



**2022-2023 ACADEMIC YEAR  
ERASMUS+ STUDENT MOBILITY  
for TRAINEESHIP – II CALL**

(It is the mobility announcement of the project  
numbered 2022-1-TR01-KA131-HED-000054480)

**Announcement Date:** 15 March 2023

**Student Mobility for Traineeship:** It is the traineeship of students in a business abroad, 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 a traineeship.
- The traineeship activity should be an integral part of the student's learning program.
- The mobility period is between 2 and 12 months, valid for each education level separately.
- Traineeship mobility can be carried out in every class during the study period and within 12 months after graduation for students in the last year of study programs.
- The application for Traineeship mobility after graduation must be made before the student graduates. Graduated students are not eligible to apply.
- Post-graduation Traineeship mobility must be completed within 12 months from the date of graduation. During this period, the military service period of new graduates recruited to complete their military service is added to this maximum period of 12 months.
- The sum of the traineeship period after graduation and the mobility period performed by the student at the same level should not exceed 12 months.
- The duration of traineeship mobility must be at least 60 days; A maximum of 90 days of the traineeship period is granted.
- Before the application, it is obligatory to obtain approval from the department/program coordinator and the traineeship commission of the department/program on the subject, scope, and similar issues of the company/institution where the traineeship will be held. Applications that are not approved by the traineeship commission and the department/program coordinator cannot be accepted.

## IMPORTANT WARNING!

- Before applying, please carefully read the text of the announcement and the directive of Erasmus+ exchange programs. You can send your questions about subjects not included in the announcement to [erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr) e-mail address.
- All documents to be uploaded to the application system must be in PDF format.
- Mobility activities within the scope of this announcement are limited to the duration of the 2022-1-TR01-KA131-HED-000054480 project.

## IMPORTANT INFORMATION!

- Applications will be received through the <https://erasmusbasvuru.ua.gov.tr> system between 10-24 April 2023. The online application system will close on Monday, April 2023, 2022 at 23:59.

Date	Announcement
15 March 2023	Registration Announcement
10 April 2023 saat: 00.00	Online Registration System
24 April 2023 saat: 23.59	Online Registration Closed!
25 April 2023	Erasmus + English Exam Candidate Announcement
27 April 2023	Erasmus + English Language Exam
02 May 2023	Pre Placement List Announcement
02-07 May 2023	Objection Period
10 May 2023	Announcement of Final Placement List

## REGISTRATION CONDITIONS

1. Students who will apply for Erasmus+ student mobility for traineeship must meet the following conditions at the application stage.
  - Being a full-time student enrolled in a department/program at associate, undergraduate and graduate levels.
  - Continue education for at least one semester at associate and undergraduate levels.
  - 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.
  - For the application, the current GPA must be at least 2.20/4.00 at associate and undergraduate level and at least 2.50/4.00 at graduate level.
2. 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.

3. Research assistants must have received written approval from the relevant unit manager at the time of application.
4. Students of English and Turkish language preparatory programs and scientific preparation programs cannot apply to Erasmus+ exchange programs.
5. Students who have frozen their registration cannot perform educational mobility during the period when they freeze their registration. However, an application for mobility can be made during the registration period.
6. In order for master's and doctorate students with thesis who have not completed their credit or non-credit course load in graduate programs to benefit from Erasmus + exchange programs, the student's thesis advisor and the head of the relevant department, and the decision of the Graduate School board of directors are required.
7. The period of student mobility within the same education level (undergraduate, graduate, doctorate), if any, as an Erasmus Mundus scholarship holder or during the 2014-2020 Erasmus+ period and the Erasmus+ student mobility period in the new Erasmus+ period (2021-2027), a total of 12 The moon cannot pass. Even if a grant is not given, the total duration of student mobility activities (study/traineeship) held within the same education level cannot exceed 12 months. The total duration is maximum 24 months in programs in which two stages are combined (such as an integrated doctorate) and in higher education programs in which two stages are completed in a single stage (such as medical education).
8. Erasmus+ exchange programs cannot be used at the following stages of doctoral programs.
  - a. For students who have not taken the doctoral qualifying exam, in the last semester when the doctoral qualifying exam must be taken.
  - b. In the last semester to be entered in the thesis proposal defense.
  - c. In the last semester of the maximum duration of the programme.

## **HOW DO YOU APPLY?**

In order to apply, you must have an e-Government password. Applications will be received via e-government authentication via <https://erasmusbasvuru.ua.gov.tr>.

The information requested in the online application system must be filled in completely and the following documents must be uploaded to the system. Applications made with missing and/or incorrect documents will not be considered.

- Acceptance Letter: Students should choose their traineeship place and make the necessary correspondence and receive an acceptance letter. Information that should definitely be included in the content of this document:
  - o Included in Erasmus+ Student Mobility for traineeship

- Date range of the Mobility of the traineeship (Before determining this date, the average duration of your visa preparation process should be researched)
  - The subject of the traineeship or the traineeship position
  - Information of the institution where the traineeship will be held
  - Name, position and contact information of the person giving the approval
- -Current Transcript: It is obligatory to have a verifiable QR-coded transcript received within the application period. Students who are newly enrolled in master's and doctorate programs and who do not have a GPA should upload the last transcript showing their 2022-2023 spring semester registrations (even if it does not include grade point average) and the transcripts of the department/program they have graduated from.

### **EVALUATION CRITERIA**

The placement score will be made in accordance with the scoring in the table below and the "important" note at the end of the table.

<b>Criteria</b>	<b>Percentage Points</b>
<i>Academic achievement level (according to the 100 system equivalents of the NONE 4 system grades)</i>	<i>%50 (out of 100)</i>
<i>Language level (Students who get B1 and above in the language exam will be evaluated)</i>	<i>%50(out of 100)</i>
<i>Martyrs and veteran children</i>	<i>+15 points*</i>
<i>Students with disabilities (provided that it is documented)</i>	<i>+10 points**</i>
<i>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)</i>	<i>+10 puan***</i>
<i>Earlier benefit (with or without grant)</i>	<i>-10 points</i>
<i>Participating in mobility in the country of citizenship</i>	<i>-10 points</i>
<i>Internships to develop digital skills (DOTs) are prioritized</i>	<i>+5 points****</i>

<i>Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility</i>	<i>-10 point</i>
<i>Applying to two mobility types at the same time (reduction is applied to the student's preferred mobility type)</i>	<i>-10 points</i>
<i>For students selected for mobility: Not participating in meetings/trainings related to mobility without an excuse (applicable if the student applies for Erasmus again)</i>	<i>-5 points</i>
<i>Not taking the language exam without an excuse (applicable if the student applies for Erasmus again)</i>	<i>-5 points</i>

\*In addition to the combat veterans and their spouses and children, as well as the spouses and children of the war martyrs, according to Article 21 of the Anti-Terror Law dated 12/4/1991 and numbered 3713, "public officials are responsible for performing their duties at home and abroad or even if their titles have been removed. and the spouses and children of those who were injured, disabled, killed or killed as the subject of terrorist acts due to the coup attempt and the terrorist act on 15 July 2016, in accordance with Article 7 of the Decree Law No. Spouses and children of those who lost their lives due to the actions or civilians who are disabled and their spouses and children are prioritized if they apply for Erasmus+ student mobility.

\*\*For prioritization, the student must submit the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692.

\*\*\*For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or shelter decision in accordance with the Law No. 2828.

\*\*\*\*Digital marketing (eg social media management, web analytics), digital graphics, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings. This does not count towards general customer service, claim creation, data entry or routine office duties.

**IMPORTANT!** Due to the earthquake disaster that occurred on February 6, 2023, in Erasmus+ higher education ka131 student mobility applications; Students whose families, relatives, relatives or themselves are residing in 11 provinces and 1 district (Adana, Adiyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye Şanlıurfa and Elazığ provinces and Gürün district of Sivas) affected by the earthquake will be prioritized by points +10. In addition, additional grant support (disadvantage grant) will be given to FBU students whose first degree relatives or students residing in the above-mentioned 11 provinces and 1 district are selected as granted.

## **EXAMPLES OF ACCEPTABLE TRAINEESHIP**

Inter-institutional agreement is not required for traineeship mobility. While not a limiting list, the following organizations can be considered as examples of suitable traineeship 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 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 education, including vocational education or adult education)
- -Non-profit institutions, associations
- Institutions providing career planning, professional consultancy and information services
- Higher education institutions (Higher education institutions with ECHE in Program countries)

### **TIPS ON WHERE TO CHOOSE TRAINEESHIP**

You can search for institutions by chatting with competent people in your field and searching the internet with the names of the institutions related to your profession that you encountered in the lessons and the names of the country / city you plan to go to.

Try to get an acceptance letter by sending one or several types of application e-mails that you have prepared to the institutions you have chosen, including your resume and your motivation to apply to the relevant institution.

If you are accepted from a few places, please inform the relevant institutions about the opportunities that you will not take advantage of.

You can benefit from the following networks, where there are traineeship place announcements and information and sharing that can guide you in the planning stage of your traineeship 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/>

### **GRANT AMOUNT FOR STAFF MOBILITY**

Grant support is provided for a maximum of 3 months (90 days) to students who will benefit from traineeship mobility. The total number of quotas is 6.

The table of individual support grant amounts to be applied when sending students/new graduates to the countries associated with the program is given below:

Group of Countries	Guest Country	Monthly Grant Support (Euro)
1 <sup>st</sup> and 2 <sup>nd</sup> Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Holland, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	750
3 <sup>rd</sup> Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	600

**Note:** Students can waive financial support if they wish.

### **ADDITIONAL GRANT SUPPORT**

Additional Grant Support may be provided to disadvantaged participants in addition to the grant they are entitled to. In order to be able to grant the said grant, the disadvantaged participant is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories.

- 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
- 3) Those who do not have other parent income and receive an orphan's pension
- 4) Martyr/Veteran children
- 5) Those who are granted a needy pension for themselves or their families (the student is entitled to receive financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) proving that he or she received financial support at the time of their Erasmus application. It is sufficient to submit the document.)

6) Disabled People

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

Students who meet the above scope can be provided with an additional grant of 250 Euros per month upon their request. Students must document this situation. Every request will be consulted by our office with the Turkish National Agency and their approval will be obtained

### **GREEN TRAVEL SUPPORT**

For students and new graduated students who do not receive the green travel support, can be given an additional one-time grant of 50 Euros and an individual support grant for up to 4 days if they choose so.

### **CONTACT INFORMATION**

International Relations Directorate Floor: L1 Room: 12

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