

2019-2020 ACADEMIC YEAR

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.

Organizations that will host the internship can be enterprises, training centers, higher education institutions and other organizations mentioned in the Erasmus + Program Guide. In this context, an appropriate enterprise means any kind of private or public institution/organization with any economic activity including social economy, regardless of their size, legal status and the economic sector in which they operate.

See: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020_en

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 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. It should be carried out under the supervision of a supervisor.

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

- European Union institutions and EU agencies

(see: https://europa.eu/europeanunion/abouteu/institutions-bodies_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. 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 level) within the higher education institution,
- 2- The cumulative grade point average of the first cycle students should be at least **2.20 out of 4.00**,
- 3- The cumulative grade point average of the second and third cycle 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
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 noticing during the given period of time	-10 points
Applying for two mobility programs at the same time (-10 points will be deducted from the mobility program of the student's choice)	-10 points

-10 points of reduction for each activity in which the activity is not carried out is applied to the students who have been selected in the previous education period in the same level of education but who have not attended the mobility without any force majeure.

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	Host Countries for Mobility	Monthly Grant for Studies (Euro)	Monthly Grant for Traineeship (Euro)
1. and 2. Group Programme Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway, Germany, Austria, Belgium, France, Cyprus, Holland, Spain, Italy, Malta, Portugal, Greece,	500	600
3. Group Programme Countries	Bulgaria, Czech Republic, Esthonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	300	400

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 applications 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.

Documents to be Submitted during Application:

1- Application Form (<https://erasmus.istinye.edu.tr/sites/erasmus.istinye.edu.tr/files/inline-files/Erasmus-application-form-for-studies.pdf>)

2- Current Transcript

3- Letter of Acceptance (**Applications of students who do not have Letter of Acceptance/Invitation at the time of application will not be accepted.**)

*The Letter of Acceptance must cover the exact dates in minimum 2 months period on the stationery letterhead of the internship institution. (Example: 01/07/2020 - 01/09/2020)

See a sample of motivation letter:

<https://erasmus.istinye.edu.tr/sites/erasmus.istinye.edu.tr/files/inline-files/Letter%20of%20Motivation%20for%20Internship.pdf>

See a sample of acceptance letter:

<https://erasmus.istinye.edu.tr/sites/erasmus.istinye.edu.tr/files/inline-files/Letter%20of%20Motivation%20for%20Internship.pdf>

**The letter must be signed/stamped.

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

Date of Application: December 20, 2019 – February 14, 2020

Place of Application: International Programs Directorate, Ground Floor, Z10

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

Quota: 16

****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 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 faculty's quota.

Example: 7 Faculties + 2 Vocational Schools + 2 Institutes = 11 Seats

The remaining 5 seats will be given to the top 5 students 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 College/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.

**Upon the closure of application, date and time for the Foreign Language Exam will be announced on erasmus.istinye.edu.tr

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

IMPORTANT INFORMATION:

➤ In the student selection, proficiency in foreign language at minimum B1 level will be required, and the students below the it will be deemed ineligible.

➤ Candidates who have the following language documents and scores will have “100 points” as their Erasmus Foreign Language Exam grade.

- TOEFL: 80

- IELTS: 6

* Candidates who do not have the points above are required to participate in the exam that will be held by our Foreign Languages Department.

** The validity period of the documents is 2 years.

*** For further information please contact our Foreign Languages Department.

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