The academic semester/quarter in which the course is offered,
- Number of allocated ECTS credits,
- Name(s) of the lecturer(s)
- Learning outcomes,
- The method of course delivery (face-to-face / distance learning, etc.),
- Prerequisites and co-requisites (if any),
- Course content,
- Recommended or required reading and other learning resources/tools,
- Planned learning activities and teaching methods,
- Evaluation methods and criteria,
- Language of instruction.

XIII. IMPLEMENTATION OF ERASMUS MOBILITY PROGRAMS AND ERASMUS OFFICES

Higher education institutions undertake to conduct Erasmus+ mobility in accordance with the principles in the ECHE declaration signed by their legal representatives and the grant agreement signed with the Center, and through a sustainable organizational structure that complies with the provisions of the grant agreement and the rules in the Program Guide. In this regard, it is necessary to establish a structure with a sufficient number of personnel capable of fully implementing the aforementioned rules and fulfilling all obligations undertaken towards the Center (applications, reporting, etc.) completely and on time.

The number of staff in the units responsible for implementing Erasmus mobility should be directly proportional to criteria such as the number of potential students and staff who can benefit from the Erasmus+ Programme at the higher education institution, the internationalization strategy, the amount of institutional support grant, and the workload of the unit. In no case should the number of staff working in Erasmus offices be less than two. The table below shows the minimum number of full-time staff expected to be employed in Erasmus offices according to the amount of institutional support grant.⁴²

If Erasmus Offices are also assigned the task of managing other international programs such as Degree Mobility, Mevlana Exchange Program, Erasmus+ Youth Program, Free Mover, etc., it is recommended that the number of personnel specified below be increased:

Value Added Tax	Number of Staff
Amount (Euro)	Coordinator+2
350 - 10,000	Coordinator+3
10,001 - 20,000	Coordinator+4
20,001 - 40,000	Coordinator+5
40,001 - 100,000 >100,000	Coordinator+6 and above

XIV. MS TEAMS ERASMUSNET COMMUNICATION NETWORK

The Center uses the MS Teams ErasmusNet platform, to which all higher education institutions holding ECHES are members, as a communication tool with higher education institutions. Higher education institutions join this network with their institutional email address, which they will provide through a request form provided by the Center. Higher education institutions are responsible for the currency and functionality of the institutional email address used to join the MS Teams ErasmusNet communication network, where all announcements related to Erasmus mobility can be made, and which may contain forfeiture periods.⁴³ The MS Teams ErasmusNet Platform is not used for notifications that need to be sent to official notification addresses (KEP, etc.) in terms of notifications of the type specified in the grant agreement.

⁴² The Institutional Support Grant may be used for staff recruitment in Erasmus offices in accordance with the principles of proportionality. Proportionality means that the Institutional Support Grant cannot be used to recruit staff to an extent that would prevent its use in other areas of application.

⁴³ The form is located in the files section of the MS Teams ErasmusNet communication platform.

XV. ACCESSIBILITY, VISIBILITY AND MANDATORY REQUIREMENTS OF THE ERASMUS OFFICE USE OF LOGOS

The Erasmus office must be located in an easily accessible and reachable area of the higher education institution for students. Directional signs bearing the mandatory logos must be displayed in the area where the Erasmus office is located. The ECHE document and policy statement must be available on the institution's website.

The logos and related rules that must be used in Erasmus selection announcements and advertisements, and in promotional materials to be printed with KD grant funds.

<http://ua.gov.tr/kurumsal/logolar> It is located at [address].

XVI. INSPECTIONS AND MONITORING VISITS

The Center monitors higher education institutions for compliance with ECHE commitments, grant agreement obligations signed with the Center, and the rules and principles in this Handbook. It notifies the higher education institution of any deficiencies identified during these audits and provides a deadline for their rectification. The higher education institution communicates its views on the deficiencies to the Center. If deficiencies cannot be rectified in the short term, the higher education institution submits an action plan outlining concrete timelines for their resolution. If the submitted action plan is unsatisfactory, if the commitments in the action plan are not met, or if the same deficiencies recur after a certain period, the Center may reduce the grant amount in accordance with the terms of the agreement and report this to the Commission. Based on the findings in the Center's report, the Commission will take necessary measures, including the cancellation of the ECHE, following its investigation.

ANNEX I. LISTS OF COUNTRIES RELATED TO AND NOT RELATED TO THE PROGRAMME**A. Countries Associated with the Programme (EU Members)**

Germany	Swedish
Austria	Italy
Belgium	Latvia
Bulgaria	Lithuanian
Czech Republic	Luxembourg
Denmark	Hungary
Estonia	Malta
Finland	Poland
France	Portugal
Southern Cyprus	Romania
Croatia	Slovakia
Netherlands,	Slovenia
Ireland,	Greece
Spain	

B. Countries Associated with the Programme (Non-EU Members)

Iceland	Norway
North Macedonia	Serbia
Liechtenstein	Türkiye

C. Countries Not Involved in the Programme (Countries in Regions 1-14)

Note: For accession conditions for countries involved in the program, in accordance with international law and EU foreign policy, please refer to the 2025 Programme Guide.

Western Balkans (Region 1)	Albania; Bosnia and Herzegovina; Kosovo; Montenegro
Neighborhood East (Region 2)	Armenia; Azerbaijan; Belarus ⁴⁴ ; Georgia; Moldova; territory of Ukraine as recognized by international law
South-Mediterranean countries (Region 3)	Algeria; Egypt; Israel; Jordan; Lebanon; Libya; Morocco; Palestine; Syria; Tunisia

⁴⁴ Council Conclusions of 12 October 2020 and Belarus in the European Council Conclusions of February 2022
In light of Russia's recognized military aggression against Ukraine, the EU has suspended relations with representatives of Belarusian state institutions and state-owned companies. This situation may be reassessed should there be a change in circumstances. In this process, the EU continues to engage with non-state, local and regional actors where appropriate.

Russian Federation (Region 4)	territory of Russia as recognized by international law
Region 5 Asia	a) Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam b) High income countries and territories: Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore, Taiwan
Region 6 Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 7 Middle East	a) Iran, Iraq, Yemen b) High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
Region 8 Pacific	a) Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu b) High income countries: Australia, New Zealand
Region 9 Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Region 10 Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Region 11 Caribbean	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St. Vincent & Grenadines, Suriname, Trinidad & Tobago

Region 12 US and Canada	United States of America, Canada
Region 13	Andorra, Monaco, San Marino, Vatican City State
Region 14	Faroe Islands, Switzerland, United Kingdom.

APPENDIX II. GLOSSARY OF TERMS AND ABBREVIATIONS

EU	European Union
ECTS	European Credit Transfer System
ECTS	European Credit Transfer System (ECTS)
BIPs	Blended Intensive Programmes
UN	Beneficiary Module
SHOWER	Dental Specialization Examination
ECHE	Erasmus Charter for Higher Education
EPS	European Policy Statement
ESC	Erasmus Student Charter - Erasmus Student Declaration
The evaluation of the trainee is included in the Internship Agreement and concerns the internship advisor and the intern. the part where he made assessments about it	
EWP	Erasmus Without Paper
ESCI	European Student Card Initiative - European Student Card Initiative
EUS	Pharmacy Specialization Exam
GDPR	General Data Protection Regulation
KD	Corporate Support
CAP	Registered Electronic Mail
Personal Data Protection Law (2018)	Personal Data Protection Law
LA	Learning Agreement
OLA	Online Learning Agreement
OLS	Online Language Support
SM	Student Mobility
SMT	Student Mobility for Traineeships
SMS	Student Mobility for Studies
ST	Staff Mobility
STA	Staff mobility for teaching Mobility
STT	Staff mobility for training - Personnel Training Mobility
TOR	Transcript of Records - Transcript
KEY	Medical Specialization Examination