

**2022-2023 ACADEMIC YEAR
(SUMMER TERM)
ERASMUS + SUMMER TERM APPLICATION ANNOUNCEMENT**

Student Mobility for Traineeships (SMT)

WHAT IS STUDENT MOBILITY FOR TRAINEESHIPS?

This mobility activity is an internship opportunity at an overseas organization for a student registered at a higher education institution. An “Internship” is a process where a beneficiary **receives professional training and/or gains work experience** at a foundation or organization in another country participating in the program.

The internship activity cannot be used for studies, such as research or analysis related to academic studies, within the scope of a certain curriculum.

The internship is for a student to gain **practical work experience** in the vocational training area that they study.

The internship activity is not expected to be compulsory for the student's diploma program. However, the economic sector for the internship should be related to the **current vocational education program of the student.**

Studies, scientific research and projects that the students carry out to complete or support their own scientific studies are not considered internship activity.

For these activities to be considered as an internship, they must be performed as professional activities with an economic equivalence in the relevant sector, not as part of academic studies.

For example, working in experimental and research studies for product development purposes at a Research and Development (R&D) company, or an R&D unit of a company, or in such works conducted by a higher education institution, or a research center for an economically active company are considered within the scope of internship activity.

In the post-graduation internship activity, **the application must be made before the student graduates (when he/she is currently an associate, undergraduate or graduate student).**

Graduated students can not apply for the mobility. Internship mobility after graduation must be completed within 12 months of graduation.

Students who froze their registration cannot benefit from the mobility.

Eligible Places for Internship

Any public or private sector institution located in one of the countries where internship activities can be carried out, in the labor sector or in the field of education, training, youth, research and development can be an internship place. While there is no limit to the list, the following organizations can be considered as examples of eligible places for internships:

- Small, joint or large enterprises owned by a public or private sector
- Local, regional or national public institutions
- Embassies or consulates of the sending country abroad

- All kinds of formations/unions belonging to the business world such as chambers of commerce, tradesmen-crafts unions, stock markets and unions
- Research institutes
- Foundations
- School/institute/education center (can be any educational institution from pre-school to high school, including vocational education or adult education)
- Non-profit institutions, associations, NGOs
- Institutions providing career planning, professional consultancy and information services
- Higher education institutions (*Higher education institutions in the countries associated with the program must have ECHE and no mutual agreement is required within the scope of internship mobility. A bilateral inter-institutional agreement must be signed before the activity in countries that are not related to the program.*)

If the institution in which the internship activity will take place is a **higher education institution** abroad, the work to be performed is not an academic learning activity but it is to obtain practical working experience in the related units.

For the studies that have equivalent credits and will be carried out under the supervision of an advisor but not within the context of internship, students who have completed their graduate studies and are in their thesis year must apply to the activity within the scope of Student Mobility for Studies.

The following institutions are not appropriate for higher education internship activity within Erasmus+:

- European Union institutions and EU agencies

See:

https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en

- The National Agency and similar institutions conducting EU programs.

Minimum period is 2 full months and **maximum period** is 12 full months in Student Mobility for Traineeships.

If the internship foundation is closed due to holiday during Mobility for Traineeships, the internship might be interrupted. Grants will be given for the period when the foundation is closed. The dates when the internship foundation will be closed must be researched beforehand to ensure the minimum activity period, and the minimum period must be ensured even after holiday period is excluded.

Weekend holidays are not excluded from the activity period.

CRITERIA FOR SELECTION

Minimum Requirements:

In order to participate in the activity, students must first meet the following requirements:

- 1- The student must be a **full-time student** enrolled in a higher education program in any of the formal education levels (first, second or third cycle) within the higher education institution,

- 2- The cumulative grade point average of the first cycle students (*associate/undergraduate degree*) should be at least **2.20 out of 4.00**,
- 3- The cumulative grade point average of the second and third cycle (*graduate/doctorate level*) students should be at least **2.50 out of 4.00**,
- 4- If the student benefited from Erasmus+ and Lifelong Learning (LLP) within higher education mobility activities in the current education level, the total duration of the new activity and the previous one should not exceed 12 months in total.

Criteria	Weighted Point
Academic Success Level	%50 (Out of 100 points)
Language Proficiency Level	%50 (Out of 100 points)
Children of veterans and of those died during military service	+15 points
Students with disabilities (provided that the disability is documented)	+10 points
Students who have been granted protection, care and housing within the scope of Social Services Law No. 2828	+10 points
Presenting an acceptance letter the for internship during applications	+10 points
Prior participation (with or without grant)	-10 points
Participating in mobility in the country of citizenship	-10 points
Although selected, non-participation in mobility without notice during the given period of time	-10 points
Applying for two mobility programs at the same time (deduction will be made from the mobility program of the student's choice)	-10 points

*Students who want to waive from their right to attend Erasmus mobility have to notify their waiver **within 15 days** from the date of announcement of the results. Otherwise, a reduction of **“10 points”** will be applied to their next Erasmus mobility application.

If students who did not take the Foreign Language Exam following the application without any force majeure reapply to any mobility activity within the scope of higher education, **“5 points” will be deducted from their weighted selection scores.

Students studying in **double major** can only apply for mobility from **one major** in the same application period.

GRANT SUPPORT

Grants are given to students to help them with the additional costs incurred during their stay abroad.

Grants are only **contributions**, not to cover the student's full costs of the activity.

The countries where student mobility activities can be carried out were divided into 3 groups according to their standard of living and monthly learning and internship grants were determined for the country groups.

The groups of countries and the amount of grants to be given to the students going to these countries are given in the table below:

Country Groups	Hosting Countries for Mobility	Monthly Grand for Studies (Euro)	Monthly Grand for Traineeships (Euro)
1st and 2nd Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, Southern Cyprus, the Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	450	600

No additional support is provided to students for round-trips between program countries for study and internship mobility.

Students are paid in 2 installments, **80% of the grant is paid before the mobility and 20% upon the successful completion of the mobility.** Payments are made in Euro.

Students can participate in activities without grant. Students without grant are also subject to general evaluation along with other applicants and go through the same process as the students with grant.

The difference of the student without grant is that the student is not included in the budget calculations and is not paid. The absence of a grant is not a justification for the student not being involved in the selection process.

STUDENT MOBILITY TO THE COUNTRIES THAT ARE NOT AFFILIATED WITH THE PROGRAM (INTERNATIONAL MOBILITY)

Our university has allocated 20% of the KA 131 Mobility for Traineeships grant to send students to the countries (1-14 Regions) not related to the Program in the table below.

Groups of countries that are not related to the program and the monthly grant amounts for students going to these countries are given in the table below:

Host Country	Monthly Grant for Studies (Euro)	Monthly Grant for Traineeships (Euro)
1-4 ve 6-13. Region Countries	600	700
5. ve 14. Region Countries	700	750

COUNTRIES THAT ARE NOT RELATED TO THE PROGRAM (REGION 1-14 COUNTRIES)

Western Balkans (Region 1)	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
Eastern Partnership countries (Region 2)	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
South Mediterranean countries (Region 3)	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
Russian Federation (Region 4)	Territory of Russia as recognised by international law
Region 5	Andorra, Monaco, San Marino, Vatican City State
Region 6 Asia	Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam
Region 7 Central Asia	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 8 Latin America	Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Venezuela
Region 9	Iran, Iraq, Yemen
Region 10	South Africa
Region 11 ACP	Angola, Antigua+B8 and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Cook Islands, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, Republic of Côte d'Ivoire, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia- Federated States of, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Suriname, Eswatini, Timor Leste - Democratic Republic of, Tanzania, Togo, Tonga, Trinidad and Tobago, Tuvalu
Region 12 Industrialised Gulf Cooperation countries	Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates.
Region 13 Other Industrialised countries	Australia, Brunei, Canada, Chile, Hong Kong, Japan, (Republic of) Korea, Macao, New Zealand, Singapore, Taiwan, United States of America, Uruguay
Region 14	Faroe Islands, Switzerland, United Kingdom

ADDITIONAL GRANT OPPORTUNITY AND BENEFIT METHODS FOR STUDENTS WITH RESTRICTED ECONOMIC FACILITIES

In addition to the monthly grant amounts specified in the Grant Table, students with financial difficulties may be provided with an additional grant of 250 € per month from the relevant mobility budget, provided that they comply with the following scope and request to get the grant, if they document their situation.

- 1) Those who are subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services pursuant to Law No. 2828)
- 2) Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395

- 3) Those who do not have other parent's income and receive orphan's pension
- 4) Children of Martyrs/Veterans

5) Those who are entitled to a disability pension for themselves and their families (It is sufficient to submit a document proving that the student or parents/legal guardians of the student has received financial support from municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) at the time of his Erasmus application.)

6) Disabled (Disabled people with a disability rate of at least 70% documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692)

7) Students who have one of their parents or their guardians over 65 years old and who receive disability or needy pension within the scope of the Law No. 2022, dated 01.07.1976, on Pensions for Those who are in Need, Powerless and Orphaned Turkish Citizens and Disabled and Turkish Citizens that are In Need.

Credit and Dormitories Institution (Kredi ve Yurtlar Kurumu) scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, and one-time aids are not considered within the scope of financial aid.

EXTENSION OF THE ACTIVITY PERIOD

If the student wants to extend the activity period, his/her request is evaluated by the Erasmus Office and the faculty/department officials of the student. Depending on the approval of the institution and the academic status of the student, it is possible, but not obligatory to extend the period.

The following requirements must be met for extension: A N B U L

- 1- The extended period must follow the current term without any interruption (Holidays and term breaks are not considered as interruption.)

NOTE: If the host institution deems appropriate; provided that the mobility is completed before the end date of the project, mobility can be made in the fall period following the spring term. **No grant is paid for the gaps between the spring and fall semesters.**

- 2- In order to extend the deadline, **the request must be submitted no later than 1 month before the originally scheduled mobility ending date.** If the request is accepted by all parties, the Grant Agreement should be amended (*in case of sufficient grant*) and all necessary procedures for extension of the term should be completed.

Student Mobility for Traineeships activities are held for minimum 2 months. **Minimum periods cannot be reduced except for force majeure. In case the mobility period is below the minimum period, no grant payment is made for the related mobility.**

Date of Application: NOVEMBER 7th, 2021 – DECEMBER 16th, 2021

Application Form:

<https://erasmus.istinye.edu.tr/en/application-form/student-mobility-trainere-outgoi>

Documents to be Submitted during Application:

- 1- Current Transcript

2-Letter of Acceptance (**For students who did not submit an Acceptance/Invitation Letter during the application, the deadline for the relevant document is March 17th, 2023.**)

*The Letter of Acceptance must cover the exact dates in **minimum 2 months period** on the stationery letterhead of the internship institution. (Example: 01/07/2023 - 01/09/2023)

See the sample of acceptance and motivation letter:

<https://erasmus.istinye.edu.tr/en/announcement/sample-documents-be-used-erasmus-traineeship-mobility>

**The letter must be signed/stamped.

***Dates of placement must be determined by taking official holidays of the host country into consideration.

Responsible Unit: International Relations Directorate

Topkapı Campus: Ground Floor, Z10 and Z11

Vadi Campus: 4th Floor, 426

Name of Vocational School/Faculty/Institute to Apply: All Vocational School/Faculty/Institute students can apply to the relevant announcement.

Quota: 14 (*For mobilities to the countries not affiliated with the program, the number of quota is 1 out of 14.*)

*The quota is determined by calculating the grant budget that is allocated by Turkey's National Agency on one term (2 months), taking 1st grant group into consideration. If the grant is increased, applications of the students on the waiting list will be evaluated.

DISTRIBUTION PROCESS OF THE GRANT

All Vocational School/Faculties/Institutes are given equal seats.

Erasmus score ranking of the students will be made throughout the university and the student with the highest score will have a seat in their vocational school/faculty/institute's quota.

Example: 2 Vocational Schools + 9 Faculties + 1 Institute = 12 Seats

The remaining 2 seats will be given to the first student in the list, regardless of the Vocational School/Faculty/Institute distinction.

In the event that our eligible students give up their rights, the vacant seat will be given to the top student in the waiting list among the students applying from the same Vocational School/Faculty/Institute.

If there is no other applicant from the same Vocational School/Faculty/Institute, the quota will be given to the student who is at the top of the waiting list regardless of the Vocational School/Faculty/Institute distinction.

NOTE: In case there are no qualified students from any Vocational School/Faculty/Institute; the vacant seat will be distributed according to the general ranking regardless of the Vocational School/Faculty/Institute distinction.

* Students in the waiting list will be able to benefit from mobility **without a grant** upon request.

Number of Days with Grants: The Student Mobility for Traineeships is planned to be funded with grants for **2 months**. The number of days with grants will become definite upon the closure of applications and will be announced along with main/waiting list.

NOTE: The process of searching and finding an internship facility is under the responsibility of our students.

IMPORTANT INFORMATION:

➤ Minimum B2 level foreign language result will be requested in student selection, applications of students who cannot submit one of the accepted exam results will not be evaluated.

➤ Students who have the following TOEFL IBT or TOEFL IBT Home Edition exam results will be exempted from the foreign language exam to be held at our university.

Exam Type	Point Intervals	Point Status
TOEFL IBT or TOEFL IBT Home Edition	75-83	65
	84-95	75
	96-107	85
	108-120	95

The scores of our students whose TOEFL IBT or TOEFL IBT Home Edition scores are 120 will be calculated out of 100.

*Students who do not have the scores above are required to participate in the exam that will be held by our Foreign Languages Department. *(English Preparatory Exam (ISTEP) will not be evaluated as an eligible exam type.)*

** The validity period of the documents is 2 years

***For further information on exam please contact Foreign Languages Department (erasmusenglishexam@istinye.edu.tr)

