Application

Programme	Erasmus+
Action Type	KA122-SCH - Short-term projects for mobility of learners and staff in school education
Call	2022
Round	Round 1

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Context

Welcome to the application form for a short-term Key Action 1 project in School Education

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Field of application	School Education
Project title	Dijital Dünya, Dijital Okul- Dijital göçmenler olarak öğretmenler
Project title in English	Digital World, Digital School- Teachers as Digital immigrants

Project start date (dd/mm/yyyy)	Project duration (in months)	Project end date (dd/mm/yyyy)	National Agency of the applicant organisation	Language used to fill in the form
01/09/2022	12	31/08/2023	TR01 - THE CENTRE FOR EUROPEAN UNION EDUCATION AND YOUTH PROGRAMMES (TURKISH NATIONAL AGENCY)	Turkish

For the list and contact information of Erasmus+ National Agencies, please consult the following page: List of National Agencies.

Applicant organisation

OID	Legal name	Country	Region	City	Website
E10163682	Türkiye Odalar ve Borsalar Birligi Ortaokulu	Turkey	Tokat	Tokat/Karşıyaka	

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Hosting organisations

OID	Legal name	Country	Region	City	Website

Supporting organisations

OID	Legal name	Country	Region	City	Website

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: Organisation Registration System

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)

Organisation ID	Legal name	Country
E10163682	Türkiye Odalar ve Borsalar Birligi Ortaokulu	Turkey

Applicant details : Türkiye Odalar ve Borsalar Birligi Ortaokulu

Legal name	Türkiye Odalar ve Borsalar Birligi Ortaokulu
Country	Turkey
Region	Tokat
City	Tokat/Karşıyaka
Website	

Hosting Organisations

Please describe your plans in terms of potential destination countries and hosting organisations.

i. What kind of hosting organisations do you plan to cooperate with?

Ne tür ev sahipliği yapan kuruluşlarla işbirliği yapmayı planlıyorsunuz? Yapacağını hareketlilik faaliyetlerinin içeriğini ve kurum bilgilerini tanıtın. school education gateway den kursu bularak potansiyel gideceğiniz kursu tanıtınız. Kursu içeriğini ve deneyimlerini kurstan alarak yazınız. Kurs faaliyetiniz, işbaşı gözlem faaliyetinizle, öğrenci grup hareketliliğiniz, ve/veya uzman davetiniz ile ilgili karşı kurumların üzerine düşen faaliyetlerden bahsediniz, örneğin gözlem, görünütüleme, değerlendirme, faaliyet içeriklerinin beraber oluşturulması, Lojistik hususlarda sağlayacakları destekler : konaklama, ulaşım,yemek konularında verecekelri destekler Kurs veya genel olarak hareketlilik ile ilgili kazanımların belgelendirmesi konusunda verecekelri destekler Hareketlilik öncesi katılımcıların hazırlanması konusunda verecekeri kültürel risk önlemeye yönelik verecekleri online toplantı, hareketlilik konuları ile ilgili yapacakları hazırbulunuşluk seviyesini arttırıcı ön döküman sağlanması, ve yine kurs sonrasında kurs içeriği ile ilgili dökümanlar sağlanmaya devam edilmesi .

ii. Have you already had contacts or previous cooperation with any potential hosting partners?

Herhangi bir potansiyel barındırma ortaklarıyla zaten temaslarınız veya daha önce işbirliğiniz oldu mu? Daha önce aynı kurs merkeziyle çalıştınızmı. Nasıl nerden buldunuz. İrtibata geçtiniz mi? bu irtibat nasıl sağlandı, genelde buraya school education gateway, sosyal medya platformları,daha önce bu kurumlarla çalışan kurumlarla iletişim, ARGE biriminden alınan destek belirtilebilir, veya daha önce çalıştıysanız, kurumu biraz överek iş birliği kapsetilerinin yüksek olduğundan, değerli bir kadrosunun olduğundan bahsedebilirisiniz. Yine fiziki ortamlarından bahsedebilrisiniz. .

iii. If you have not yet identified all of your hosting partners, please explain how you plan to find suitable hosting organisations for the mobilities you propose to organise.

Henüz tüm ev sahibi ortaklarınızı belirlemediyseniz, lütfen düzenlemeyi teklif ettiğiniz hareketlilikler için uygun ev sahipliği organizasyonlarını nasıl bulmayı planladığınızı açıklayın. ? Ortağımızı bulduğumuz için böyle bir sorunumuz yoktur. kurum olarak daha önce çalıştığımız kurumlarala iletişim devam etmektedir. Herhangi bir problem de iletişimde olduğumuz diğer ortaklara yölecektir. Hali hazırda bazı faaliyetler için ortak bulamama sorununuz olabilir. Bu durumda projenin onaylanaması durumunda schooleducation gateway,eTwinning plaformu, sosyal meday platformu, ARGE birimi ile tekrar iletişime geçileceğini, daha derinlemesine bir çalışma yapılacağını belirtebilrisiniz. .

If you have already identified some of the potential hosting organisations for your mobility activities, you may list them here. When adding an organisation, you can use an Organisation ID to fill in all the information instantly (if the organisation has an OID), or you can introduce the needed information manually.

Organisation ID	Legal name	Country

☑ My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities.

Hosting Organisation Details : null

In case the organisation has an Organisation ID, you can introduce the Organisation ID in the appropriate field and the organisation's data will be loaded automatically. If the organisation does not have an Organisation ID , you can fill in the needed information manually.

Legal name	
Country	
Region	
City	
Website	
Is the organisation a public body ?	
Is the organisation a non-profit ?	

Background

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Please choose the organisation type that best describes your organisation.

Type of Organisation	School/Institute/Educational centre – General education (secondary level)

Please briefly present your organisation.

i. What are your organisation's main activities? What kind of learning programmes is your organisation offering? If your organisation is providing more than one educational programme, please specify which of those programmes belong to the field of this application.

Kuruluşunuzun ana faaliyetleri nelerdir? Kuruluşunuz ne tür öğrenme programları sunuyor? Kuruluşunuz birden fazla eğitim programı sağlıyorsa, lütfen bu programlardan hangisinin bu uygulama alanına ait olduğunu belirtin. ?Kurumunuzu kısaca tanıtın. Eğitim programlarınızdan bahsedin. Proje konusuyla kurumunuzda hali hazırda resmi yada resmi olmayan bir planlama yada müfredatınız varmı? Örneğin kurumunuzda tasarım beceri atölyesi vardır yada konuyla ilgili halihazırda bir kulüp ve yıllık planınız vardır ondan bahsedin. Konuyla ilgili farklı eğitime sahip öğretmenleriniz varsa bahsedin.Kurumsal kapasitenizi fiziki olarak anlatın.

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ii. What profiles and ages of learners do you work with?

Hangi profiller ve hangi yaştaki öğrencilerle çalışıyorsunuz? Yukarda bahsettiğimiz proje konumuzla alakalı çalışmalarımıza uygun öğrenci profilinden bahsedin. Öğrencilerinizin profillerinden yaş gruplarından bahsedin dezavantajlı öğrencilerden

Erasmus+

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bahset. Okul öğrenci ve öğretmenlerinizin dezavantajından bahsedin, ancak bu dezavantaj projeyinin uygulanmasını engelleyecek bir dezavantaj olmamalı. Örneğin .. bu kısımda öğrencilerinizin internet erişim imkanlarının nerdesye hiç olmadığını yazarsanız, ancak kurs olarak öğrencilere internet üzerinden ödev verme ile ilgili bir proje yaparsanız proje uygulama alanı bulamayacağı için direkt elenebilecektir.

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iii. How many years of experience does your organisation have implementing these learning programmes?

20

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application.

Number of learners	500
Number of teaching staff	35
Number of non-teaching staff	5

Past Participation

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
School education staff mobility (KA101)	6	0	2	1
Accredited projects for mobility of learners and staff in school education	0	0	1	0
Short-term projects for mobility of learners and staff in school education	1	1	0	0

Newcomer organisation	No
Less experienced organisation	Yes
First time applicant	No

Would you like to make any comments or add any information to the summary of your organisation's past participation?

(zorunlu değil) Kuruluşunuzun geçmiş katılımının özetine herhangi bir yorum yapmak veya herhangi bir bilgi eklemek ister misiniz?Geçmişte yaptığınız uyguladığınız projelerinizin okulunuza ve çevrenize etkisi. Bahsetmek isterseniz.

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Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

Kuruluşunuzun şu anda karşı karşıya olduğu en önemli ihtiyaçlar ve zorluklar nelerdir? Kuruluşunuz öğrencilerine fayda sağlayacak şekilde nasıl geliştirilebilir? Lütfen cevaplarınızı somut örneklerle açıklayınız.? En önemli bölüm. Detaylı olarak sorunuzu yada geliştirmek istediğiniz noktaları açıklayınız. Bu sorunlarınız geliştimenizin size ve kurumunuza katkılarını gerekçelendirin. Kurum kültürünün nasıl değişceğini. Üst belgelerdende bahsedin. Gerekçelendirin. okulunuzun ve çevrenizin gerçekten bu proje ihtiyacı olduğunu açıklayınız. Örneğin anket yaptığınız ve çıkan sonuçlar. Gerekçeniz olur. Bu proje sonucunda yapacağınız faaliyetlerle kurumunuz stratejisine nasıl katkıda bulunacaksınız.

Örn: Yapılan anketler sonucunda Öğretmenlerin Uzaktan eğitim sürecinde dijital becrilerinin yetersiz olduğu ve dijital içerik geliştirme konusunda eksik kaldıkları gözlenmişti. Ayrıca öğrencilerin uzaktan eğitimi tekdüze ve sıkıcı buldukları farklı ve etkileşimli dersler işlemek istemeleri gözlenmiştir.

Örn 2:Ders içeriklerin çevre bilincini geliştirmek açısından yetersiz olduğu gözlenmiştir.

Yaşadığımız Pandemi süreciyle beraber okullarımızı Avrupa dijital dönüşüm stratejisine ayak uydurmasını sağlayarak, öğrenci ve öğretmenlerimizi AB dijital yetkinlik çerçevesi (digcomp) kapsamında yeterlilikler kazandırmanın önemi bir kat daha artmıştır.

Yapılan bir anketle okuldaki personel ve öğrencilerdeki bazı yetersizliklerin okulun stratejik gelişimi için beis oluşturduğunu, bu beisin aşılması için belirlenen faaliyetlerin yapılması ve proje sürecinin yürütülmesi ile başarının gelebileceğini ve kurumun tüm enerjisini akademik başarısına ve öğrencilerinin soyal ve kültürel olarak gelişim göstermesine odaklanabilecek, bölgede tercih edilirliği artacak bir okul yapılanması olarak kurgu gerçekleştirilmelidir.

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Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

Objective 1

Title

What do you want to achieve?

Ne elde etmek istiyorsun? Öğretmenlerimizin dijital sınıf hakkında yeterliliklerini geliştirmek ve sınıf ortamını yeni yüzyıla uyarlamak(Her faaliyet için en az 1 en fazla 2 hedef olmalı)

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

Bu hedef, önceki soruda tanımladığınız ihtiyaçlar ve zorluklarla nasıl bağlantılıdır?Yukarda tanımladığınız sorunlar ve ihtiyaçlarınızla nasıl bir bağlantısı olduğunu açıklayınız. Neden bu hedefi gerçekleştirmeyi ihtiyaç duyduğunuz? Hedef cümlenizde mutlaka arttırmak,azaltmak,ilerletmek,geliştirmek gibi ölçümü kolay olan hedef cümleler kurmaya çalışınız. o hedefleri koyduktan sonra bu kısımda okulun ihtiyaç alanının stratejik gelişim için öneminden , olmazsa olmazında bahsediniz.

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Measuring success

How are you going to evaluate if the objective has been reached?

Hedefe ulaşılıp ulaşılmadığını nasıl değerlendireceksiniz?? anketler,kavram haritası oluşturma, uygulama kartları, yönlendirilmiş açıklama, öğrenme günlükleri, Bireysel görüşmeler, video kayıt değerlendirilmesi
Yukarda açıkladığınız hedefleri nasıl ölçüp değerlendireceksiniz. Başarı yüzdesi yazılabilir. Öğrenci ve öğretmenlerden yurtdışındaki süre boyunca günlük tutturabilirsiniz. Değerlendirme ölçeği olabilir. Birden fazla ölçme aracı kullanılabilir.

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Objective 2

Title
What do you want to achieve?

Öğrencilerin dijital becerilerini geliştirmek Dil yeterliliklerini artırmak .

Explanation
How is this objective linked with the needs and challenges you have described in the previous question?

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Measuring success
How are you going to evaluate if the objective has been reached?

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Objective 3

Title

What do you want to achieve?

Kurumumuzun kapsayıcılık kapasitesini geliştirmek ve yürütülen tüm eğitim faaliyetlerini bütün öğrenciler için ulaşılabilir kılmak için öğretmenlerinin yeterliliklerini geliştirmek .

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

Okulumuz sosyo kültürel açıdan dezavantajlı öğrencilerin yer aldığı kırsal alanda bulunmaktadır. Bulunduğu köy şehir merkezine en uzak köylerden biridir. Öğrencilerimizin bir kısmıda taşımalı olarak başka köylerden okulumuza gelmektedir. Aynı zamanda okulumuzda göçmen öğrencilerde mevcuttur. Bu yüzden yapacağımız faaaliyetlerle okulumuzun kapsayıcılık kapasitelerini artırmak için personel yeterliliklerini geliştirmemiz elzemdir.

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Measuring success
How are you going to evaluate if the objective has been reached?

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What topics are you going to work on in your project?

Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name.

In this table and in the specific summary tables below you can see the overview of the information you have provided.

Activity type	Number of participants	Average duration for participants (in days)	Number of accompanying persons	Average duration for accompanying persons (in days)	Total Grant (EUR)
Group mobility of school pupils	5	5	1	5	500,00
Job-shadowing	7	5	0	0	6 650,00
Courses and training	5	5	0	0	6 475,00
Invited experts					0,00
	17		**1**		**13 625,00**

Summary of participant profiles

This summary table shows the overview of participant profiles in the different activities you have requested, as well as number of participants taking part in Blended mobility activities and travelling with sustainable means of transport.

Activity type	Number of participants	Out of that:			
		Participants in blended mobility	Sustainable means of transport (green travel)	Non-teaching staff	Participants with fewer opportunities
Group mobility of school pupils	5				
Job-shadowing	7				
Courses and training	5				
Invited experts					
	17				

Group mobility of school pupils

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)
GRP-01	Hosting Organisation	Austria	5	5	1	5
			5	**5**	**1**	**5**

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)
GRP-01	Hosting Organisation	Austria	5		☐	☐
			5			

Description (Group mobility of school pupils)

Please describe your plans for Group mobility of school pupils. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn?

ii. How are you going to evaluate the learning outcomes after the activities have taken place?

iii. How are the learning outcomes going to be recognised?

To which project objectives will the planned activities contribute?

How exactly are the activities going to contribute to the project objectives listed above?

How are you going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

ii. Why did you choose this method of selecting participants?

Job-shadowing

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)
JOB-01		Italy	7	5	0	0
			7	**5**	**0**	**0**

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)	Non-teaching staff
JOB-01		Italy	7		☐	☐	
			7				

Description (Job-shadowing)

Please describe your plans for Job-shadowing. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn?

ii. How are you going to evaluate the learning outcomes after the activities have taken place?

iii. How are the learning outcomes going to be recognised?

To which project objectives will the planned activities contribute?

How exactly are the activities going to contribute to the project objectives listed above?

How are you going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

ii. Why did you choose this method of selecting participants?

Courses and training

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)
CRS-01	Not defined	Austria	5	5	0	0
			5	**5**	**0**	**0**

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)	Non-teaching staff
CRS-01	Not defined	Austria	5		☐	☐	
			5				

Description (Courses and training)

Please describe your plans for Courses and training. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

> Please briefly describe the content of the activities you plan to organise.

Lütfen düzenlemeyi planladığınız etkinliklerin içeriğini kısaca tanımlayınız. Faaliyetin içeriğini açıklayınız.
Faaliyet planı kaç gün/saat?
İçerik:Modüller?

(Kurstan alınacak çoğu bilgi)

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What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn?

Lütfen beklenen öğrenme çıktılarını kısaca tanımlayın: Katılımcılar ne öğrenecekler? Katılımcılara ne gibi fayda sağlayacak. Ne öğreneckeler. Kazanımlar yazılacak konular/içerik değiller.

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ii. How are you going to evaluate the learning outcomes after the activities have taken place?

Etkinlikler gerçekleştikten sonra öğrenme çıktılarını nasıl değerlendireceksiniz? Bu faaliyetle ilgili, Beklenen sonuçlara ve hedeflere ulaşıp ulaşmadığını nasıl ölçeceksiniz. Öz değerlendirme, ön-son test., kişisel rapor

.

iii. How are the learning outcomes going to be recognised?

Öğrenme çıktıları nasıl tanınacak? Europass belgesi.... Kurs hedefleri ile ilgili olarak kazanım alanlari olusturulacak, ve kurs.merkezi personelimizin hedef alanda egitim aldığına dair katılım belgesi hazirlayacaktır,ayrica kurd.merkezi Europass belgeleri de duzenleyecek..

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To which project objectives will the planned activities contribute?

How exactly are the activities going to contribute to the project objectives listed above?

Faaliyetler yukarıda sıralanan proje hedeflerine tam olarak nasıl katkıda bulunacak?

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How are you going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

Lütfen seçim sürecini ve kullanmayı planladığınız kriterleri açıklayın. Örn: etwinning kalite etiketi, disiplin cezası, dil yeterliliği, konu özelinde çalışma,

.

ii. Why did you choose this method of selecting participants?

Katılımcıları seçmek için neden bu yöntemi seçtiniz? Şeffaflık, tarafsızlık, hesap verilebilirlik

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Invited experts

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Sending country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)
INV-01	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	Austria				

Mobility flow ID	Hosting organisation	Sending country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)
INV-01	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	Austria			☐	☐

Description (Invited experts)

Please describe your plans for Invited experts . If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn?

ii. How are you going to evaluate the learning outcomes after the activities have taken place?

iii. How are the learning outcomes going to be recognised?

To which project objectives will the planned activities contribute?

How exactly are the activities going to contribute to the project objectives listed above?

How are you going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

ii. Why did you choose this method of selecting participants?

Budget

Budget summary

Activity type	Organisational support (EUR)	Individual support (EUR)	Travel (EUR)	Course fees (EUR)	Linguistic support (EUR)	Preparatory visits (EUR)	Inclusion support (EUR)	Total (EUR)
Group mobility of school pupils	500,00							500,00
Job-shadowing	2 450,00	4 200,00					0,00	6 650,00
Courses and training	500,00	4 200,00	1 375,00	400,00				6 475,00
Invited experts							0,00	0,00
	3 450,00	**8 400,00**	**1 375,00**	**400,00**			**0,00**	**13 625,00**

Details

Activity type	Individual support for participants (EUR)	Standard travel (EUR)	Inclusion support for participants (EUR)	Inclusion support for organisations (EUR)
Group mobility of school pupils				
Job-shadowing	4 200,00		0,00	
Courses and training	4 200,00	1 375,00		
Invited experts			0,00	
	8 400,00	**1 375,00**	**0,00**	

Organisational Support

Organisational support covers various costs directly linked to the implementation of mobility activities and not covered by other cost categories..

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared beween the two organisations according to their tasks and expenses.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Sending country	Number of participants	Number of accompanying persons	Organisational support base rate (EUR)	Organisational support grant (EUR)
GRP-01	Group mobility of school pupils	Hosting Organisation	Austria	-	5	1	100,00	500,00
JOB-01	Job-shadowing		Italy	-	7	0	350,00	2 450,00
CRS-01	Courses and training	Not defined	Austria	-	5	0	100,00	500,00
INV-01	Invited experts	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	-	Austria				
					17	**1**	**550,00**	**3 450,00**

Travel

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

Travel costs can also be covered for travel to the venue of pre-departure training organised by the National Agency.

Mobility flow ID	Activity type	Pre-departure training	Hosting organisation	Destination country	Sending country	Number of participants	Number of accompanying persons	Sustainable means of transport (green travel)	Travel Distance	Exceptional costs for expensive travel (EUR)	Travel unit cost (EUR)	Travel grant (EUR)
GRP-01	Group mobility of school pupils	☐	Hosting Organisation	Austria	-	5	1	☐				
JOB-01	Job-shadowing	☐		Italy	-	7	0	☐				
CRS-01	Courses and training	☐	Not defined	Austria	-	5	0	☐	500 - 1999 km		275,00	1 375,00
INV-01	Invited experts	☐	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	-	Austria			☐				
						17	**1**					**1 375,00**

Individual Support

Individual support covers costs of subsistence for participants and accompanying persons during the activity. Please note that in order for calculations to be completed, you need to specify your National Agency in section Context and you need to choose the destination country in section Activities.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Sending country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Travel days	Individual support base rate for participants (EUR)	Individual support base rate for accompanying persons (EUR)	Individual support grant for participants (EUR)	Individual support grant for accompanying persons (EUR)	Total individual support grant (EUR)
GRP-01	Group mobility of school pupils	Hosting Organisation	Austria	-	5	5	1	5	2					
JOB-01	Job-shadowing		Italy	-	7	5	0	0		120,00	0,00	4 200,00	0,00	4 200,00
CRS-01	Courses and training	Not defined	Austria	-	5	5	0	0	2	120,00	0,00	4 200,00	0,00	4 200,00
INV-01	Invited experts	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	-	Austria										
					17	15	1	5	4			8 400,00	0,00	8 400,00

Course fees

Course fees cover enrolment fees for courses and training.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Sending country	Number of participants	Duration (in days)	Total number of days for course fees	Course fees unit costs (EUR)	Course fees grant (EUR)
CRS-01	Courses and training	Not defined	Austria	-	5	5	5	80,00	400,00
					5	**5**			**400,00**

Preparatory Visits

You can set up a preparatory visit to your hosting partner before the mobility takes place.

However, please keep in mind the relevant provisions of the Programme Guide: preparatory visits must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities.

You can receive funding for a maximum of three persons per preparatory visit.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Sending country	Number of participants in preparatory visits	Preparatory visit unit cost (EUR)	Preparatory visits grant (EUR)
GRP-01	Group mobility of school pupils	Hosting Organisation	Austria	-			
JOB-01	Job-shadowing		Italy	-			

Inclusion Support

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative nad other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunitis and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the stnadard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistance costs should be requested through Inclusion Support.

Mobility Flow ID	Activity type	Hosting organisation	Destination country	Sending country	Number of participants in the mobility flow	Number of participants with fewer opportunities	Inclusion support for organisations (EUR)	Inclusion support for participants (EUR)
GRP-01	Group mobility of school pupils	Hosting Organisation	Austria	-	5			
JOB-01	Job-shadowing		Italy	-	7			0,00
CRS-01	Courses and training	Not defined	Austria	-	5			
INV-01	Invited experts	Türkiye Odalar ve Borsalar Birligi Ortaokulu (E10163682 - TR)	-	Austria				0,00
					17			**0,00**

Exceptional costs

Exceptional costs may be claimed for costs linked to entry requirements for specific countries (including visas, residence permits, vaccinations, and medical certificates) and financial guarantee (if such a guarantee is requested by the National Agency).

Cost type	Mobility Flow ID	Activity Type	Number of participants in the mobility flow	Number of participants supported with this cost item	Description and justification of expenses (EUR)	Eligible costs (EUR)	Support Rate (%)	Eligible amount

☐ The National Agency has requested a financial guarantee.

Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the Erasmus+ call for Key Action 1 projects. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

  Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.

- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

  The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

  If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

  Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.

- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.

- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.

- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.

- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.

- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.

- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.

- **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.

- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.

- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.

- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.

- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be

systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.

- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.

- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.

- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

☑ I have read and understood the above quality standards

☑ I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Follow-up

How are you going to ensure that your mobility activities are implemented in accordance with the Erasmus quality standards?

i. What will your organisation do to contribute to the basic principles defined by the quality standards?

Kuruluşunuz kalite standartlarının belirlediği temel ilkelere katkı sağlamak için neler yapacak?
Kapsayıcılık ve çeşitlilik: Oluşturacağımız demokratik proje ekibiyle demokratik bir şekilde katılkımcıların seçileceği
Çevresel sürdürülebilirlik ve sorumluluk: Çıkaracağımız dereileri ve yayıonları eklektronik ortamda yapacağız
Dijital eğitim – sanal işbirliği, sanal hareketlilik ve karma hareketlilik dahil:
Erasmus kuruluşları ağına aktif katılım:

ii. Who will be responsible for selection of participants, their preparation, and support during the activity?

Etkinlik sırasında katılımcıların seçiminden, hazırlanmalarından ve desteklerinden kim sorumlu olacak?
Proje ekibinin kur görevlerini belirle ve dışardan Tokat mem arge biriminden bir denetçi

iii. Who will be responsible for definition, evaluation and recognition of learning outcomes?

Öğrenme çıktılarının tanımlanması, değerlendirilmesi ve tanınmasından kim sorumlu olacak?
ekip

iv. Who will be responsible for ensuring that standards on good management of mobility activities are being respected?

Hareketlilik faaliyetlerinin iyi yönetimine ilişkin standartlara uyulmasını sağlamaktan kim sorumlu olacak?
ekip
BU İLK 4 BÖLÜM İÇİN BİR PROJE EKİBİ KURABİLRİSNİZ
Proje yönetim ekibi
Proje yaygınlaştırma ekibi
ve bu ekiplerin Avrupa Kalite standartları için nasıl çalışacağından a bahsedebilrisiniz

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

Uygulanan hareketlilik faaliyetlerinin sonuçlarını kuruluşunuzun düzenli çalışmasına entegre etmek için ne yapacaksınız?
ders yıllık planlarının zümrelerce kontrolü ve proje kazanımlarına göre revize edilmesi

What will your organisation do to share the results of its activities and knowledge about the Programme?

i. To share results within your organisation

Sonuçları kuruluşunuz içinde paylaşmak için
Erasmus Panosu, Yerel çalıştaylar,
• Nihai çıktıların sunumu,
• Geniş çapta dağıtılacak proje
çıktıları ve el ilanları,

ii. To share results with other organisations and the public

Sonuçları diğer kuruluşlar ve kamuoyu ile paylaşmak
Tüm ortakların dillerinde
elektronik haber bülteni, etwinning
Erasmus+ Proje Sonuçları Platformu,
Proje internet sitesi veya kurumsal internet siteleri,
Kilit paydaşlar ile toplantılar ve bunlara yönelik ziyaretler,
Bilgilendirme oturumları, çalıştaylar, çevrimiçi seminerler, eğitim kursları, sergiler,
sunumlar veya akran değerlendirmeleri gibi özel tartışma platformları,
Raporlar, alanla ilgili basılmış makaleler, bültenler, basın açıklamaları, kitapçıklar veya
broşürler gibi hedeflenen yazılı malzemeler,
Görsel-işitsel medya ve radyo, TV, video klipler, internette hazırlanan veya sonradan
internete yüklenen yayınlar ve uygulamalar gibi ürünler,
Sosyal medya,
Halka açık etkinlikler,
Proje marka çalışması ve logolar,

iii. To publicly acknowledge European Union funding

Avrupa Birliği fonlarını alenen onaylamak için
eu logolar erasmus logosu, Erasmus+ Proje Sonuçları Platformuna nihai proje
sonuçlarını yüklemek ve projenin özetini güncellemek, Yararlı çıktıları sunmak suretiyle sonuçların yaygınlaştırılması ve
kullanılması çalışmalarında Avrupa Komisyonu ve Ulusal Ajanslar ile işbirliği

yapmak

Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

i. Background: Why did you apply for this project?

Please provide a translation in English.

ii. Objectives: What do you want to achieve by implementing the project

Please provide a translation in English.

iii. Implementation: What activities are you going to implement?

Please provide a translation in English.

iv. Results: What results do you expect your project to have?

Please provide a translation in English.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
Total Size (kB)	0

Other Documents

If needed, please attach any other relevant documents (a maximum of 9 documents). Please use clear file names.
If you have any additional questions, please contact your National Agency. You can find their contact details here: List of National Agencies.

File Name	File Size (kB)
Total Size (kB)	0
Total Size (kB)	**0**

Checklist

Before submitting your application form to the National Agency, please make sure that:

☐ It fulfills the eligibility criteria listed in the Programme Guide.

☐ All relevant fields in the application form have been completed.

☐ You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: TR01 - THE CENTRE FOR EUROPEAN UNION EDUCATION AND YOUTH PROGRAMMES (TURKISH NATIONAL AGENCY)

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: Organisation Registration System (for more details, see the Programme Guide - "Information for applicants").

Protection of Personal Data
Please read our privacy statement to understand how we process and protect your personal data

Submission History

Version	Submission time (Brussels time)	Submitted by	Submission ID	Submission status