

2018-2019 ACADEMIC YEAR ERASMUS + 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.

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 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.

Host institutions of the internship may include foundations, education centers, research centers and any other institution fitting the definition of foundation as specified in the Erasmus+ Program Guide. Within this framework, a fitting foundation means an enterprise that performs all kinds of economic activities including social economies with all private or public institutions/establishments regardless of size, legal status and economic sector of operation.

If the internship institution abroad is a higher education institution, then the study to be done is not an academic training activity but a practical work experience at the units for the general administration of the institution.

The following institutions are not appropriate for higher education internship activity as part of 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.

Activities are performed in line with minimum and maximum periods determined by the European Commission.

- Minimum period is 2 full months and maximum period is 12 full months in Student Mobility for Traineeships.
- The period of activity must be uninterrupted.

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; however, such period will not be included in the activity period. 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.

If the activity is interrupted due to force majeure, the activities for which the minimum duration could not be completed due to force majeure are accepted and a grant is given for the attendance period, provided that the force majeure is documented. The Center should be contacted before an event or a situation is considered force majeure.

If students return before completing minimum duration except for force majeure, the activity is deemed invalid and no grant is awarded.

Minimum Requirements

Students must meet the below minimum requirements to take part in the activity:

- 1- Student must be a full-time student enrolled in a higher education program at any of the formal education grades (first, second or third grade) within a higher education institution;
- 2- First grade students (Associate Degree Programs and Undergraduate Programs) must have a minimum cumulative grade point average of 2.20/4.00;
- 3- Second and third grade students (Postgraduate Programs) must have a minimum cumulative grade point average of 2.50/4.00;
- 4- If a student benefitted from higher education mobility activities during Erasmus+ and Life Long Learning (LLP) period within the current education grade, the total duration cannot exceed 12 months including the new activity.

The grade point average of the student must meet the minimum requirements at the time of application. The student's latest transcript is used for determining grade point average.

The current transcript issued by the higher education institution where the student studies (where the selection is made) is a must; however, the graduation score obtained at the previous higher education grade can also be used for students who applied in the first term as a postgraduate or PhD student and do not have a transcript yet at the said higher education institution.

Likewise, the grade point averages available in the latest transcript obtained from the original higher education institution are taken into consideration for students who have transferred from another higher education institution via internal or external transfer and do not have a grade point average yet at the said higher education institution.

The internship activity can be performed at every grade during the study period and within 12 months following the graduation for final year students. For internship activities to be carried out after graduation, students must apply to such activities before they graduate (while they are still associate, undergraduate or postgraduate students). **Graduated students cannot apply.**

The post-graduation internship mobility must be completed within 12 months from date of graduation. The total of post-graduation internship period and mobility period carried out at the same grade should not be longer than 12 months.

Selection Criteria

The criteria for evaluation and weighted points to be used for evaluating mobility applications as of the 2018 contract period are as follows:

CRITERION	WEIGHTED POINT
Level of academic success	50% (out of a total of 100 points)
Language proficiency level	50% (out of a total 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
Prior participation (with or without grant)	-10 points
Participating in mobility in the country of citizenship	-10 points

If a student who was selected in a previous selection period at the same education grade does not carry out the activity without any force majeure, their scores will be dropped by “-10 points” for each unfulfilled activity despite being an eligible student.

If a student who applied for the Foreign Language Exam but did not take the exam without any force majeure reapplies to any mobility activity within the scope of higher education, their weighted selection scores will be dropped by “-5 points”.

Grant Support

Students are awarded grants to contribute to their additional expenses related to being abroad during the activity period spent abroad. Grants are contributory only and are not for covering all expenses of students related to activity. Countries where student mobility activities can take place are divided in three groups according to the levels of living standards, and monthly education and placement grants are determined for country groups. Country groups and monthly grant amounts to be given to students going to such countries are provided in the below table:

Country Groups by Cost of Living	Host Countries in Mobility	Monthly Study Grant (Euros)	Monthly Traineeship Grant (Euros)
Group 1 and 2 Program Countries	Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, United Kingdom, Iceland, Luxembourg, Germany, Belgium, South Cyprus, Holland, Portugal, Spain, Malta, Greece	500	600
Group 3 Program Countries	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Macedonia, Croatia, Czech Republic, Slovenia, Turkey	300	400

Students will not be supported additionally for round-trip travels between program countries for education and Student Mobility for Traineeships.

Student contributions are made in two installments, i.e. 80% before mobility and 20% upon successful completion of mobility activity. Payments are made in euros.

If desired, students can participate in activities without any grants. Students without a grant are also subject to general assessment together with other applications and go through the same process with the students receiving grants. The difference of zero-grant students is that they are not included in budget calculations and that no payment is made to them. The fact that the students do not get any grants does not mean that they will not be included in the selection process.

Additional Grants for Students with Disabilities

Grants in addition to standard grants can be given to disabled beneficiaries participating in the Erasmus+ Program to contribute towards special needs. The consortium coordinator institution must request additional grant from the Center so that the students and staff with disabilities are awarded the extra grant.

The additional grant can be requested during the agreement period but, under all conditions, up until 60 days before the termination date of agreement.

Documents to be Submitted during Application:

- 1- Application Form
- 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 open placement dates in minimum 2 month period on the stationery letterhead of the internship institution. (Example: 01/07/2019 - 01/09/2019)

*Must be signed/stamped.

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

Date of Application: NOVEMBER 01, 2018 - JANUARY 11, 2019

Place of Application: International Programs Directorate

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

Quota: 15

*All Colleges/Faculties/Institutes are provided with a **quota for one student** to ensure equality.

Students will be ranked according to their Erasmus scores across the university, and the student with the highest score will be eligible for the quota reserved for their faculty. The four vacant places will be allocated to the top 4 students in the list, regardless of whether the students are from a college, faculty or an institute. If eligible students waive their rights, the top College/Faculty/Institute student in the waiting list will be placed.

EXAMPLE:

NAME-SURNAME	FACULTY/VOCATIONAL SCHOOL/INSTITUTE & DEPARTMENT	ERASMUS SCORE
X	FACULTY OF PHARMACY / Pharmacy	95
Y	FACULTY OF MEDICINE / Medicine	94
Z	FACULTY OF SCIENCE AND LITERATURE / English Language and Literature	93
A	FACULTY OF SCIENCE AND LITERATURE / Molecular Biology and Genetics	92
B	FACULTY OF HEALTH SCIENCES / Nursing	91
C	FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES / Business Administration	90
K	FACULTY OF HEALTH SCIENCES / Physiotherapy and Rehabilitation	89
L	FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE / Architecture	88
M	FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE / Gastronomy and Culinary Arts	87
D	VOCATIONAL SCHOOL OF HIGHER EDUCATION / Culinary	86
T	FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES / International Relations	85
G	FACULTY OF ENGINEERING / Computer Engineering	84
F	VOCATIONAL SCHOOL OF HEALTH SERVICES / Anesthesia	83
S	FACULTY OF ENGINEERING / Mechanical Engineering	82
R	FACULTY OF MEDICINE / Medicine	81
H	INSTITUTE OF HEALTH SCIENCES / Stem Cell and Tissue Engineering	80
E	INSTITUTE OF SOCIAL SCIENCES / MBA with Thesis	79

According to the list above; students X, Y, Z, B, C, L, D, G, F, H and E became eligible for the quota available in the Faculty of Pharmacy, Faculty of Medicine, Faculty of Science and Literature, Faculty of Health Sciences, Faculty of Economics, Administrative and Social Sciences, Faculty of Fine Arts, Design and Architecture, Vocational School of Higher Education, Faculty of Engineering, Vocational School of Health Services, Institute of Health Sciences and Institute of Social Sciences, respectively.

When the students who are eligible for mobility are excluded, the remaining students make up the waiting list.

NAME-SURNAME	FACULTY/VOCATIONAL SCHOOL/INSTITUTE & DEPARTMENT	ERASMUS SCORE
A	FACULTY OF SCIENCE AND LITERATURE / Molecular Biology and Genetics	92
K	FACULTY OF HEALTH SCIENCES / Physiotherapy and Rehabilitation	89
M	FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE / Gastronomy and Culinary Arts	87
T	FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES / International Relations	85
S	FACULTY OF ENGINEERING / Mechanical Engineering	82
R	FACULTY OF MEDICINE / Medicine	81

After one place is allocated to each one of the departments, the remaining 4 places are allocated to the top 4 students in the list (A, K, M, T). If student Y, who had become eligible for the quota available in the Faculty of Medicine, waives his/her right, the vacant place will be allocated not to S but to R who is a student in the Faculty of Medicine.

*If they demand, students in the waiting list can benefit from mobility without grant.

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 information for the Foreign Language Exam will be announced on erasmus.istinye.edu.tr.**

IMPORTANT INFORMATION:

- In the student selection, proficiency in foreign language at minimum B1 level will be required, and the students below the threshold will be deemed ineligible.
- 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, their weighted selection scores will be dropped by “-5 points”.
- If students who declined to participate in Erasmus mobility despite being selected, fail to notify their waivers within 15 days at the latest from the date of winner announcements, “-10 points” will be dropped in their any subsequent applications to Erasmus mobility activities.