

Date: 03.09.2025

APPLICATIONS FOR TEACHING MOBILITY FOR ACADEMIC STAFF 2024& 2025 PROJECTS YEAR ERASMUS+ PROGRAM COUNTRIES (KA131)

Erasmus+ KA131 Staff Teaching Mobility application period: 15.09.2025 – 30.10.2025

Number of staff to be allocated grant: 15

Deadline for mobility: 15.09.2025

What is Staff Teaching Mobility?

Erasmus+ KA131 Staff Mobility for Teaching is a field of activity that allows HEI teaching staff of a Turkish higher education institution (holding ECHE*) to teach and carry joint academic/educational activities at a partner HEI (holding ECHE) in the program countries.

The receiving organization must be a Programme Country HEI awarded with an ECHE. Before the mobility takes place, both the academic department in **METU and partner HEI must sign an interinstitutional agreement**. The faculty members can apply only to the agreements set up in their fields.

If applicants would like to visit a non-partner HEI, they should contact the related institution in order to initiate Erasmus+ inter-institutional agreement, ICO will provide guidance to such participants. The Erasmus+ inter-institutional agreement must be finalized before mobility takes place.

If you would be unable to add the institution you would like to visit to your preference list in the application system, you can select the general "MIDDLE EAST TECHNICAL UNIVERSITY" agreement as your preference and you should upload the acceptance letters from the institutions in the "Document Upload/Belge Yükleme" section on the application page.

Application Requirements

Applicants must be a member of METU and they must be actively working at METU at the time of application.

Applicants must be within the group employed for teaching and lecturing at METU according to the Higher Education Law No 2547. This incumbent group, based on METU personnel department are Assistant Professors, Associate Professors, Professors and Instructors/Lecturers (except those who are employed with the Law No 7100) are supposed to teach and lecture. The staff who does not fall in the category but teaches in an academic unit either part-time or at their own will (without any legal requirement of their work contract, those who are not incumbent by law such as Research/Teaching Assistants or Instructors/Lecturers-the ones employed with the Law No 7100) are eligible to apply for this program; however, they need to upload a document to the system proving that a course has been opened under their own name. Recitation classes are not considered within this scope.

Applicants are expected to get in touch with their choice of HEI and receive an **acceptance letter** stating that the HEI is accepting them prior to the application deadline. Acceptance letter must be received and uploaded to the application system until **30 October, 2025. Late submissions will not be accepted.**

Sample texts containing the minimum requirements for acceptance letters are presented below. **Applications whose acceptance letter does not meet these minimum requirements will not be accepted.**

[Draft Acceptance Letter \(with minimum requirements\)](#)

Application Documents

Step 1: Check the attached [agreement list](#) within this specific call and evaluate which university and country you prefer to visit for the mobility.

Step 2: Obtain an Acceptance Letter (either from the International Office or related academic department at the partner university). .

Step 3: Fill the application form and upload your acceptance document. All applications, selections and placements will be carried out online and through the E-Devlet Turna Portal platform initiated by the Turkish National Agency: <https://turnaportal.gov.tr>
Application documents should not be physically transmitted, but only uploaded to the relevant section of the Application Portal.

The application portal on the E-Devlet Career Gate platform will be available between 15 September-30 October, 2025. The application platform will be closed on 30.10.2025 at 17:00 and uploading any documents or making any changes in the application after this time will not be possible.

You can find the details about the application portal in the [User Guide](#).

All applications will be evaluated by METU ICO according to fair and transparent selection criteria and the results will be announced on Turnaportal as well as on www.ico.metu.edu.tr.

Important Remarks:

Applications from those candidates who have failed to upload a letter of confirmation from an eligible partner will not be considered in the selection process.

It is possible to apply for more than one country (3 preferences). But the applicants need to submit an acceptance letter for each of their preferences. If you have more than one acceptance letter, you can merge them as one pdf document and upload it in the order of your preferences.

Selection Criteria

The selection criteria used in the Erasmus+ KA131 Personnel Teaching Mobility applications can be seen [attached document](#).

Minimum and Maximum Durations for Mobility

The teaching activity can take place between 2 days and 3 days excluding travel time. In order to provide mobility opportunity for higher number of staff, the maximum duration of the mobility period for mobility is limited to 3 days (excluding travel time) by METU Exchange Programs Commission. In all cases, a teaching activity has to comprise **a minimum of 8 hours of teaching per week** (or any shorter period of stay). If the teaching activity/teaching hours last less than 2 days/8 hours (minimum requirement), the activity is considered as void and the grant payment is not made for the related activity.

While calculating the grant, a grant is provided for 2 days of travel in addition to a maximum of 3 days of activity. **However, in order for the travel day grant to be paid, the travel day must not be included in the activity period.**

The activity must be completed until the next application period, **which is 15 September 2026**. It is not possible for the beneficiaries to conduct their mobility afterwards.

Daily Grant Amount

Groups	Countries	Daily Grant (Euro)
1. Group	Germany, Austria, Belgium, Denmark, Finland, France, Netherlands, Ireland, Italy, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, United Kingdom	171
2. Group	Spain, Malta, Portugal, Greece, Czech Republic, Estonia, Latvia, Slovakia, Slovenia	153
3. Group	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	133

Travel Support Amount Based on Distance

The amount of travel expenses to be paid to personnel benefiting from the personnel mobility activity is calculated using the "Distance Calculator". Travel support is provided as a fixed and one-time payment, regardless of the two-way ticket price. If the round-trip ticket price is more than the total travel support, no additional travel support will be provided, and if it is less, the remaining amount will not be requested back.

The distance calculator can be accessed from the link below:

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

The distance calculator should be used to determine the km value between two points from the personnel's place of residence to the activity location, and the travel grant should be calculated using the table below. The kilometer value in the distance calculator is the round-trip grant equivalent in the table below, and the amount in question is not multiplied by two. The fact that the personnel travel with a transfer does not affect the distance reached with the distance calculation specified above.

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

Green Travel

If the staff choose sustainable means of transport in both directions (e.g. rail, sea transport, car sharing with other Erasmus+ beneficiaries or using buses), the travel grant based on distance is considered as green travel. The grant amount is calculated according to the relevant section of the table. Whether travel can be considered as green travel is determined by the submission of the relevant travel documents to the International Cooperation Office and the evaluation of the Turkish National Agency.

Benefiting Grant-Free

Staff can participate in the activity without receiving a grant if they have the approval of the institution/unit manager. The difference with non-grant staff is that the staff is not included in the budget calculations and no payment is made to them. Not receiving a grant is not a reason for the staff not to be included in the selection process. In order to benefit from the activity without a grant, an application must be made and the application must be evaluated together with other applications.

Additional Grant Support for Disabled Beneficiaries

In addition to the standard grants received by disabled beneficiaries participating in the Erasmus+ Program, additional grants may be provided to assist with their special needs. In order for additional grants to be provided to disabled students and staff, the beneficiary higher education institution must request an additional grant from the Center.

Additional grant requests can be made during the contract period, but in any case, up to 60 days before the contract end date. The Center evaluates each application individually; it decides whether additional grants can be provided and, if so, the appropriate grant amount. Application forms are published on the Center's website,

The International Cooperation Office will hold an online meeting on Erasmus+ Staff Mobility Activities and current application processes, and the meeting details will be announced on our Office's website in October.

Contact for Program Details

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