



FEYZİYE MEKTEPLERİ VAKFI

**İŞIK ÜNİVERSİTESİ**

ERASMUS TRAINEESHIP MOBILITY STUDENT TRAINEE MOBILITY CALL FOR APPLICATION

**İŞIK UNIVERSITY APPLICATION LINK;**

<https://mobility.isikun.edu.tr/Account/Login.aspx?pld=2035>

### **WHAT IS ERASMUS STUDENT MOBILITY FOR PLACEMENT?**

Student Mobility for Placement comprises a specified period where students receive vocational/professional training and/or gain work experience at a company or organization operating in one of the programme countries. During placement period, students acquire full-time work experience in the field they study. (Placement abroad can last from a minimum of 2 months to a maximum of 12 months).

Job description must be directly related to student's major field of study.

### **WHO CAN APPLY?**

Full-time students enrolled in associate's, undergraduate, master's, PhD degree and medical specialty programs offered by the Consortium partner higher education institutions (formal education) can apply for Erasmus student mobility for placement.

### **ERASMUS+ SPECIAL NEEDS SUPPORT**

Additional funding is available for participants with physical, mental or health-related conditions via the Erasmus+ special needs support. Students with disabilities are provided with up to 100% additional funding to cover their special needs costs, including the expenses of an accompanying person.

For further details, you may contact your Consortium representative

### **WHEN IS THE DEADLINE FOR APPLICATION?**

Applicants have until November 26th, 2021 to submit their applications to the contact persons of the Consortium Partners.

Deadline for Submission of Acceptance Letters is January 31st, 2022.

**WHEN CAN I DO MY TRAINEESHIP?**

This is a call for application to Erasmus Student Mobility for Placement. Placement activities must be completed until December 30th, 2022.

**APPLICATION REQUIREMENTS**

Associate's degree and undergraduate degree students are required to have a minimum GPA of 2.20 out of 4.00; graduate students are required to have a minimum GPA of 2.50 out of 4.00.

In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting more than 12 months (For instance, if student has already participated in an Erasmus+ learning mobility of 9 months, his/her application to a student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-month placement mobility).

Placement abroad can last from a minimum of 2 months to a maximum of 12 months. Applications will be accepted provided the mobility period stated in the letters of acceptance does not last longer or less than the above mentioned durations.

Current students can carry out placement activities during the regular period of education. As for final-year students, they are allowed to do a traineeship within 12 months after they graduate. With regard to placement mobility to be carried out after graduation, students must apply for mobility while they are still associate, undergraduate or graduate (master or doctorate) degree students. Recent graduates cannot apply for Erasmus mobility for placement.

Students doing a double major can only use one of the majors to apply for Erasmus mobility during an application period.

**WHERE WILL I DO MY TRAINEESHIP?**

Host organisations for student placements may be enterprises, companies, training centres, research centres and other organisations that match the definition of enterprise stated in the Erasmus + Programme Guide

Host Countries are:

Germany, Germany, Belgium, United Kingdom, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Croatia, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Southern Cyprus, Latvia, Liechtenstein, Lithuania, Luxembourg, Hungary, Macedonia, Malta, Norway, Poland, Portugal, Romania, Slovakia, Serbia, Slovenia, Greece.



It is also possible to carry out a traineeship in a higher education. However, the traineeship must be aimed at gaining work experience in that institution's administrative units. Otherwise, it would be considered a study period and not a traineeship. Master and PhD students who are currently developing their theses should apply to Student Mobility for Studies (with credits) they will carry out under the supervision of an advisor, which do not make part of a traineeship.

EU institutions and EU agencies (<https://www.avrupa.info.tr/tr/topluluk-ajanslari-107>), organisations managing EU programmes such as National Agencies etc. are not eligible as receiving organisations for student placements:

### FINDING A TRAINEESHIP/INTERNSHIP

The Consortium will provide support to Erasmus participants for all pre-mobility and post-mobility processes by helping them improve the effectiveness of their academic and professional development when looking for an internship as well as by helping them establish direct contact with the host organisations.

The Consortium will be directly involved in helping students find an internship, it reserves the right not to guarantee an internship job for each selected student as the host organisations' hiring policy will be directly proportional to the organisations' expectations from the applicants. Students too are required to take active parts in the internship seeking process. Workshops and seminars will be held to provide students with further information on how to find an internship position.

### Below there is list of Internship Databases and Listings:

<https://leonet.joeplus.org/>

<http://erasmusintern.org/>

<https://ec.europa.eu/eures/public/opportunities>

<https://www.wayup.com/>

<https://www.internqueen.com/>

<https://ec.europa.eu/eures/public/opportunities>

<http://www.iagora.com/work/en/internships>

<http://www.praxisnetwork.eu/>

<https://graduateland.com/>

<https://www.mediamonks.com/>

<https://www.worldinternships.org/>

<http://euconnect.org/>



<https://www.monster.com/geo/siteselection>

<https://tr.indeed.com/>

## **REQUIRED APPLICATION DOCUMENTS**

You may find the necessary documents and application links below. Students who will apply can apply online with the application links provided for their universities.

Erasmus Application Form

CV

Letter of Acceptance ( In the first step of the application, it is not required to be submitted until 26.11.2021)

Academic Coordinator Approval Certificate (A document stating that the application is within the knowledge of the Erasmus academic coordinator. Due to application is online, it is sufficient to upload a full screen image of the approval received by e-mail (including the sender, receiver, e-mail details) or in pdf format.)

Language Result Document (if available)

Important Note: Internship application mobility has two levels. The first application deadline is 26.11.2021 and internship mobility applications will not be accepted unless the internship acceptance letters are uploaded to the system until 31.01.2022.

## **FOREIGN LANGUAGE PROFICIENCY**

Language Proficiency Criteria will be set by the relevant Higher Education Institution. For further information on Language Proficiency Criteria and Assessment, please contact Consortium Representatives

## **ASSESSMENT PROCESS**

Each Consortium Partner will create their own list of criteria and evaluation.

Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score.

When calculating Erasmus Score, the following points will be added to or deducted from the overall score in accordance with applicant's status;



Children of Veterans and Martyrs +15

Students with disabilities +10

Students in need of protection, care and housing under the Social Work Act No. 2828 +10

Prior Participation in Erasmus Student Mobility (per activity) -10

Doing a mobility period in your country of citizenship -10

Doing a mobility period in your country of citizenship -10

Uploading the acceptance letter to the system before application finishes(26.11.2021) +10

Renouncing participation after the predefined deadline-10

Not entering the Language Proficiency Exam despite your prior declaration that you would take it -5

Failure to participate in meetings/seminars on Erasmus mobility program offered by the relevant Higher Education Institution without any valid reason (This article shall apply in case student reapplies to the Erasmus mobility): -5

Minimum passing score for Erasmus is 50. In order to take part in Erasmus activities, the applicants shall meet the foreign language requirements stipulated by their own institutions as well as have a minimum passing score for Erasmus.

Announcement period consists of 3 stages:

Erasmus Score: Erasmus Score is calculated and announced following the language assessment.

Placement: Letters of Acceptance are evaluated by a commission.

Erasmus Grant: Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of inter-institutional budgeting, further details on grants are released.

## ERASMUS GRANTS

Each Consortium partner will receive equal amounts of grants allowing them to finance a total of 4 mobilities for 2 months.

In the event that the amount of grants awarded to the institutions remains insufficient to cover the expenses of all applicants, all applicants will be awarded with a 2-month grant.

In case the 2-month grant still remains insufficient, the said grant will be allocated to the relevant Undergraduate School/Graduate School/Vocational School according to their academic performance.



Students are ranked in a descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.

Priority will be given to candidates enrolled in departments/programs that have not previously taken part in the mobility activity.

Grants may not be allocated to each student

Request for extension of placement period abroad will be evaluated later.

Students are allowed to undertake Erasmus activity or extend the mobility period by their own financial means.

Monthly Erasmus rates are determined by the National Agency prior to the beginning of Academic Year in accordance with national priority and criteria.

Any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility. No additional funding is provided to students for round trips between Programme Countries for learning and placement/traineeship mobility.

The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.

COUNTRY GROUP	HOST COUNTRIES	MONTHLY GRANT RATES (EUR)
Group 1 and Group 2	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Lichtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	600
Group 3	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Serbia, Slovenia	400



Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to Altınbaş University, completing all required procedures, and students' academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.

If the host institution/company is closed on holiday breaks/national holidays, there's possibility that traineeship may be interrupted. In such case, grant payment will be made for the period where the host institution/company remains closed, however, but this duration won't be considered as part of the period of activities. In order to carry out the activities within the planned period, you will need to inquire, prior to the beginning of your traineeship, about the dates during which the host institution will be closed, and make sure your stay in host country matches at least minimum days (except holidays) of the planned period of the mobility. Weekends holidays make part of the activity period.

In case the activity is interrupted due to force majeure events, activities that, in the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting documentation as may be available to evidence such circumstances are provided.

#### **WITHIN COVID-19;**

According to the current FAQ on ERASMUS + HIGHER EDUCATION KA103 STUDENT / STAFF MOBILITY ACTIVITIES DUE TO COVID-19 published by the National Agency, the issues regarding online mobility are as follows:

The online participation of student / staff mobility, continuing online according to the course of the global pandemic and completing it online have been deemed appropriate by the EU Commission within the scope of COVID-19 measures. The grant for these possibilities will be as follows:

If the mobility started online and completed online: no individual support grant will be awarded. However, non-refundable expenses (travel, dormitory / rent, visa-insurance, etc.) made by the participant with the thought that the mobility will be physically completed are covered. (The possibility of physical participation of the mobility must be confirmed by the partner university before spending)

The mobility starts physically and is completed physically: the usual individual support grant is awarded.

If the mobility started online and completed physically: no individual support is received during the online mobility, but the usual individual support grant for physical mobility.

The mobility can be started physically and completed online depending on the course of the pandemic. Grants are awarded according to the following rules;



If the participant completes his / her activities by continuing the online education of the institution he / she is visiting without returning from abroad, the entire duration of the activity abroad is granted; also travel, visa, accommodation, etc. additional expenses are not paid.

If the participant returns home and completes the online training offered by the institution abroad; The grant calculated according to the total activity period consisting of physical and online education is paid in the amount specified in the contract. In addition, additional travel expenses, which are stated above and cannot be recovered or arising from cancellation, can be paid within the framework of the grant opportunities of the higher education institution.

If the duration of the activity lasts longer than the period stipulated in the contract, it is possible to grant grants according to the actual duration, if the university's KA103 budget allows. In addition, additional travel expenses mentioned above, which cannot be recovered or arising from cancellation, can be paid within the framework of the grant opportunities of the higher education institution.

Except in case of force majeure event, if student returns to his/her home country without completing the minimum period of mobility, activity shall be deemed null and void, and no grant payment shall be made.

Students can, if they wish, renounce the financial support.

No additional funding is provided to students for round trips between Programme Countries for learning and placement/traineeship mobility.