



**ACADEMIC YEAR OF 2024-2025**  
**ERASMUS+ STUDENT MOBILITY FOR INTERNSHIP**  
**APPLICATION ANNOUNCEMENT**

**Date:** 09.02.2024

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

- The students' internship is related to their academic field, and it can take place in a foreign business, research institute, laboratory, or institution/organization.
- Following courses at the higher education institution does not qualify as an internship.
- The internship activity should be an integral part of the student's educational program.
- The duration of mobility is between 2 and 12 months, separately applicable for each academic level.
- Internship mobility can be carried out in each academic year during the study period and within the 12 months following graduation for final-year students.
- Post-graduation internship mobility requires the application to be submitted before the student graduates; applications from already graduated students will not be accepted.
- Post-graduation internship mobility must be completed within 12 months from the graduation date. The military service period of newly graduated students called up for military duty is added to this maximum period.
- The total duration of post-graduation internship and mobility at the same academic level should not exceed 12 months.
- The duration of internship mobility should be at least 60 days; a maximum of 90 days of the internship period is eligible for funding.
- Prior to application, approval from the department/program coordinator and the internship committee of the department/program is mandatory regarding the business/organization for the internship. Applications not approved by the internship committee and department/program coordinator will not be accepted.

**APPLICATION REQUIREMENTS**

- Students applying for Erasmus+ student mobility for internship must meet the following conditions during the application process:
  - Being a full-time student enrolled in a program at the associate, undergraduate, master's, or doctoral levels.
  - The current overall GPA for the application must be at least 2.20/4.00 for associate and undergraduate levels and at least 2.50/4.00 for postgraduate levels.
  - For students transferring from associate to undergraduate programs without a completed transcript at the application stage, the minimum required grade for the associate degree graduation is 2.20/4.00.

For first-year students, the minimum required grade for high school graduation is 75/100.



- Double major students are allowed to apply for and participate in the Erasmus+ exchange program for only one of their majors during a single application period.
- Research assistants must obtain written approval from the relevant department manager during the application process.
- Students enrolled in English and Turkish language preparatory programs, as well as scientific preparatory programs, are not eligible to apply for Erasmus+ exchange programs.
- Students on registration freeze cannot undertake internship mobility during the frozen registration period. However, they are allowed to apply for mobility during the registration freeze.
- 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.
- Within the same educational level (bachelor's, master's, doctoral), if applicable, the total duration of Erasmus Mundus scholarship or the student mobility period conducted in the 2014-2020 Erasmus+ period and the new Erasmus+ period (2021-2027) cannot exceed 12 months. Even if no grant is provided, the total duration of student mobility activities (study/internship) within the same educational level cannot exceed 12 months. For programs that combine two levels (such as integrated doctorate) or in higher education programs where two levels are completed within a single level (such as medical education), the total duration is a maximum of 24 months.
- Doctoral programs cannot benefit from Erasmus+ exchange programs at the following stages:
  - In the last semester before the doctoral qualification exam for students who have not taken the doctoral qualification exam.
  - In the last semester before the defense of the thesis proposal.
  - In the last semester of the program's maximum duration.

## IMPORTANT NOTICE

- Carefully read the announcement text and the Erasmus+ Exchange Programs guidelines before applying.
- All documents to be uploaded to the application system must be in PDF format.

## APPLICATION PROCESS

- To apply, you need to have an e-devlet password. Applications will be accepted through e-government identity verification at [turnaportal.ua.gov.tr](http://turnaportal.ua.gov.tr).
- Complete information must be provided in the online application system, and the following documents should be uploaded. Applications with missing and/or incorrect documents will not be considered for evaluation.

- **Acceptance Letter:** Students should independently choose their internship location, engage in necessary correspondence, and obtain an acceptance letter. The content of this document should include the following essential information:
  - The date range of the internship within the scope of the Erasmus+ Internship Mobility (Before determining this date, it is essential to research how long the visa preparation process will approximately take).
  - The subject or position of the internship.
  - Information about the institution where the internship will take place.
  - Name, position, and contact details of the approving person.
- **Current Transcript:** It is mandatory to submit a verifiable transcript with a QR code obtained during the application period. Newly enrolled graduate and doctoral students who have not yet established a Grade Point Average (GPA) must upload their most recent transcripts showing the records of the 2023-2024 spring semester (even if it does not include a GPA) and the transcripts of the last program/department they graduated from.

## APPLICATION AND MOBILITY CALENDAR

- Applications will be accepted from March 15 to March 30, 2024, through the <https://turnaportal.ua.gov.tr>. The online application system will close on Saturday, March 30, 2024, at 23:59.
- All processes during the application and mobility period will be carried out according to the calendar provided below.

Date	Event
February 23, 2024	Announcement of Application
March 15, 2024, at 00.00	Opening of the Online Application System
March 30, 2024, at 23.59	Closing of the Online Application System
April 1, 2024	Announcement of Candidates Taking the Erasmus+ English Language Exam
April 2-3-4, 2024	Erasmus+ English Language Exam
April 10, 2024	Announcement of the Pre-Placement List
April 10-12, 2024	Appeal Process
April 15, 2024	Announcement of the Final Placement List

## EVALUATION CRITERIA

Criteria	Contribution
Academic performance level (converted from the YOK 4-point grading scale to the 100-point grading scale)	%50 (out of a total of 100 points)
Language proficiency (students scoring B2 or higher in the language test will be considered)	%50 (out of a total of 100 points)
Children of martyrs and veterans (with documentation)	+15 points*
Disabled students (with documentation)	+10 points**
Students who have been granted protection, care, or accommodation decisions within the scope of Law No. 2828 on Social Services and Law No. 5395 on the Protection of Children (with documentation)	+10 points***
• They or their first-degree relatives receiving aid from AFAD.	+10 points
Internships aimed at developing digital skills (DOTs) are prioritized.	+5 points****
Submitting an internship acceptance letter during the application process.	+10 points
Previous participation (with or without a grant)	-10 points
Participation in mobility in the country of citizenship.	-10 points
Not participating in mobility without timely waiver notification after being selected for mobility.	-10 points
Applying for two types of mobility simultaneously (reduction is applied to the preferred type of mobility by the student).	-10 points
For students selected for mobility: Failure to attend meetings/training organized by the higher education institution regarding mobility without a valid excuse (applies if the student reappplies for Erasmus).	-5 points
Declaring intent to take the language exam but failing to participate without a valid excuse (applies if the student reappplies for Erasmus).	-5 points

\* Priority is given to the spouses and children of combat veterans, as well as the spouses and children of martyrs, along with individuals covered by Article 21 of the Anti-Terror Law No. 3713 dated 12/4/1991, who were injured, disabled, or died as a result of terrorist acts while performing their duties domestically or abroad as public servants or after the removal of their status, and the spouses and children of those who lost their lives or were killed. Additionally, priority is given to the spouses and children of civilians who became disabled or lost their lives due to the coup attempt and terrorist acts that took place on July 15, 2016, and the continuation of these acts, as per Article 7 of Decree Law No. 667 dated July 23, 2016, for applications to the Erasmus+ student mobility program.

*\*\*For prioritization, the student must present the Disability Health Board report specified 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 present a letter from the Ministry of Family and Social Policies indicating that they have a protection, care, or accommodation decision according to Law No. 2828.*

*\*\*\*\*Digital marketing (e.g., 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 training. General customer service, lead generation, data entry, or routine office tasks are not included in this scope.*

## TIPS FOR FINDING AN INTERNSHIP

- Engage in conversations with competent individuals in your field around you. Search for institutions related to your profession by using the names of companies you come across in discussions and the names of countries/cities you plan to visit.
- Prepare one or more application emails containing your resume and a motivation for applying to the relevant institution. Try to obtain an acceptance letter.
- If you receive acceptances from multiple places, make sure to inform the respective institutions about the opportunities you won't be considering.
- Utilize the following networks where internship announcements are available, and you can find information and insights that can guide you in planning your internship process.
  - <https://www.praxisnetwork.eu/>
  - <https://ec.europa.eu/eures/public/en/homepage>
  - <https://www.leo-net.org/>
  - <http://globalplacement.com/>
  - <https://www.trainingexperience.org>
  - <https://erasmusintern.org/>

## GRANT AMOUNTS

- Students benefiting from internship mobility will receive grant support for a maximum of 3 months (90 days).
- Students who wish to do so may waive financial support.
- The total quota number is 8. In case of additional budget, grants can be allocated to candidates placed without a grant.
- Initially, an estimated 1 quota has been allocated to each unit. The quotas of units with no applications will be fairly and transparently redistributed to other units based on the application rates in those units.
- The table below shows the individual support grant amounts to be applied when sending students/graduates to countries associated with the program:

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

## ADDITIONAL GRANT SUPPORT

- Additional Grant Support will be provided to participants with limited means in addition to the grant they deserve. To be eligible for this grant, participants with limited means are defined as individuals who are economically and socially disadvantaged and fall into the following subcategories:
  - Those covered by Law No. 2828 (those who have protection, care, or accommodation decisions according to Law No. 2828, as determined by the Ministry of Family and Social Services)
  - Students for whom protection, care, or accommodation decisions have been made under the Child Protection Law No. 5395
  - Those receiving orphan's/death pension without other parental income
  - Children of martyrs/veterans
  - Individuals receiving livelihood allowance for themselves or their families (a document proving that the student, his/her parents, or guardian received financial support from municipalities, public institutions, and organizations (Ministries, Social Assistance and Solidarity Foundations, Foundations General Directorate, Red Crescent, AFAD, etc.) at the time of applying for Erasmus is sufficient.)
  - Individuals with disabilities\*
  - Students receiving disability or livelihood allowance under Law No. 2022 dated 01.07.1976 regarding the Granting of Monthly Payments to Disabled and Needy Turkish Citizens Aged 65 and Older, as well as Disabled and Needy Turkish Citizens\*\*
  - Those who themselves or their first-degree relatives have received disaster aid from AFAD.

*\*Individuals with a documented disability rate of at least 50%, as evidenced by the Disability Health Board report specified in the "Regulation on Disability Assessment for Adults," published in the Official Gazette dated February 20, 2019, and numbered 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 and 12 months.	250 € Monthly

### 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.

Further information: <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.
- **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 US

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