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ACADEMIC YEAR OF 2024-2025

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP

APPLICATION ANNOUNCEMENT (2nd CALL)

Publication Date: September 16, 2024

Project: 2023-1-TR01-KA131-HED-000119862

Project Deadline: July 31, 2025

IMPORTANT NOTICE

- Please read the **announcement** and the **Erasmus+ exchange programs directive** carefully before applying.
- All documents to be uploaded to the application system must be in pdf format.
- All mobilities must be completed by **July 31, 2025**.

Announcement of Application	September 16, 2024
Opening of Online Application System	October 7, 2024, at 00:00
Closing of Online Application System	October 21, 2024, at 23:59
Announcement of Candidates Taking the English Exam	October 22, 2024
Erasmus+ English Language Exam	October 30, 2024
Announcement of the Pre-Placement List	November 1, 2024
Appeal Deadline	November 4, 2024
Announcement of the Final Placement List	November 8, 2024

ABOUT TRAINEESHIP MOBILITY

- Traineeship mobility involves students completing a traineeship abroad in a business, research institute, laboratory, or another institution related to their academic field.
- Following courses at a higher education institution is **not considered** as traineeship.
- The traineeship activity must be a complementary part of the student's academic program.
- For post-graduation traineeship mobility, the application must be submitted before the student graduates and mobility must be completed **within 12 months** of the graduation.
- Before applying, it is **mandatory** to obtain approval from the department/program coordinator regarding the company/institution where the traineeship will take place, as well as the topic, scope, and other related aspects of the traineeship. Applications that are not approved by the department/program coordinator will **not be accepted**.
- The duration of the traineeship mobility must be at least **60 days**, and a maximum of **90 days** will be funded.



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APPLICATION REQUIREMENTS

- The student must be enrolled as a **full-time student** in any level of formal education (first, second, or third cycle) within a higher education institution.
- First-cycle students must have a cumulative academic grade point average (GPA) of at least **2.20/4.00**.
- For students who do not yet have a transcript at the time of application:
 - For students transferring from an associate degree, the associate degree graduation GPA must be at least **2.20/4.00**.
 - For first-year students, the high school graduation grade must be at least **75/100**.
- Second and third cycle students must have a cumulative academic GPA of at least **2.50/4.00**.
- If the student has previously participated in higher education mobility activities during the 2014-2020 and/or 2021-2027 Erasmus+ periods, the total duration with the new activity must not exceed 12 months within the same study cycle.
- Double major students may apply to the Erasmus+ program for one of their majors in a single application period and participate in mobility.
- Students enrolled in English or Turkish language preparatory programs and scientific preparatory programs cannot apply for Erasmus+ exchange programs.
- Students who have frozen their enrollment cannot participate in traineeship mobility during the period of suspension. However, they can apply for mobility during the frozen period.
- Graduate students who have not completed their coursework in credit or non-credit courses (thesis master's and doctoral students) need the approval of their thesis advisor and the head of the department, along with a decision from the institute's administrative board, to benefit from the Erasmus+ exchange programs.
- Within the same academic level (bachelor's, master's, doctoral), the duration of student mobility, including periods spent as an Erasmus Mundus scholarship holder or student mobility activities during the 2014-2020 Erasmus+ period, combined with the new Erasmus+ period (2021-2027), cannot exceed 12 months. Even if no grant is provided, the total duration of student mobility activities (study/traineeship) within the same academic level cannot exceed 12 months. For programs that combine two levels (such as integrated PhD programs) or where two levels are completed within one cycle (such as medical education), the total duration is limited to a maximum of 24 months.
- Students in doctoral programs cannot benefit from Erasmus+ exchange programs during the following stages:
 - In the final semester when they must take the doctoral qualification exam but have not yet taken it.
 - In the final semester when they must present their thesis proposal defense.
 - In the last semester of the program's maximum duration.



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APPLICATION PROCESS

- **To apply**, you must have an e-devlet password. Applications will be submitted through the e-devlet identity verification on the website turnaportal.ua.gov.tr.
- The requested information in the online application system must be fully completed, and the following documents must be uploaded to the system. Applications with missing and/or incorrect documents will not be considered.
 1. **Acceptance Letter:** Students must find their own traineeship place, communicate with the institution, and obtain an acceptance letter. The letter must contain the following information:
 - It must clearly state that it is part of the *Erasmus+ Student Mobility for Traineeship*.
 - The *traineeship dates* (make sure to research how long the visa preparation process will take before setting these dates).
 - The *traineeship topic or position*.
 - *Information about the institution* where the traineeship will take place.
 - *Name, position, and contact details* of the person providing approval.
 2. **Current Transcript:** It must be a verifiable, QR-coded transcript obtained during the application period. Master's and doctoral students who have recently enrolled and do not yet have a GPA must upload their latest transcript showing their 2024-2025 fall semester enrollment (even if it does not include a GPA) as well as the transcript from the last department/program they graduated from.

RECOMMENDATIONS FOR FINDING AN TRAINEESHIP PLACEMENT:

- You can search for institutions by talking to experts in your field and searching online using the names of institutions you've encountered in courses, combined with the country/city you plan to visit.
- Prepare and send one or several versions of an application email, including your CV and motivation for applying to the selected institution, and try to obtain an acceptance letter.
- If you receive multiple acceptances, be sure to inform the institutions about the opportunities you will not pursue.
- You can benefit from the following networks, which provide traineeship listings and useful information to help guide you during the planning process:
 1. erasmusintern.org
 2. praxisnetwork.eu
 3. eures.europa.eu/index_en
 4. leo-net.org
 5. globalplacement.com
 6. trainingexperience.org



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EVALUATION CRITERIA

Criteria	Weighted Score
Academic Success	50% (out of total 100)
Language proficiency	50% (out of total 100)
For children of martyrs and veterans	+15 points*
For disabled students (subject to documentation of disability)	+10 points**
For students under protection, care, or shelter decisions pursuant to Law No. 2828 and Law No. 5395	10 points***
For those receiving aid from AFAD (themselves or first-degree relatives)	+10 points
Priority for internships aimed at developing digital skills (DOTs)	+5 points****
Presenting an acceptance letter from an internship placement at the time of application	+10 points
Prior participation (with or without grant)	-10 points
Participating in mobility in their country of citizenship	-10 points
Failing to participate in mobility without timely notice of withdrawal, despite being selected	-10 points
Applying for two types of mobility simultaneously (reduction applied to the preferred type)	-10 points
For selected students: Not attending meetings/training sessions held by the institution related to mobility, without a valid excuse (applies if the student reapplies for Erasmus)	-5 points
Declaring participation in the language exam but failing to attend without an excuse (applies if the student reapplies for Erasmus)	-5 points

*Veterans and their spouses and children, as well as the spouses and children of war martyrs, and the spouses and children of public officials who were injured, disabled, killed, or martyred due to terrorist acts, both domestically and abroad while performing their duties—even if their status has been revoked—under Article 21 of the Anti-Terrorism Law No. 3713 dated April 12, 1991, will be given priority for Erasmus+ student mobility. Additionally, under Article 7 of the Decree Law No. 667 dated July 23, 2016, the spouses and children of civilians who were killed or disabled as a result of the coup attempt and related terrorist acts on July 15, 2016, and subsequent related actions, will also be prioritized for Erasmus+ student mobility if they apply.

**For prioritization, the student must submit a Disability Health Committee report from the relevant "Regulation on Disability Assessment for Adults" published in the Official Gazette No. 30692 dated February 20, 2019.

***For prioritization, the student must submit a document from the Ministry of Family and Social Policies stating that they are under protection, care, or housing order as per Law No. 2828.

****Internships related to digital skills development (e.g., social media management, web analytics, digital graphics, mechanical and architectural design, application, software, or website development; installation, maintenance, and management of IT systems and networks, cybersecurity, data analytics, data mining, and visualization; programming, robotics, and artificial intelligence training) are given priority. General customer service, demand generation, data entry, or routine office tasks are not considered under this category.



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GRANT AMOUNTS

- Students benefiting from the traineeship mobility will receive grant support for up to 3 months (90 days).
- Students may opt-out of financial support if they wish.
- The total quota is x. If there is an additional budget, grants will be allocated to candidates placed without a grant.
- The table below shows the individual support grant amounts for sending students/recent graduates to countries participating in the program:

Country Groups	Host Country	Monthly Grant
Group 1 and 2	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	750 Euros
Group 3	Bulgaria, Czechia, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	600 Euros

ADDITIONAL GRANT SUPPORT

Participants with limited means will be provided additional grant support, in addition to the grant they are entitled to. Participants with limited means are defined as individuals who are economically and socially disadvantaged and fall under the following subcategories:

- Those under the scope of Law No. 2828 (those under the protection, care, or shelter decisions by the Ministry of Family and Social Services pursuant to Law No. 2828)
- Students under protection, care, or shelter decisions pursuant to Law No. 5395
- Orphans receiving survivor benefits due to the loss of a parent
- Children of martyrs or veterans
- Those receiving dependency benefits (students or their parents/legal guardians receiving financial support from municipalities, public institutions (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.) at the time of the Erasmus application must provide documentation to prove their financial support).
- Disabled students*
- Students whose one of their parents or guardian receives a disabled or needy pension within the scope of Law No. 2022 dated 01.07.1976 on the Granting of Pensions to Needy, Powerless and Destitute Turkish Citizens Over 65 Years of Age and Disabled and Needy Turkish Citizens. **
- Students or their first-degree relatives receiving disaster aid from AFAD



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*Disabled individuals must present a Disability Health Board report with a disability rate of at least 50%, as per the regulation published in the Official Gazette dated February 20, 2019, No. 30692.

** <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

Note: Scholarships from the Kredi ve Yurtlar Kurumu (KYK) and similar scholarships, other grants, aids, and scholarships of a similar nature, one-time assistance are not considered within the scope of this financial support.

Upon request and upon documenting their situations, additional grant support is provided to students who fall within the above-mentioned scope, depending on the type of mobility, in the following amounts:

Type of Mobility	Additional Grant Support
Student Mobility between 2-12 months	250 Euros per month

GREEN TRAVEL SUPPORT

- Students/graduates may receive a one-time additional grant of 50 Euros if they choose eco-friendly travel.

INCLUSION SUPPORT

- The Erasmus+ Program encourages the participation of individuals with special needs. A person with special needs is a potential participant whose personal physical, mental, or health condition, if not for additional financial support, would prevent their participation in the project/mobility activity. To request additional grants for students requiring inclusion support, the University needs to apply to the National Agency.
 - <https://www.fbu.edu.tr/ogrenciler/385/erasmus-projeler>

FLEXIBILITIES APPLIED DUE TO EARTHQUAKE DISASTER

Following the earthquake disaster that occurred on February 6, 2023, the state of emergency was declared in the provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa by the Presidential decree dated February 8, 2023, and numbered 6785. Additionally, the provinces of Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and the district of Gürün in Sivas were declared as disaster areas affecting the entire region, based on the decisions of the Disaster and Emergency Management Authority (AFAD). In order to minimize the impacts on Erasmus+ projects in these regions, various measures, flexibilities, and practices have been introduced by the Presidential decree and the decisions of AFAD.



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The scope of flexibility and practices related to the earthquake disaster includes:

Families, relatives, or individuals who reside in the mentioned 17 cities and 1 district and are registered as students in higher education institutions holding the Erasmus Charter for Higher Education (ECHE) in different cities

- **Situation of students who have applied for or will apply for mobility:**

First-degree relatives or themselves, residing in the mentioned 17 cities and 1 district, who are registered as students in higher education institutions holding the Erasmus Charter for Higher Education (ECHE) in different cities, and whose first-degree relatives have received disaster assistance from AFAD, will be prioritized with a +10 point advantage in their applications for Erasmus+ student mobility. In the same selection timeline, students who submit multiple applications will receive the +10 advantage for only one application of their choice.

For students enrolled in higher education institutions with ECHE in the mentioned 17 cities and 1 district, whose first-degree relatives have received disaster assistance from AFAD, additional grant support (disadvantage grant) will be provided if they are selected for Erasmus+ student mobility with funding.

First-degree relatives or themselves, residing in the mentioned 17 cities and 1 district, who are registered as students in higher education institutions holding the Erasmus Charter for Higher Education (ECHE) in different cities, and whose first-degree relatives have received disaster assistance from AFAD, will receive additional grant support (disadvantage grant) if they are selected for Erasmus+ student mobility with funding.

- **Flexibilities in Mobility-related Documents**

For students registered in the earthquake region or at other higher education institutions who's own, or their first-degree relatives' residence is in the earthquake region, transactions can be conducted electronically with the condition of later presenting the original documents during the application and payment stages. In cases where documents cannot be provided, transactions can be carried out based on a declaration. In this case, a commitment letter is obtained from the participant, stating that they acknowledge and declare that they will lose their acquired rights, and the granted grant will be reclaimed if it is determined that false statements have been made.

CONTACT INFORMATION

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