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1. AIM

This procedure regulates the principles and operation of the Erasmus+ KA1, KA2 and KA3 (Erasmus+) program types, focusing on specific themes and multi-partner projects at Koç University (KU).

2. SCOPE

This procedure covers the duties and authorities of the students, academic and administrative staff who prepare a project application within the scope of Erasmus+ programs, who have applied for a project and whose project has been entitled to receive funding, and the principles on how the process will be carried out.

3. REFERENCES

- 3.1. This procedure observes the principles set forth by the European Commission and the Turkish National Agency regarding the Erasmus+ program.
- 3.2. Frequently Asked Questions about EU Projects prepared by Koç University Technology Transfer Office Directorate (TTO): <https://tto.ku.edu.tr/en/frequently-asked-questions/>


4. RESPONSIBILITIES

4.1. Erasmus Institutional Coordinator: Appointed by the Rector. Duties within the scope of this procedure are stated below.

4.1.1. It provides coordination throughout the University on all issues related to Erasmus+ programs and ensures that decisions are taken and executed.

4.2. Office of International Programs (OPI): The main duties and responsibilities of the OPI are listed below. Detailed task descriptions are available in the Basic Principles and Methods sections.

4.2.1. The OIP is responsible for the promotion and dissemination of Erasmus+ programs to KU stakeholders. For this purpose, it prepares material, organizes


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meetings, and updates the OIP website.

- 4.2.2. The OIP supports students, administrative/academic units/persons in maturing the project idea, finding project partners, writing the project, creating the project budget and making the application.
- 4.2.3. The OIP ensures that the Office of the Vice President for Research and Development manage the budgets of the funded projects, and the Project Manager is informed and guided.
- 4.2.4. The OIP supports the administrative and organizational processes carried out within the framework of the projects if its human resources are sufficient.
- 4.2.5. The OIP supports the project manager in the preparation of the interim and final reports of the projects.
- 4.2.6. The OIP supports the project manager in disseminating the outputs of the projects.
- 4.3. The OIP is responsible for establishing, improving and updating the procedure.
- 4.4. The Rector is responsible for the implementation of this procedure.

5. DEFINITIONS

- 5.1. **Project Manager:** The manager of the project carried out within the scope of Erasmus+ programs.
- 5.2. **Project Partner:** Institutions partnered with in the same project within the scope of Erasmus+ programs.
- 5.3. **Contract period:** The period for which the contract signed between the funding organization and Koç University within the scope of Erasmus+ programs is valid.
- 5.4. **Director:** Koç University Institute Directors
- 5.5. **Dean:** Koç University Deans
- 5.6. **Manager:** Koç University Administrative Unit Managers
- 5.7. **Erasmus Institutional Coordinator:** Koç University Institutional Coordinator

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5.8. UAC: University Academic Council


5.9. AC: Academic Council

5.10. National Agency (UA): Directorate for European Union Affairs, Center for EU Education and Youth Programs, Turkish National Agency

5.11. European Commission: The institution that initiates the legislative process, and which is responsible for implementing the EU acquis, the budget, and programs, as well as the administrative auditing of the said.

6. BASIC PRINCIPLES

- 6.1.** The Erasmus+ Programs Project Management Procedure is carried out by the relevant administrative units, faculties/institutes and persons.
- 6.2.** This procedure and other related resources, when needed, are considered together. For applications that are not included in the related resources, the methods included in this procedure are taken as a basis.
- 6.3.** The person/unit who considers applying for a project is responsible for obtaining written approval from the Manager/Dean/Director to which he/she is affiliated, and conveying this approval to the OIP before the application preparations.
- 6.4.** Project Manager is responsible for executing the project until its final stage in accordance with all program rules and regulations in the best interest of KU, and protecting the institution. In the event that the person who is the Project Manager leaves KU or there is a change in his/her duty, the administrative/academic unit to which the person is affiliated is responsible for appointing a new Project Manager.
- 6.5.** If the Manager of the administrative/academic unit to which the Project Manager is affiliated deems appropriate, the project can be evaluated among the annual performance targets of the Project Manager.
- 6.6.** KU administrative staff are not paid for projects they take part in Erasmus+ programs. Payments to be made to KU academic staff are made within the framework of the principles

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determined and implemented by the Vice Rector for Research and Development.

- 6.7. In projects carried out by KU students/student groups, all administrative processes are carried out by the OIP or another administrative/academic unit appropriate for the content of the project.
- 6.8. Sufficient conditions for updating the procedure are as follows:
 - 6.8.1. Major changes in the execution of programs,
 - 6.8.2. Introduction of new applications by the National Agency,
 - 6.8.3. Implementation of new programs types,
 - 6.8.4. All other situations that the OIP, Erasmus Institutional Coordinator, UAC, AC and the Rectorate deem necessary.
- 6.9. All undefined matters regarding this directive are implemented with the approval of the OIP, or, if necessary, the UAC.

7. METHOD

7.1. Project Proposal Preparation

- 7.1.1. The OIP supports the relevant person/unit in preparing a concept note for the project proposals for which KU is planned to be the coordinator.
- 7.1.2. The OIP supports the relevant person/unit in search of partners for the project proposals that KU is planned to be the coordinator of. The OIP ensures that the meetings are organized, and it moderates them.
- 7.1.3. The OIP advises the relevant person/unit in writing the project proposal. It is responsible for writing the sections on Project Management and Implementation in the project proposal. It is responsible for collecting the required information and documents from the project partners. It supports the Project Manager in the preparation of the budget-related sections of the project proposal.
- 7.1.4. The OIP is responsible for submitting the project proposal through the relevant system(s) before the application deadline. The OIP is responsible for saving a copy of the

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application and the application screenshot after submission. The Project Manager shares these records with the project partners via e-mail.

7.1.5. During the preparation of project proposals that KU is a partner of, the OIP accompanies the Project Manager in the preparatory meetings, provides support and feedback in the preparation of the KU-related sections in the project proposal, and is responsible for archiving the project proposal.

7.2. Project Execution

7.2.1. When projects with KU as the coordinator are accepted:

7.2.1.1. The Project Manager provides the necessary information to the project partners.

7.2.1.2. The OIP follows up the signing of the contracts with the project partners.

7.2.2. When projects with KU as the project coordinator or as a partner are accepted:

7.2.2.1. The OIP examines the project contract with the University Legal Counsel, and when it is approved, the signature process is completed.

7.2.2.2. The OIP works with TTO and Budget and Reporting Directorate for project bank account opening and other related records.


7.2.2.3. It is the responsibility of the OIP and the Project Manager to communicate with the Project Coordinator and project partners regarding administrative and financial matters, and to prepare and present reports.

7.2.2.4. It is the Project Manager 's responsibility to ensure that the work within the scope of the project are completed in accordance with the schedule and budget provided and that they are completed by the partner institutions.

7.2.2.5. Preparing interim and final reports and making the necessary preliminary preparations in case of an audit is in the hands of the Project Manager, and the OIP provides all necessary support.

7.3. Communication Efforts within the Project

7.3.1. The general announcement about the success of the accepted project is made by the

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administrative unit/faculty/institute, to which the Project Manager is affiliated, on the website of the unit and/or the KU e-bulletin, if deemed appropriate. Based on the written approval of the administrative/academic unit to which the Project Manager is affiliated, this announcement can be made by the OIP via the KU e-bulletin.

7.3.2. Announcements and communications regarding the work carried out during the project are also made on the OIP website, in the OIP e-bulletins, and the OIP social media accounts, based on the approval of the administrative/academic unit to which the Project Manager is affiliated at the beginning of the project.

7.3.3. The Project Manager proceeds in line with the approval and guidance received from the Communications Directorate for the project website, social media account and logo. Updating the project website is the Project Manager's responsibility and the OIP provides support. The Project Manager is responsible for the management of the project social media account and the OIP provides support.

7.4. Budget management

7.4.1. The OIP follows up on the grant payments to the project partners according to the terms and conditions determined in the contract.


7.4.2. In projects where KU is the coordinator, the collection and analysis of financial reports from the project partners are the responsibility of the OIP and the Project Manager.

7.4.3. The people involved in the projects carried out at KU are informed by the OIP about the timesheets that they have to complete in return for their work. A copy of the timesheets is saved by the OIP in the project's archive.

7.4.4. The OIP informs the TTO about the payments to be made to the academic staff involved in the projects carried out at KU. TTO conveys the amount of payment to be made to the Human Resources Directorate.

7.4.5. The management of the project budget is the responsibility of the OIP and OIP periodically informs the Project Manager about the budget.

7.4.6. KU staff is responsible for initiating and executing the financial transactions within the

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scope of the project regarding the advances/expenses incurred. If deemed appropriate, the staff of the administrative/academic unit assigned to this task may also carry out these procedures.

7.4.7. The OIP conveys the request to the Budget and Reporting Directorate in order to obtain VAT exemption certificate for the projects involved. The Budget and Reporting Directorate is responsible for making and following up the necessary applications for the VAT exemption certificate.

7.4.8. In projects that KU is the coordinator, after the final report is approved by the NA/European Commission, the OIP initiates and follows up with the relevant KU administrative units to make the remaining balance payments to the project partners.

7.4.9. The OIP conveys the instruction to the Budget and Reporting Directorate for closing the bank accounts of the completed projects. Transactions regarding the remaining balance are processed based on the rules and practices of the NA, European Commission or KU.

7.5. Archiving


7.5.1. The original copy of the project agreement is recorded by the TTO unit. Its digital copy is recorded in the project file by the OIP.

7.5.2. In projects that has KU as the project coordinator, the OIP and the Project Manager are responsible for recording the discussions with the project partners.

7.5.3. Working files, participant lists, training/program contents, promotional/announcement documents, explicit consent approvals from people participating in the project, etc. are recorded digitally by the OIP and the Project Manager.

7.5.4. The Communications Directorate provides support in collecting the reflections in the press of the efforts made for the dissemination/publicity of the project outputs.

7.5.5. All administrative and financial documents and reports regarding the project must be archived for 5 years after the end of the project, in accordance with the National Agency rules. Accordingly, archiving is done by the OIP and Project Manager in accordance with

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KU's relevant data classification and archiving procedures.

8. ANNEXES AND RECORDS

None.

9. REVIEW

It is the responsibility of the Office of International Programs to review and update this document. The review is carried out at least once a year. It is necessary to revise the document when and where it is deemed necessary.

10. CHANGES / DISTRIBUTION TABLE

Changed page	History	Change	Making the change
Distribution (Related Sections)			
All Koç University			