

ERASMUS+ Traineeship Mobility

FMV IŞIK UNIVERSITY ERASMUS+ OFFICE COORDINATION

What is Erasmus+ Internship and What is it Not?



FEYZİYE MEKTEPLERİ VAKFI

IŞIK ÜNİVERSİTESİ

What is ERASMUS+ Traineeship Mobility

- ❑ **The Student Traineeship Mobility** enables a student enrolled in a higher education institution to undertake an internship abroad in a company, a research institute, a laboratory, or an institution/organization related to their academic field.
 - ❑ The traineeship activity is expected to provide the student with practical, full-time work experience in their field of vocational education.
- * Course attendance at a higher education institution is not considered a traineeship.



Erasmus+

Where Can I Do My ERASMUS+ Traineeship?

A **traineeship** can take place at any public or private organization active in the labor market or in the fields of education, training, youth, research, or development, and located in one of the eligible countries. While not an exhaustive list, the following types of organizations can be considered as examples of suitable traineeship hosts:

- ☐ small, medium, or large enterprises in the public or private sector
- ☐ local, regional, or national public bodies – including the embassies or consulates of the sending country abroad
- ☐ chambers of commerce, craft or professional associations, trade unions, and other organizations representing the business world
- ☐ research institutes
- ☐ foundations
- ☐ schools/institutes/educational centers (may include any type of educational institution from pre-school to upper secondary level, including vocational and adult education)
- ☐ non-profit organizations, associations,
- ☐ organizations providing career guidance, professional counseling, and information services
- ☐ higher education institutions (those located in Programme Countries must hold an ECHE – Erasmus Charter for Higher Education)

***The job description must be directly related to the student's field of study and must be approved by the Erasmus coordinator of their faculty.**

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Internship Search Databases

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

- erasmusintern.org
- <http://www.iagora.com/work/en/internships>
- <http://www.praxisnetwork.eu/>
- <https://graduateland.com/>
- <https://www.mediamonks.com/>
- <https://www.worldinternships.org/>
- <https://www.monster.com/geo/siteselection>
- <https://tr.indeed.com/>
- <https://www.wayup.com/>
- <https://www.internqueen.com/>

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Recommended Details to Pay Attention To

- ❑ For students applying for internships, it is recommended to write a cover letter introducing themselves when contacting companies for the first time. This letter helps the student express their academic background, skills, and expectations from the internship.
 - ❑ A carefully prepared cover letter and resume can leave a positive impression during the evaluation process and increase the chances of advancing to the next stage. Therefore, it is important that these documents are clear and well-structured.
 - ❑ You can use reliable online sources to access sample cover letters and resume templates.
 - ❑ After creating an effective resume and a well-prepared cover letter, students can start their internship search process by exploring trusted websites listing Erasmus+ internship opportunities. In this process, students are responsible for researching the institutions they plan to apply to, identifying suitable internship positions, and completing the application procedures.
 - ❑ Regarding accommodation, the hosting institution may offer various suggestions to students. However, the final accommodation arrangements must be made by the students themselves. Therefore, it is important for students to thoroughly research accommodation options and make necessary arrangements before traveling to the country where they will be doing their internship.
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ERASMUS+ Traineeship Mobility Documents



☐ Acceptance Letter

- ☐ Program Content/Subject (e.g., to be carried out under the Erasmus+ Traineeship program)
 - Program Duration (minimum of 2 months)
 - Objectives – Learning Outcomes for the Student (Tasks and processes to be carried out during the internship)

The traineeship institution's letterhead must be used, and the letter should be prepared in English with signatures and a seal.

☐ Internship Mobility Learning Agreement / LA document (signed and sealed)

It will be sent by your university's Erasmus Office Coordination.

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How Do I Obtain a Visa?

- ❑ The most important documents for a visa application are the Acceptance Letter and the Internship Agreement. Once these documents are obtained, the embassy or consulate of the relevant country should be contacted to prepare the necessary documents for the visa application. An appointment must be scheduled, and the application must be submitted in person.
 - ❑ **Important:** After being selected as an Erasmus+ student, it is important to contact the consulate of the country you will be going to in order to gather information about the visa procedures and the required documents. Since the visa application process may vary depending on the destination country, it is recommended to regularly check the official website of the relevant embassy/consulate. To ensure that your application proceeds smoothly, make sure to complete all the required documents accurately. Students who will participate in for internship can download their **Visa support letters** through the **Turnaportal system** after submitting their acceptance letters. This document is important for the visa application process.
 - ❑ Students without a grant are required to show a certain level of financial means in their bank accounts during the visa application process.
 - ❑ Some consulates can also require grant-supported students to show additional financial means in their bank accounts.
- ❖ The student's responsibilities include the procedures for leaving the country, having accommodation abroad, as well as passport and visa procedures.

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Where Will I Stay?

❖ Accommodation Options and Important Considerations

- ☐ Accommodation options may vary depending on the country you are going to and the host **institution/company**. During the Erasmus+ traineeship period, arranging accommodation is the responsibility of the student.
 - ☐ Authorized person at the host **institution/company** may guide you regarding housing opportunities in the city and provide information about suitable options. Therefore, it is important to follow up the accommodation details provided by the **institution/company**.
 - ☐ If the host **institution/ company** does not offer accommodation options, you have to start to find your own alternatives in advance.
 - ☐ Additionally, during the visa application process, you may be asked to provide a document that includes your accommodation details. For this reason, it is recommended that you arrange your accommodation early and prepare all required documents for your visa application.
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*** GENERAL HEALTH INSURANCE



All students participating in the Erasmus+ Program must have health insurance that covers medical treatment in the host country.
Travel health insurance is NOT sufficient!

Health insurance can be purchased from insurance companies in Türkiye.

Make sure your insurance policy:

- ☐ Is an **International Student Health Insurance**
- ☐ Covers **all treatments** (both inpatient and outpatient)
- ☐ Covers **your entire internship period abroad**
- ☐ Clearly states a **minimum coverage of 30,000 Euros**
- ☐ Otherwise, your policy will **not** be accepted.

*** Within the scope of Erasmus+ Traineeship Mobility, students going abroad for their internship are required to obtain accident and liability insurance.**

This insurance provides coverage for potential accidents that may occur during the internship period and for liabilities towards third parties. In addition to ensuring the student's health and safety, the insurance also offers financial protection in case of any adverse situations.





ERASMUS+ 2025 Project Period National Grant Amounts Erasmus+

Country groups	Host Country	Monthly Grant Interhsip (Euro)
Group 1 and 2 Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greek Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	750
Group 3 Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	600

ERASMUS+ 2025 Project Period National Grant Amounts

- ❑ Within the scope of the Erasmus+ program, travel grants are provided to support students' travel expenses, based on the distance (in kilometers) between the starting point of the mobility (i.e., the student's home address) and the host country. This distance is calculated using the distance calculator provided by the European Commission.
- ❑ Green travel refers to travel carried out using low-carbon-emission means of public transportation. This includes options such as buses, trains, and carpooling. To be eligible for green travel support, these transportation methods must be used for both the outbound and return journeys, and more than half of the overall trip must be completed using green transport.

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



Grant Payment Details for the ERASMUS+ 2025 Project Period

- ☐ Students are awarded grants to help cover **additional expenses** incurred while living abroad. These grants are **contributions**, not meant to cover all expenses.
 - ☐ After getting Acceptance Letters; Students who are announced as “Admitted” within the scope of Erasmus+ Traineeship Mobility will receive a grant **for 2 months (partial funding)** and travel support in accordance with the conditions set out in the Programme Guide.
 - ☐ After getting a visa and signing the grant agreement, **80% of the grant** will be paid to students bank account.
 - ☐ Once your visa is approved, you must open a Yapı Kredi **EURO account** and submit your **account information** to the Erasmus Office.
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Post-Mobility Documents for Erasmus+ Traineeship Activity



Upon you return, the following documents must be submitted to the Erasmus+ Office.

- ☐ EU Survey (completed online)
 - ☐ Certificate of Participation (To be approved by the host institution/company)
 - ☐ After the Mobility section of the Learning Agreement (To be approved by the host institution/company)
- ❖ Your grant will be recalculated based on your Certificate of Attendance. The remaining 20% of the grant will be paid according to this documents.
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Important Note;

Students who will participate in for internship during the semester are not allowed to select any courses at Işık University.



FEYZİYE MEKTEPLERİ VAKFI

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THANK YOU!

ERASMUS+ OFFICE COORDINATION

erasmus@isikun.edu.tr