



**FBU**  
FENERBAHÇE UNIVERSITY

**INTERNATIONAL RELATIONS DIRECTORATE & CAREER CENTER AND ALUMNI OFFICE**

09 December, 2022



# Erasmus+

## Student Mobility For Traineeship Application Information Meeting



Öğr. Gör. Helin Dicle Çelik  
Career Center and Alumni Office

Mustafa Kemal Yeğen  
International Relations Directorate

# What is Erasmus?

- Erasmus+ Program, which has been implemented in our country since 2004, is the general name of the framework program that includes support for different age groups and different target groups in the fields of education, youth and sports.
- In the Erasmus+ Program;
  - School Education,
  - Higher Education,
  - Vocational Education,
  - Adult Education,
  - Support for the youth field continues, and grant support is also provided for projects in the field of sports.



# KA131 Higher Education Student and Staff Mobilities (With the program countries)

- Student Mobilities;
  - Student Mobility For Studies
  - Student Mobility For Traineeship
  
- Program Countries: 28 European Union countries + Turkey, Norway, Iceland, Liechtenstein and North Macedonia



# Erasmus Student Mobility For Traineeship

- This type of mobility is when students do an internship abroad in a business, a research institute, a laboratory or an institution or organization related to their academic field of study.
- Course follow-up at a higher education institution is not accepted as an internship.
- Students and new graduates can benefit. Graduates cannot apply.
- The mobility period can be between 2 and 12 months, separately for each academic level (associate/bachelor, master's and doctorate). Mobilities less than 2 months are not accepted.



# Erasmus Student Mobility For Traineeship



# Erasmus Student Mobility For Traineeship Application Requirements

- Being a full-time student enrolled in a department/program at associate, undergraduate and graduate levels.
- To have continued education for at least one semester for associate and undergraduate degrees.
- For application, the minimum GPA score;
  - For associate and undergraduate, at least 2.20/4.00
  - For postgraduates, it must be at least 2.50/4.00
- Interinstitutional agreement is not required to apply.



# Erasmus Student Mobility For Traineeship Application Requirements

- Graduate students who did not have a GPA in the program they were enrolled in at the time of application can apply with their previous undergraduate or graduate grade point averages, provided that they present a document.
- Double major students can apply to the Erasmus+ exchange program for one of the two majors in one application period and participate in the mobility.





# Erasmus Student Mobility For Traineeship Application Requirements

- Students of English and Turkish language preparation schools and scientific preparation programs cannot apply to any of the Erasmus+ exchange programs.
- Students who freeze their registration cannot perform internship mobility during the period when their registration is frozen. However, an application for mobility can be made during the registration period.
- A student can perform a total of 12 months of mobility (study + internship) within the same education level.



# Erasmus Student Mobility For Traineeship Application Calendar

History	Explanation
04 November 2022	Application Announcement
30 November 2022 00.00 a.m.	The Online Application System opens.
30 Decemeber 2022 23.59 p.m.	The Online Application closes.
04 January 2023	Erasmus+ English Language Exam Candidates Announcement
It will be announced.	Erasmus+ English Language Exam



# Erasmus Student Mobility For Traineeship Evaluation Criteria

Criteria	Score
Academic achievement level (according to the 100 system equivalents of the NONE 4 system grades)	%50 (out of 100 points)
Language Level (at least B1 level)	%50 (out of 100 points)
Martyrs and veteran children	+15 points
Students with disabilities (provided that it is documented)	+10 points
Students for whom protection, care or accommodation decision has been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395 (provided that they are documented)	+10 points

# Erasmus Student Mobility For Traineeship Evaluation Criteria

Criterion	Weighted Score
Earlier benefit (with or without grant)	-10 points
Participating in mobility in the country of citizenship	-10 points
Internships to develop digital skills (DOTs) are prioritized	+5 points
Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility	-10 points
Applying to two mobility types at the same time (reduction is applied to the student's preferred mobility type)	-10 points
For students selected for mobility: Not participating in meetings/trainings related to mobility without an excuse (applicable if the student applies for Erasmus again)	-5 points
Not taking the language exam without an excuse (applicable if the student applies for Erasmus again)	-5 points

# Erasmus Student Mobility For Traineeship Online Application System



erasmusbasvuru.ua.gov.tr

e-Devlet ile Giriş Yap

Türkiye Ulusal Ajansı ve THY işbirliği ile


İndirimli uçun

TÜRKİYE ULUSAL AJANSI İLE TÜRK HAVA YOLLARI ARASINDA İMZALANAN İŞBİRLİĞİ PROTOKOLÜNE İLİŞKİN DUYURU






Arama

Kurum Adı ↑↓ İlan ↑↓ Bitiş Tarihi ↑↓

# Erasmus+ Student Traineeship Mobility Online Application System

 **e-Devlet Kapsi** Kimlik Doğrulama Sistemi

Giriş Yapılacak Adres [https://turna.ua.gov.tr/turna/\\_pServlet?komut=edkA...](https://turna.ua.gov.tr/turna/_pServlet?komut=edkA...)  
Giriş Yapılacak Uygulama TURNA

 e-Devlet Şifresi  Mobil İmza  e-İmza  T.C. Kimlik Kartı  İnternet Bankacılığı


T.C. Kimlik Numaranızı ve e-Devlet Şifrenizi kullanarak kimliğiniz doğrulandıktan sonra işleminize kaldığınız yerden devam edebilirsiniz. [e-Devlet Şifresi Nedir, Nasıl Alınır?](#)

\* T.C. Kimlik No

Sanal Klavye  Yazarken Gizle

\* e-Devlet Şifresi

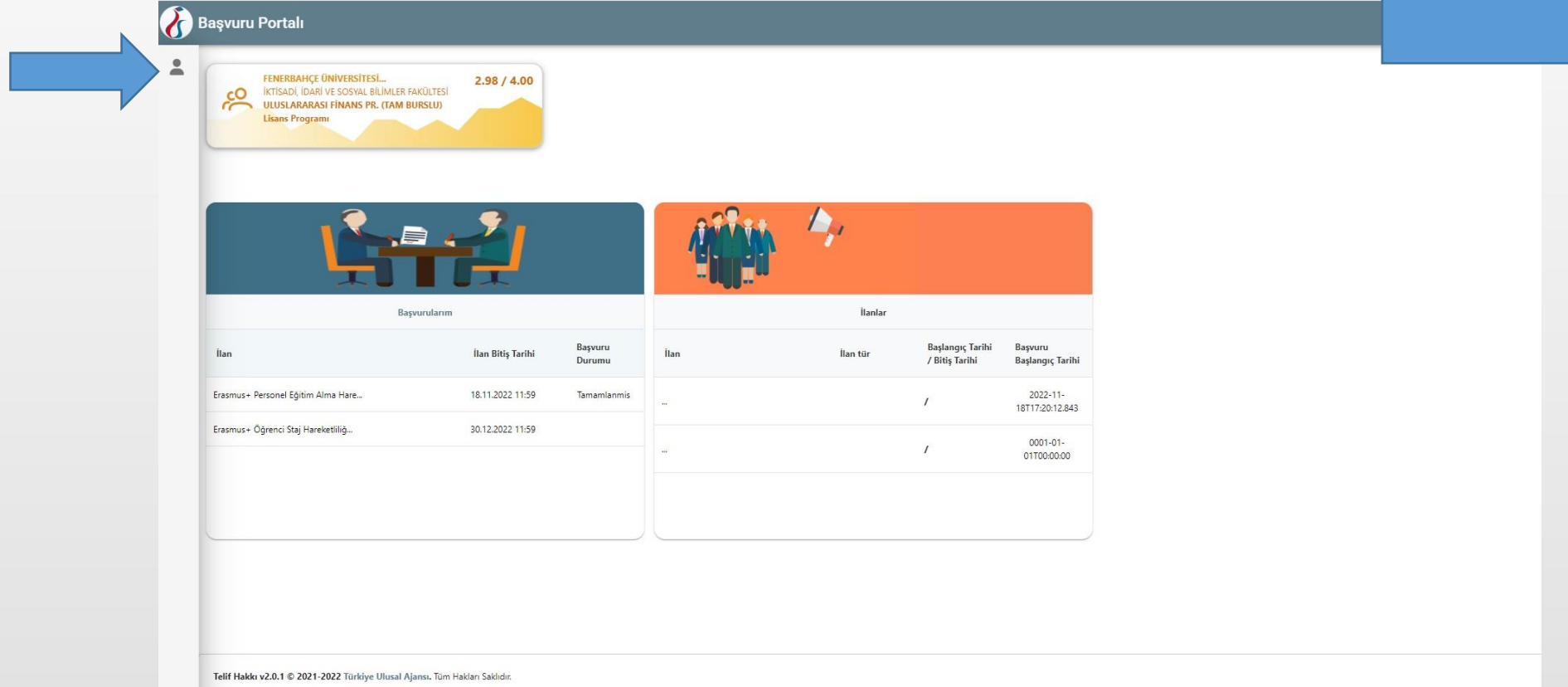
Sanal Klavye  Şifremi Unuttum

\* e-Devlet  şifrenizi unutmanız durumunda doğruladığınız cep telefonunuzdan yenileme işlemi yapabilirsiniz.

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# Erasmus Student Mobility For Traineeship Online Application System



**Başvuru Portalı**

FENERBAHÇE ÜNİVERSİTESİ...  
İKTİSADİ, İDARİ VE SOSYAL BİLİMLER FAKÜLTESİ  
ULUSLARARASI FINANS PR. (TAM BURLU)  
Lisans Programı 2.98 / 4.00

**Başvurularım**

İlan	İlan Bitiş Tarihi	Başvuru Durumu
Erasmus+ Personel Eğitim Alma Hare...	18.11.2022 11:59	Tamamlanmış
Erasmus+ Öğrenci Staj Hareketliliği...	30.12.2022 11:59	

**İlanlar**

İlan	İlan tür	Başlangıç Tarihi / Bitiş Tarihi	Başvuru Başlangıç Tarihi
...		/	2022-11-18T17:20:12.843
...		/	0001-01-01T00:00:00

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# Erasmus Student Mobility For Traineeship Online Application System

**Başvuru Portalı**

**Bireysel**

- Profil
- Basvurularım
- THY İndirim Kodu

İlan Adı	Son Başvuru Tarihi	Durum/Sonuc
Erasmus+ Personel Eğitim Alma Hareketliliği (2022 Proje Dönemi) - Erasmus+ Staff Mobility for Training (2022 Project)	18.11.2022 23:59	<a href="#">Görüntüle</a>
Erasmus+ Öğrenci Staj Hareketliliği Başvuruları (I. Çağrı) / Applications of Erasmus+ Student Mobility for Traineeship (I. Call)	30.12.2022 23:59	<a href="#">Başvuru Yap</a>



# Erasmus Student Mobility For Traineeship Online Application System

**Başvuru Portali**

**Bireysel**

Profil

Basvurularım

THY İndirim Kodu

İlan Adı

Erasmus+ Personel Eğitim

Erasmus+ Öğrenci Staj H

**Başvuru Onay Formu**

Sırbistan, Slovakya, Slovenya, Türkiye

**Not: İsteyen öğrenciler maddi destekten feragat edebilirler.**

**İLAVE HİBE DESTEĞİ**

Dezavantajlı katılımcılara, hak ettikleri hibeye ek olarak İlave Hibe Desteği sağlanabilecektir. Söz konusu hibenin verilebilmesi için, dezavantajlı katılımı, ekonomik ve sosyal açıdan imkânları kısıtlı olan ve aşağıdaki alt kategorilere uyan birey olarak tanımlanmıştır.

- 1) 2828 sayılı kanuna tabi olanlar (Aile ve Sosyal Hizmetler Bakanlığı tarafından haklarında 2828 sayılı Kanun uyarınca koruma, bakım veya banıma kararı olanlar)
- 2) 5395 sayılı Çocuk Koruma Kanunu Kapsamında haklarında koruma, bakım veya banıma kararı alınmış öğrencilere
- 3) Diğer ebeveyn geliri olmayıp yetim aylığı bağlananlar
- 4) Şehit/Gazi çocukları
- 5) Kendisine veya ailesine muhtaçlık aylığı bağlananlar (öğrencinin kendisine, anne ve/veya babasına veya vasisine Belediyelerden, kamu kurum ve kuruluşlarından (Bakanlıklar, Sosyal Yardımlaşma ve Dayanışma Vakıfları, Vakıflar Genel Müdürlüğü, Kızılay, AFAD gibi kurumlardan Erasmus başvurusunu yaptığı esnada maddi destek aldığı kanıtlayan bir belge ibraz edilmesi yeterlidir)
- 6) Engelliler
- 7) Ebeveynlerinden biri veya vasisi, 65 Yaşını Doldurmuş Muhtaç, Gücsüz Ve Kimsesiz Türk Vatandaşları İle Engelli ve Muhtaç Türk Vatandaşlarına Aylık Bağlanması Hakkında 01.07.1976 tarih ve 2022 sayılı Kanun kapsamında engelli veya muhtaç aylığı alan öğrenciler

Yukarıdaki kapsama uyan öğrencilere talepleri halinde aylık 250 Euro ilave hibe desteği sağlanabilecektir. Öğrencilerin bu durumlarını belgelendirmek zorundadır. Her talep ofisimiz tarafından Türkiye Ulusal Ajansı'na danışılacak ve kendilerinden onay alınacaktır.

**YEŞİL SEYAHAT DESTEĞİ**

Seyahat desteği almayan öğrenci/yeni mezunlara, yeşil seyahat tercih etmeleri durumunda, tek seferlik 50 Euro tutarında ilave bir hibe ile seyahat günleri için 4 güne kadar bireysel destek hibesi verilebilecektir.

**İLETİŞİM BİLGİLERİ**

Uluslararası İlişkiler Direktörlüğü Kat: L1 Oda No: 12  
erasmus@fbu.edu.tr

Bu şartı kabul etmediğiniz takdirde işleme devam edemezsiniz.

Yukarıdaki bilgilendirmeyi okudum ve kabul ediyorum.

Devam Et

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# Erasmus Student Mobility For Traineeship Online Application System

**Başvuru Portalı**

**Bireysel**

- Profil
- Basvurularım
- THY İndirim Kodu

1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 İletişim Bilgileri 5 Belge Yükleme 6 Onay

**Cinsiyet \***

Kadın

Erkek

Herhangi bir engeliniz var mı?

Şehit/Gazi yakını mısınız?

Devletin koruma, bakım veya banıma altında mısınız?

[İleri >](#)

# Erasmus Student Mobility For Traineeship Online Application System

1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 İletişim Bilgileri 5 Belge Yükleme 6 Onay

Üniversite \*  
FENERBAHÇE ÜNİVERSİTESİ

Bölüm/Program  
İKTİSADİ, İDARİ VE SOSYAL BİLİMLER FAKÜLTESİ / ULUSLARARASI FİNANS PR. (TAM BURLU) ▼

Sınıf \*  
4. SINIF ▼

Dönem \*  
▼

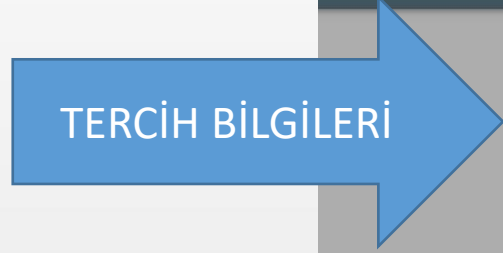
Not Ortalamanız \*  
2.98

Öğrenci Numarası \*

< Geri İleri >



# Erasmus Student Mobility For Traineeship Online Application System



1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 İletişim Bilgileri 5 Belge Yükleme 6 Onay

Aradığınız tercih bilgisi yok ise [buradan](#) ekleyebilirsiniz.

Tercih Listesi + 1. Tercihinize Ekle

Başvuru Tercihleriniz

↑↓

**Ev Sahibi Bilgi Formu**

OID'siz kayıt yapmak istiyorum.

OID Giriniz \_\_\_\_\_

Erasmus Kod \_\_\_\_\_ Kurum Adı \_\_\_\_\_

PIC \_\_\_\_\_ Proposal Number \_\_\_\_\_

Ülke \_\_\_\_\_ Şehir \_\_\_\_\_

Web Site \_\_\_\_\_ Posta Kodu \_\_\_\_\_ Kurum Telefon \_\_\_\_\_

Açık Adres \_\_\_\_\_

# Erasmus Student Mobility For Traineeship Online Application System

1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 İletişim Bilgileri 5 Belge Yükleme 6 Onay

Cep Telefonunuz \*  
[Redacted]

Mail Adresiniz \*  
[Redacted]

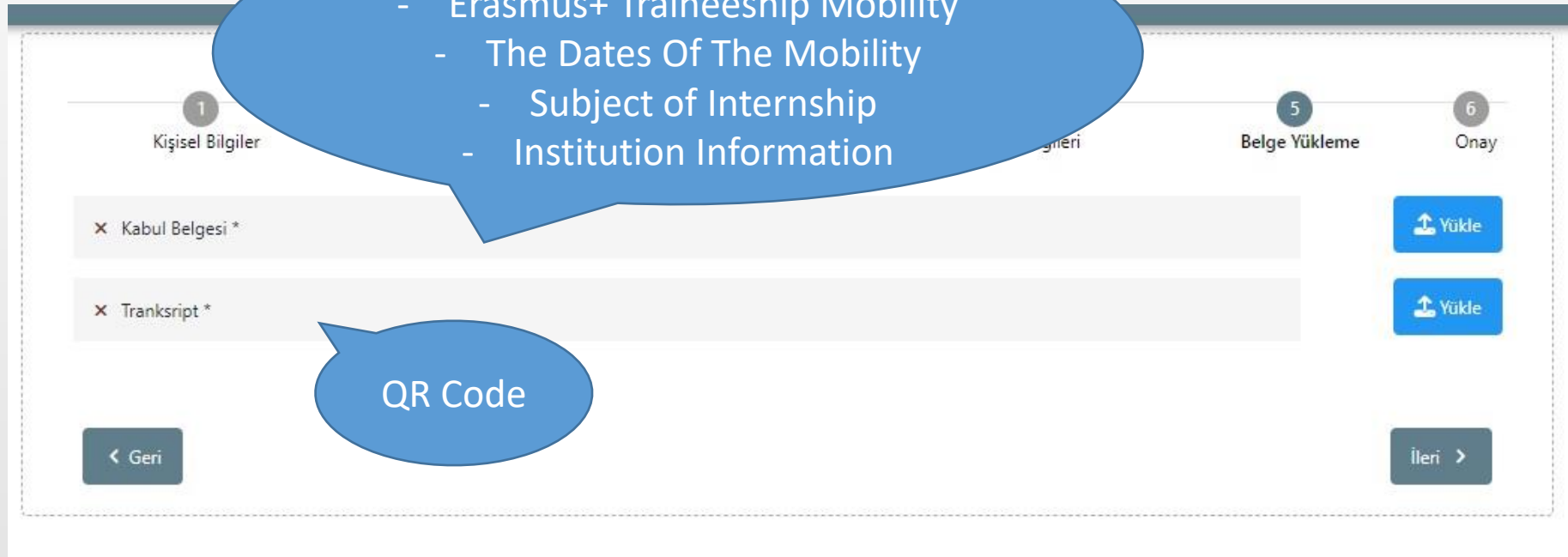
İkamet Adresiniz \*  
[Redacted]

< Geri İleri >

# Erasmus Student Mobility For Traineeship Online Application System

Acceptance Letter Description:

- Erasmus+ Traineeship Mobility
- The Dates Of The Mobility
- Subject of Internship
- Institution Information



1 Kişisel Bilgiler

5 Belge Yükleme

6 Onay

× Kabul Belgesi \*

× Transkript \*

Yükle

Yükle

< Geri

İleri >

QR Code



# Erasmus Student Mobility For Traineeship Monthly Grant Amounts

Country Groups	Host Countries	Monthly Grant Internship (EURO)
1st and 2nd Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	750
3. Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	600





# Important Information about Erasmus Student Mobility For Traineeship Grant

- There are green travel opportunities provided to students who perform mobility in order to reduce carbon emissions and reduce the environmental footprint of mobility. Approval should be obtained from the National Agency for additional grant support.
- Additional Grant Support can be provided to disadvantaged students in addition to the grant they deserve. Approval should be obtained from the National Agency for additional grant support.
  - 1) Those who are subject to Law No. 2828 (Those who have a protection, care or shelter decision pursuant to Law No. 2828 about them by the Ministry of Family and Social Services)
  - 2) Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395  
Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395  
Those who do not have other parent income and receive an orphan's pension
  - 3) Those who do not have other parent income and receive an orphan's pension
  - 4) Martyr/Veteran children
  - 5) Students who receive disability or needy pension within the scope of Law No. 2022







# Important Information about Erasmus Student Mobility For Traineeship Grant

- Grants are paid for a maximum of 3 months (90 days) to students who are eligible for mobility.
- Students will be able to waive financial support if they wish. However, they must be placed in an institution in the same placement period, on equal terms, by going through the application process.
- The grant calculation is made over the actual duration of the mobility.





# Important Information about Erasmus Student Mobility For Traineeship Grant

- Total number of seats: 8
- An estimated quota of 1 student is allocated to each unit.
- The quotas of the units that did not receive applications will be given to other units in a fair and transparent manner according to the application rate in other units.





# Important Information about Erasmus Student Mobility For Traineeship Grant

- Accommodation, transportation, health insurance and similar personal expenses are the student's responsibility.
- Students who are required to pay tuition fee/tuition pay the tuition fees for the semester they participate in the Erasmus+ exchange program to our University within the required period of time. However, they do not pay tuition fees to the other institution within the scope of Erasmus+.
- It is absolutely necessary to be in contact with the department/program coordinator about the internship place.



# Erasmus Student Mobility For Traineeship

## Important Notes

- In this process,
  - Announcements
  - Sent Emails,
  - Published guides
  - Erasmus+ exchange programs instruction should be read carefully.
  - The requested documents should be filled in the computer environment and submitted on time.



# Examples Of Suitable Internship Places for Erasmus Student Mobility For Traineeship

- Inter-institutional agreement is not required for Traineeship Mobility. Below is the following institutions that can be considered as an example of suitable internship places:
  - 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
  - All kinds of formations/unions belonging to the business world such as chambers of commerce, tradesmen-crafts unions, stock markets and unions



# Examples Of Suitable Internship Places for Erasmus Student Mobility For Traineeship

- Inter-institutional agreement is not required for Internship Mobility. While not a limiting list, the following organizations can be considered as examples of suitable internship places:
  - 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 (ECHE holding higher education institutions in Program countries)



# Examples Of Suitable Internship Places for Erasmus Student Mobility For Traineeship

- You can benefit from the following networks, where there are internship place announcements and information and sharing that can guide you in the planning stage of your internship process.
  - <https://erasmusintern.org/>
  - <https://www.praxisnetwork.eu/>
  - <https://ec.europa.eu/eures/public/en/homepage>
  - <https://www.leo-net.org/>
  - <http://globalplacement.com/>
  - <https://www.trainingexperience.org/>



# WHAT IS A MOTIVATION LETTER?

## HOW TO WRITE?





## What is a Motivation Letter?

Motivation letter; It is a one-page document that separates you from the candidates applying for the same position and explains why you are the most suitable candidate for this position. It is sent to the applied institution along with the CV document.



# Why Write a Motivation Letter?

- To apply for a training program such as Erasmus, bachelor's, master's or doctorate.
- To volunteer at a non-profit organization.
- To do an internship at a workplace.
- To work at a workplace.



## Purpose

CVs, diplomas and certificates already document your achievements. Then why do you need a motivation letter?



# Before You Start Writing the Letter

It would be useful to have a general idea about the institution you are applying to and to research the institution. Once you have a general idea, you need to focus on the department you want to be a part of and the people who are authorized in that department.



# How to Write a Motivation Letter

## Opening

- At the top, you should write your contact information, the name of the institution, address, contact information and the date.
- Your own contact information; name, surname, e-mail address, phone number and related social media links (LinkedIn etc.).



# Opening Paragraph

- Write the name of the authorized person/contact person in the institution to which you want to send the motivation letter, along with the title.
- It is an important detail in terms of getting the application into the hands of the right person.
- If the contact information of the authorized person cannot be found, it should be learned to whom it will be sent by contacting the institution. If this information cannot be reached, it can be started with a general address such as Dear Sir/Madam.



# Opening Paragraph

- The introduction should be short and interesting.
- You should briefly introduce yourself.
- You should have personal information such as your educational background and professional background.
- What are you applying to the institution for (job, training, internship or volunteering)?
- Which position in the institution are you applying for?
- Why are you interested in the institution?



# Development Paragraph

- You must state why you are writing.
- As it is a very respected institution, it may be useful to avoid commonplace phrases.
- Instead, it can be mentioned that the works of the institution are related to your field of study or if you are applying to a school, teachers who focus on the subject you want to work on.
- In this section you need to show yourself. (Characteristics, achievements and abilities)





# Development Paragraph

- Talk about your own academic and professional experiences, volunteering and projects that are compatible with the position and qualifications. Talk about your own academic and professional experiences, volunteering and projects that are compatible with the position and qualifications.
- How do your experiences match the required qualifications in the description of the position?
- How can you meet the needs of the institution?
- Tell us about your contributions to the institution.
- Indicate your positive sides by associating them with the position you want.



# Development Paragraph

- Projects you have successfully completed, workshops you have attended, your high GPA, extra-curricular activities, etc. Talk about your achievements.
- You can indicate that you share the values of the institution.
- You can state why you are seeking education, internship or job opportunities in a different country. Why did you choose that country? You can express that you are interested in the culture of the country you want to visit.



# Development Paragraph

## How will your academic and

• Bir engeliniz varsa, azınlık bir gruba dâhilseniz, herhangi bir şekilde okula katabileceğiniz çeşitlilik ve farklılığınız varsa, bunu dile getirebilirsiniz.

*professional life be shaped with this position?*

• If you have a disability, if you belong to a minority group, if you have diversity and difference that you can add to the school in any way, you can express it.

• You can talk about what it means for you to be accepted into the position you are interested in.

• If you are accepted, you can explain how this opportunity will play an important part in your future.



# Conclusion Paragrapgh

- The last paragraph should contain closing sentences to conclude your text.
- In summary, you can express for the last time why you are suitable for this position.
- You can briefly state your determination in this regard: “I wish to be a part of your institution as it will lead me in the field I want to work in in the future.”
- By thanking the reader, you can express that you are looking forward to hearing from the institution.



# Important Notes

- The motivation letter shows that you really want to be in the institution applied for. But at this point, one should be careful.
- Showing your interest in the organization that you're a good candidate for them isn't the same as exaggerating, bragging, or appearing too eager for the job.
- The easiest way to avoid this is to write the letter with concrete reasons and facts.



# Important Points

- Do not give false information.
- Choose tangible and measurable data to stay realistic.
- After you finish writing the letter, check the grammar and spelling.
- It might be better if someone else checks it again. 😊



# Important Points

- Be little and clear.
- Details unrelated to the subject you are applying should be avoided. For example, if you are applying to an institution in the field of social services, it is useful to talk about your projects in this field. It is unnecessary to talk about an unrelated hobby.
- Don't plagiarize.
- Do not use colloquial language. Be formal.



# Useful Links

- To prepare documents according to Europass format (for different documents such as CV and motivation letter): <https://europass.cedefop.europa.eu/tr/europass-support-centre/cover-letter/how-use-cover-letter-editör>
- European Voluntary Service site: <http://avrupagonulluhizmeti.com/motivasyon-mektubu-nasil-yazilir/> <https://www.abprojeyonetimi.com/motivasyon-mektubu-nasil-yazilir/>
- English motivation letter preparation tool: <https://novoresume.com/career-blog/how-to-write-a-motivation-letter>





# Motivation Letter for Erasmus



Dear Sir/Madam,

I'm pleased to commence writing my motivation letter for the Erasmus programme. Erasmus is the dream that I have dreamt of whole my life ever since I enrolled for my senior secondary education. With this motivation letter, I don't think I can express my motivation in a justified manner. Yet, I'm trying my best to express my strong urge to be part of the Erasmus programme.

I finished my bachelor's programme in international work and culture last year. I'm currently studying the same stream in my master's as well. Further, I want to get into the p.hd and conduct my research in the same domain. So, therefore Erasmus is the dream landing platform to land me on my dream platform.

I believe I can learn and get the best possible exposure of international culture at the Erasmus. I understand the value of the programme and hence I'm immensely diligent to make the most of it.

Thanks & Regards,  
Sharon Musk

## (Motivation Letter Examples)



**Marcel FILIP**  
Trenčianska 726/64, 08151 Nová Dubnica, Slovakia  
[filip.marcel@gmail.com](mailto:filip.marcel@gmail.com)

Dear Ing. Petr Smutný, Ph.D.

I'm writing to apply to the 2010/2011 Erasmus Scholarship Programme for second year of my study at Masaryk University.

My choice is Finland and that is because of the following reasons:

1. I have heard about Finnish education system and I know it is one of the top ones in Europe,
2. I'm pretty interested in Scandinavian life, culture and, of course, educational methods there,
3. I know both of my choices - University of Oulu respectively University in Jyväskylä - belongs to the top educational institutions in their region and I have decided to be a part of their student community for couple of months.

You are probably asking why the student like me should be chosen for Erasmus Scholarship. And I have a answers for you:

1. I have quite good study results as you can see in my attachments,
2. I have good language skills which has very good chance to improve in future,
3. I'm very excited to take part something like Erasmus because of meeting new people, improving my language skills, finding-out how is local educational system working and generally to get interesting life experiences.

My aim is definitely succesfully finish the Master`s degree program of Economics at my home Masaryk University in Brno and I hope the Erasmus study exchange can only help me not only with this primary aim, but also give me an important experience in the field of my study and foreign languages for my future jobs. I'm sure you know how big advantage have job applicant who have in his CV some note from Erasmus Programme or some similar, so you know what I'm talking about. I hope, I'll be chosen.

Thanks for your attention,

yours faithfully,

Marcel Filip  
24.2.2010, Brno



(Motivation Letter Examples)

# ACADEMIC CV PREPARATION

- The resume should be at least 2 pages. (Academic CV may be longer.)
- Adding unnecessary information should be avoided.
- Long paragraphs should be avoided.
- Generally, it should be written in 11 or 12 points, using easy-to-read characters such as "Times New Roman" or "Arial".



# ACADEMIC CV PREPARATION

- Professional Photographs must be added.
- Do not underline the words or sentences. (Except for Internet Addresses)
- Show Care to your e-mail address, an e-mail address consisting of name and surname and easy to code on the phone should be used.



# ACADEMIC CV PREPARATION

## Basic CV Parts

- Personal Details
- Education
- About Experience
- Conference Broadcasting
- Presentations
- Honors and Awards
- References



# ACADEMIC CV PREPARATION

## Optional CV Sections

- Profile Summary / Personal Statement
- Special Qualifications or Skills
- Corporate Service
- Certifications and Professional Associations
- Community participation



# ACADEMIC CV PREPARATION

## Personal Details (Basic)

- Write your full name, home address, phone number and e-mail address. Include this information in the middle of the page or at the top of the first page, aligned to the left.
- **Tip: Use a larger font size and bold the text to highlight this information.**



# ACADEMIC CV PREPARATION

## Profile Summary / Personal Statement (Optional)

- This part is a short (1-2 sentence) statement that follows your personal information and describes your key qualifications and interests. Its purpose is to encourage the reader to look at the details of your resume.
- Tip: Include only your skills, experience, and what most influences you in your academic career goals.





# ACADEMIC CV PREPARATION

## Education (Basic)

- List currently ongoing and recently completed academic degrees. List current and recently completed academic degrees.
- Add the name of the institution; city, state and country ; degree type and month/year will be awarded.
- If applicable, provide details such as the title of your thesis/thesis and your advisor.
- **Tip: Provide more details on newer degrees and less on older degrees.**



# ACADEMIC CV PREPARATION

## Experience (Basic)

- List positions that highlight your skills and qualifications. When adding details about non-academic jobs you hold, make sure they are somehow relevant to your academic career.
- Position title, institution or company name; city, state and country; the dates you held the position
- Use bullet points for relevant tasks/events and achievements.
- **Tip: Use strong verbs, change your vocabulary**



# ACADEMIC CV PREPARATION

## Talents (Optional)

- This section is a summary of abilities and strengths that are relevant to the position and/or field of study.
- Although your major skills are not usually included in a separate section, you can optionally list them on your academic resume.



# ACADEMIC CV PREPARATION

## Achievements and Awards (Basic)

- Place them in order of importance, not in chronological order.



# ACADEMIC CV PREPARATION

## Professional and Corporate Service (Optional)

List the professional and corporate offices you have held, student groups you have led, committees you have joined, or additional academic projects you have participated in.



# ACADEMIC CV PREPARATION

## Certifications and Professional Associations (Optional)

Include membership in professional organizations (national, state or local). This may include nominal participation as a student, not just as a professional member.



# ACADEMIC CV PREPARATION

## References (Basic)

This is usually the last section of an academic resume.

Include 3-5 professional or academic references who can respond to your abilities and qualifications and provide evidence of these characteristics.



**Dennis G. Champ**  
2112 Southlawn Pl. Urban Plains, NY  
(555) 867-5309 • dgchamp@NYU.edu



#### PERSONAL STATEMENT

A dedicated, detailed and capable research fellow with five years of experience in graduate-level sociology research. Extensively published in social science journals, with related expertise in Mirroring Theory. A confident presenter at conferences and teacher in classrooms, able to explain complex information to audiences of all levels.

#### EDUCATION

**PhD in Sociology** **May 2018**

New York University, New York, NY

*Dissertation title: "Eat, Play, Shove: How Mirror Theory Accounts for Basic Daily Habits in Adolescents in the United States"*

*Advisor: James Jeffry, Sociology Chair, NYU*

**MA in English** **2011**

Yonsei University, Seoul, Republic of Korea

**BA in Sociology, magna cum laude** **2009**

University of Iowa, Iowa City, IA

#### TEACHING & ADVISING

**Composition Instructor** **2012-present**

*English Department, New York University*

- Facilitator and lecturer for five bi-weekly sections of Composition 102.
- Plan workshops and led round-table discussions on discussion of societal issues.
- Use current pedagogical techniques to engage with undergraduate students.
- Implemented team-teaching strategies to encourage sharing of ideas in the classroom.

**Social Theory Lecturer** **2013-2014**

*Advanced Studies Laboratory, New York University*

- Instructed Humanities undergraduates interested in nascent social theory
- Integrated speaker-listener approaches to teaching social theory using film and instructional technology.
- Assigned leadership roles to individuals for leading group-driven modules.

**Writing Fellow** **2010-2011**

*Writing Center, Yonsei University*

- Tutored students in multidiscipline areas to improve organization and arguments in writing.
- Underwent bi-weekly calibration and discussion with professors and other writing fellows.

## Academic CV Example





Thank You for Your Participation!

[erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr)

[kariyermerkezi@fbu.edu.tr](mailto:kariyermerkezi@fbu.edu.tr)



## Our Social Media Accounts

LinkedIn: **Fenerbahçe University International**

<https://www.linkedin.com/company/79390856/admin/>

Instagram:

**@fbu.erasmus** <https://www.instagram.com/fbu.erasmus/>

**@fbu.international** <https://www.instagram.com/fbu.international/>

**@fbukariyermerkezi** <https://www.instagram.com/fbukariyermerkezi/>

