

BURDUR MEHMET AKİF ERSOY ÜNİVERSİTESİ

2024 Proje Yılı Erasmus+ Programı Personel Hareketliliği Sunumu

Uluslararası İlişkiler Koordinatörlüğü



Erasmus+



Erasmus+ Personel Hareketliliği

Personel Hareketliliği faaliyeti iki şekilde gerçekleştirilebilmektedir;

- 1) **Ders Verme Hareketliliği** (Staff Mobility for Teaching Assignments-STA)
- 2) **Eğitim Alma Hareketliliği** (Staff Mobility for Staff Training-STT)

Erasmus+ Personel Hareketliliđi

**Hareketliliklerin tamamlanması için son
tarih:**

31 Haziran 2026

Gitmeden Önce Teslim Edilmesi Gereken Evraklar

1. Kabul Mektubu

Başvuru esnasında teslim ettiğiniz kabul mektuplarınızda, tarih ve kurum değişikliği yaptıysanız, yeni kabul mektubunun ofise teslim edilmesi gerekmektedir.

2. Ziraat Bankası Euro Hesap No

Tarafınıza verilecek hibenin yatırılabilmesi için Euro hesabı açtırmanız ve hesap dekontunun bir kopyasını/IBAN numaranızı ofise teslim etmeniz gerekmektedir.

Gitmeden Önce Teslim Edilmesi Gereken Evraklar

3. Ders Verme/Eğitim Alma faaliyeti için personel hareketliliği anlaşması (taraflarca onaylı)

Personel ders verme faaliyeti gün tabanlı bir faaliyettir ve ders verilen günler için hibe ödemesi yapılır. Bu nedenle Personel Ders Verme Hareketliliği Anlaşmasında (Staff Mobility For Teaching – Mobility Agreement) ders verme programının gün bazında belirtilmesi gerekir.

Personel eğitim alma faaliyeti tam zamanlı bir faaliyettir ve tam gün eğitim alınan süreler için hibe ödemesi yapılır. Bu nedenle Personel Eğitim Alma Hareketliliği Anlaşmasında (Staff Mobility For Training- Mobility Agreement) eğitim alma programının gün bazında belirtilmesi gerekir.

Ders Verme Faaliyeti için Personel Hareketliliği Anlaşması



Higher Education
Mobility Agreement form
Participant's name

Mobility Agreement Staff Mobility For Teaching¹

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise⁴

Name			
Erasmus code ⁵ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁶	
Contact person name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	☐ <250 employees ☐ >250 employees

The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁷:

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours⁸:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):



Higher Education
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary, the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#iso:code:3166>.

Eğitim Alma Faaliyeti için Personel Hareketliliği Anlaşması



Higher Education:
Mobility Agreement form
Participant's name

Mobility Agreement Staff Mobility For Training¹

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender [Male/Female/Undef]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	☐ <250 employees ☐ >250 employees

For guidelines, please look at the end notes on page 3.



Higher Education:
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

Overall objectives of the mobility:
Training activity to develop pedagogical and/or curriculum design skills: Yes ☐ No ☐
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out:
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):



Higher Education:
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member
Name:
Signature: Date:

The sending institution
Name of the responsible person:
Signature: Date:

The receiving institution/enterprise
Name of the responsible person:
Signature: Date:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, the mobility agreement for teaching template should be used and adjusted to fit both activity types.
- In the case of mobility between Programme and Partner Countries, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.

Gitmeden Önce Teslim Edilmesi Gereken Evraklar

4. Görevlendirme yazısı

Erasmus+ Programı kapsamında görevlendirildiğinize dair Rektörlük Olurunun ofise teslim edilmesi gerekmektedir.

5. Personel ile Yükseköğretim Kurumu arasında imzalanan hibe sözleşmesi (ofis tarafından hazırlanır)

Taraflarca onaylı ders verme/eğitim alma hareketlilik anlaşması, kabul mektubu, hesap numarası ve görevlendirme yazıları Erasmus Ofisine teslim edildikten sonra hareketlilik hibe sözleşmesi imzalanır.

Gitmeden Önce Teslim Edilmesi Gereken Evraklar

Hareketlilik öncesi %80'lik hibenin yatırılabilmesi için hareketlilik tarihinden en az 2 hafta önce tüm belgelerin ofisimize teslim edilmesi gerekmektedir.

Ödeme

- Ödemeler, katılım sertifikasındaki günlere göre yapılır.
- 2 faaliyet günü + 2 seyahat günü= 4 gün için ödeme yapılır.
- Günlük Hibenin %80'lik ilk bölümü ve seyahat gideri miktarı, faaliyet öncesi hesabınıza aktarılır.
- Geriye kalan %20'lik dilim ise ders verme/eğitim alma döneminin başarıyla gerçekleşmesi sonrasında belgelerinizi eksiksiz teslim etmenizin ardından yapılır.
- **Eksik belge teslim edilirse Erasmus+ süreci iptal edilir hibenin iadesi istenir.**

Ülkelere Göre Günlük Hibe Miktarları

Ülke Grupları	Misafir Olunacak Ülke	Günlük Hibe (Avro) **
1. Grup Ülkeler	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Hollanda, İrlanda, İtalya, İsveç, İzlanda, Lihtenştayn, Lüksemburg, Norveç Programla İlişkili Olmayan 13. ve 14. Bölge Ülkeleri	171
2. Grup Ülkeler	Güney Kıbrıs Rum Yönetimi, , İspanya, Malta, Portekiz, Yunanistan, Çek Cumhuriyeti, Estonya, Letonya, Slovakya, Slovenya	153
3. Grup Ülkeleri	Bulgaristan, , Hırvatistan, Kuzey Makedonya, , Litvanya, Macaristan, Polonya, Romanya, Sırbistan, , Türkiye*	133

Seyahat Gideri Hesaplama

- Ödenecek seyahat gideri «**Mesafe Hesaplayıcı**» kullanılarak hesaplanır.

Mesafe Hesaplayıcı (distance calculator)

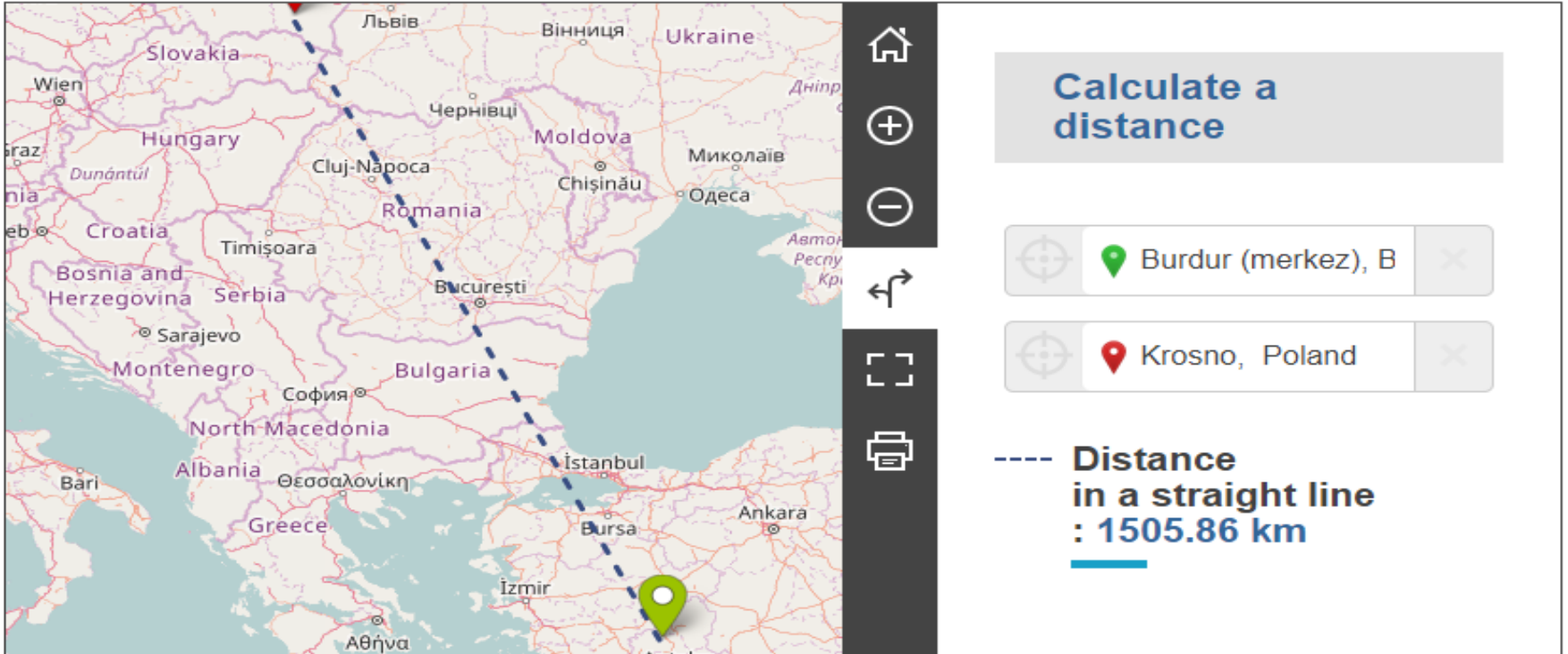
Mesafe hesaplayıcısına aşağıdaki bağlantıdan ulaşılabilir:

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

Seyahat Gideri Hesaplama

- Personelin yerleşik olduğu yerden, faaliyet yerine kadar olan 2 nokta arasının km değeri tespit edilir.

Distance Calculator



Seyahat Gideri Hesaplama

- «Km» değerinin karşılığı olan Hibe miktarı ödenir.

Seyahat Mesafesi	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 ila 99 KM arasında	28	56
100 ila 499 KM arasında	211	285
500 ila 1999 KM arasında	309	417
2000 ila 2999 KM arasında	395	535
3000 ila 3999 KM arasında	580	785
4000 ila 7999 KM arasında	1188	1188
8000 KM veya daha fazla	1735	1735

Seyahat Gideri Hesaplama

- *Yeşil Seyahat*, seyahatin ana güzergahının otobüs, tren, araç paylaşımı gibi daha düşük karbonlu araçlarla yapılması halinde geçerlidir. (Önceden ofise bilgi verilmelidir.)
- Söz konusu rakam gidiş-dönüş rakamıdır.
- Personelin aktarmalı olarak seyahat etmesi, yukarıda belirtilen mesafe hesaplaması ile varılan mesafeyi etkilemez.

Dönüşte Teslim Edilmesi Gereken Belgeler

- Katılım Sertifikası ve
- Seyahat edilen tarihleri gösteren belgeler (uçuş kartları, pasaport giriş-çıkış tarihleri gibi) ofise teslim edilmeli.
- Mail adreslerinize gelecek olan Çevirim içi AB Anketi doldurulmalı.

Döndükten sonra en geç 30 gün içerisinde ödemeniz yapılır.

Dönüşte Teslim Edilmesi Gereken Belgeler

Elektronik Belge Kullanılması

- Personelden öncelikle orijinal ıslak imzalı belgeleri sunmaları istenir. Ancak ıslak imzalı belgelerin temin edilemediği durumlarda, gerçek olduğundan emin olunan belgeler ıslak imzalı olmadan da (fotokopi, pdf gibi elektronik formatlarda) kabul edilir.
- Ancak **sözleşmeler** ıslak imzalı olmalıdır.

Önemli Hususlar

- **Özel ihtiyaç desteği talep edecek olan personel**
- **Hibesiz (“0” Hibeli) Personel Olma Durumu**

Öğr. Gör. Ayşen ERKARA (1212)

MELEK	ZUBAROĞLU YANARDAĞ
UMUT	YANARDAĞ
SİĞNEM	ÖNEY BİROL
SİNAN	AYDOĞAN
FIRAT	KORKMAZ
DUR SUN	KÖSE
ÖZCAN	ÖZDEMİR
ONUR	BİROL
SERDAR	TUNA
MUSTAFA	ÇINAR

Öğr. Gör. Gülşah SAĞLAM (1213)

ALİ CÜNEYT	ÇETİN
MUSTAFA DOĞA	TEMİZSOYLU
HATİCE	ÖZSOY
AHMET CUMHUR	AKIN
YASİN	ARSLAN
GÜL	DALGAR
ÖZLEM	ÇETİNKAYA BOZKURT
NAZLI SILA	ÖNER
BİLAL	GÜNEŞ

Öğr. Gör. Sezai ZEYBEKOĞLU

(1214)

ÖMER	KAYA
SENEM	DARICI
FATMA GAYE	GÖKALP YILMAZ
UMUT SERGEN	DAL
RAGIP	YILDIRIM
PAPATYA	TOPCU
KADİR	ŞAHİNKAYA
MUHARREM	AYDEMİR
BUSE	ÇELİK

İLETİŞİM

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TEŞEKKÜRLER