



**2023-2024 ACADEMIC YEAR  
ERASMUS+ SHORT TERM DOCTORATE  
MOBILITY- TRAINEESHIP**

(2022-1-TR01-KA131-HED-000054480 This is a mobility announcement for the numbered project.

**Announcement Date:** February 20, 2024

**Short Term Doctorate Mobility:** To effectively respond to the learning and educational needs of doctoral candidates and recent graduates, while also ensuring equal opportunities, this program offers short-term physical internship mobility opportunities abroad for doctoral candidates and new graduates (post-docs). The program aims to enable young researchers to gain international experience, enhance their knowledge and skills, expand their networks, and provide opportunities to work in environments with cultural diversity.

The short-term student mobility primarily targets students unable to participate in long-term physical mobility. Students can conduct internship activities abroad at a company, research institute, laboratory, organization, or other relevant workplaces. Internships abroad are supported for studies at every educational level and for recent graduates.

**IMPORTANT WARNING!**

- Please carefully read the announcement text and the Erasmus+ exchange program guidelines before applying. For inquiries about topics not covered in the text, you can email [erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr).
- 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 project 2022-1-TR01-KA131-HED-000054480. Mobilities must be completed by **July 31, 2024**.
- Short-term doctoral mobility ranges from a minimum of 5 days to a maximum of 30 days.

## APPLICATION PROCESS

- Applications will be accepted through the <https://turnaportal.ua.gov.tr/> system from March 11th to March 28th, 2024. The online application system will close on Thursday, February 28th, 2024, at 23:59.

Date	Description
February 20, 2024	Announcement of Application Call
March 11, 2024 at 00.00	Opening of the Online Application System
March 28, 2024 at 23.59	Closing of the Online Application System
March 29, 2024	Announcement of Candidates Taking the Erasmus+ English Language Exam
April 1, 2024	Erasmus+ English Language Exam
April 3, 2024	Announcement of Pre-Placement List
April 3-5, 2024	Appeal Process
April 8, 2024	Announcement of Final Placement List

## APPLICATION REQUIREMENTS

1. Students applying for Erasmus+ doctoral internship mobility must meet the following conditions during the application phase:
  - Being a full-time enrolled doctoral student
  - Graduate students without a cumulative GPA in the enrolled program at the time of application can apply with their undergraduate or previous graduate program's GPA, provided they present supporting documents.
  - Having a minimum current cumulative GPA of 2.50/4.00 for the application.
2. Research assistants must obtain written approval from the relevant head of department during the application.
3. Students in English or Turkish language preparatory and scientific preparatory programs cannot apply for the Erasmus+ exchange programs.
4. Students who freeze their registration are not allowed to engage in academic mobility during the period of freeze. However, it is possible to apply for mobility during the semester or period when the registration is frozen.
5. For thesis-based master's and doctoral students who haven't completed their credit or non-credit course load in postgraduate programs, approval from the thesis advisor and

the relevant department chair, along with approval from the Institute's Board, are required to benefit from the Erasmus+ exchange programs.

6. Within the same level of education (bachelor's, master's, doctoral), if applicable, the total duration of Erasmus Mundus scholarship or the Erasmus+ student mobility period 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 (studies/internships) within the same education level cannot exceed 12 months. In programs where two levels are combined (such as integrated doctoral programs) or where two levels are completed within a single level (such as medical education), the total duration is a maximum of 24 months.

## **HOW TO APPLY?**

To apply, you need to have an E-Devlet password. Applications will be accepted via E-Devlet identity verification at <https://turnaportal.ua.gov.tr>

The information requested in the online application system must be completed accurately, and the following documents must be uploaded to the system. Incomplete or incorrect applications will not be considered.

- Acceptance Letter: Students should determine their internship location, make the necessary correspondence, and obtain an acceptance letter. The necessary information that must be included in this document:
  - o Within the scope of Erasmus+ Doctoral Mobility- Traineeship
  - o Date range of the mobility (Before determining this date, research how long your visa preparation process will approximately take)
  - o Subject of the internship or the internship position
  - o Information about the institution where the internship will take place
  - o Name, position, and contact information of the approving person
- Current Transcript: It is mandatory for the transcript obtained within the application period to be verifiable and contain a QR code.

## **EVALUATION CRITERIA**

Placement scores will be based on the scoring in the table below and guided by the 'important' note at the end of the table.

<b>Criterion</b>	<b>Weighted Score</b>
<i>Academic performance level (converted from the YOK 4-point grading scale to the 100-point grading scale)</i>	<i>%50 (out of a total of 100 points)</i>
<i>Language proficiency (students scoring B2 or higher in the language test will be considered)</i>	<i>%50 (out of a total of 100 points)</i>
<i>Children of martyrs and veterans (with documentation)</i>	<i>+15 points*</i>
<i>Disabled students (with documentation)</i>	<i>+10 points**</i>
<i>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)</i>	<i>+10 points***</i>
<i>Previous participation (with or without a grant)</i>	<i>-10 points</i>
<i>Participation in mobility within the country of citizenship</i>	<i>-10 points</i>
<i>Internships focusing on developing digital skills (DOTs) are given priority</i>	<i>+5 points****</i>
<i>Not attending the mobility without timely notification of withdrawal after being selected for it</i>	<i>-10 points</i>
<i>Applying simultaneously for two types of mobility (results in a reduction in the preferred type of mobility if the student chooses)</i>	<i>-10 points</i>
<i>Not attending meetings/training related to mobility without a valid excuse (applies if the student reapplies for Erasmus)</i>	<i>-5 points</i>
<i>(Not attending the language exam without a valid excuse (applies if the student reapplies for Erasmus)</i>	<i>-5 points</i>

\*Combat veterans and their spouses and children, as well as the spouses and children of war martyrs, are prioritized for Erasmus+ student mobility, along with those covered by Article 21 of Law No. 3713 dated 12/4/1991, who are public officials and have been affected, disabled, deceased, or killed due to terrorist acts while performing their duties both domestically and internationally, or even if their status has been terminated, and the spouses and children of those who lost their lives due to the attempted coup and terrorist acts on July 15, 2016, and the continuation of these acts.

\*\* For prioritization, the student must present the Disability Health Board report as stated in the "Erişkinler İçin Engellilik Değerlendirmesi Hakkında Yönetmelik" published in the Official Gazette dated February 20, 2019, No. 30692.

\*\*\* "For prioritization, the student must provide a letter from the Ministry of Family and Social Policies stating that they have been granted protection, care, or shelter under Law No. 2828.

\*\*\*\* "Digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software, or website development; installation, maintenance, and management of information systems and networks, cybersecurity, data analytics, data mining, visualization; programming, robotics, and artificial intelligence education. General customer service, demand generation, data entry, or routine office tasks are not included in this scope.

**IMPORTANT!** Due to the earthquake disaster that occurred on February 6, 2023, in the applications for Erasmus+ higher education KA131 student mobility, students residing in the 11 provinces and 1 district affected by the earthquake (Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, Şanlıurfa, Elazığ, and the Gürün district of Sivas) or having their families, relatives, or themselves affected by the earthquake will be prioritized with a +10-point advantage in their applications. Moreover, if their immediate family members or themselves, residing in the mentioned 11 provinces and 1 district, are recipients of disaster aid from AFAD (Disaster and Emergency Management Authority), they will receive additional grant support (disadvantage grant) if selected for Erasmus+ student mobility as grant recipients among FBU students residing there.

## **QUOTA FOR MOBILITY**

The anticipated number of beneficiaries for the Erasmus Doctoral Internship Mobility within the scope of the project is 2 students. In case of an increase in the budget or cancellation by the candidates listed as principal beneficiaries of the grant, the grant queue will be transferred to the non-grant-receiving student with a higher score.

## **FOREGIN LANGUAGE**

The English language proficiency test will be conducted by the School of Foreign Languages using a multiple-choice test format. Results of previous face-to-face or online proficiency tests from past years will not be accepted.

## **PLACEMENT AND ANNOUNCEMENT OF RESULTS**

Students are ranked according to the average scores created based on the selection criteria; from the highest-scoring student to the lowest. Placement begins with the highest-scoring student, and students are placed according to their preferences.

## **APPEAL PROCESS**

Appeal Process: Appeals are made via a signed petition. Petitions must be signed. Petitions should be sent via email to [erasmus@fbu.edu.tr](mailto:erasmus@fbu.edu.tr).

## **FINAL PLACEMENT**

After the evaluation of appeals, the final placement results will be announced on the website

## **THE GRANT AMOUNT FOR TRAINEESHIP MOBILITY**

Students benefiting from Doctoral Internship Mobility are provided grant support for a maximum of 30 days.

The allocation of grants will be based on the total distribution of applications by the applicants. The duration must be specified in the acceptance letter. The final grant amount is determined by the Erasmus Selection Committee.

Below is the table of individual support grant amounts to be applied when sending students/recent graduates to countries associated with the program.

<b>Mobility Duration</b>	<b>Grant Amount</b>
Until the 14th day of the activity	70 Euro per day
From the 15th day to the 30th day of the activity	50 Euro per day

Note: Students who wish to do so can waive financial support.

## **GREEN TRAVEL SUPPORT**

Students or recent graduates who opt for green travel and do not receive travel support can receive individual support for up to 4 days of travel with an additional one-time grant of 50 Euros.

## **INCLUSION SUPPORT**

The Erasmus+ Program encourages the participation of individuals with special needs. A potential participant with special needs is someone whose personal physical, mental, or health condition would prevent their participation in the project/mobility activity without additional financial support.

Once selected as a supported participant, if there's a need for additional funding, approximate extra expenses are determined, and an additional grant is requested. This additional grant request can be made during the contract period but no later than 60 days before the contract expiration date. There can't be an increase in the grant after the participant's activity has ended. The application form requires an explanation of why inclusive support is needed, along with supporting documents (e.g., a doctor's report specifying the nature and level of disability if it's related to disability, not older than 3 months, or a copy of the disability card, a doctor's report for chronic illnesses). Additionally, documents should indicate that the hosting institution is aware of the participant's need for inclusive support and confirms having suitable facilities. The requested additional grant amounts and reasons for the need must be detailed in the form, directly related to enabling the participant's involvement in the activity.

## **CONTACT INFORMATION**

International Relations Directorate Floor: L1 Room No: 12

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