

2024-2025 ACADEMIC YEAR ERASMUS+ STUDENT INTERNSHIP MOBILITY INFORMATION GUIDE

The information regarding Erasmus Student Traineeship Mobility is provided below. Applications begin each year in February-March. The mobility schedule is published before the application period begins.

HOW TO APPLY?

Applications are made online through the portal at <https://turnaportal.ua.gov.tr> using e-Government login credentials. Applicants must upload all required documents specified in the announcement to the system in order to complete their application. Applications with missing documents will be considered invalid.

1- **Transcript:** The signed and stamped current transcript obtained from the Student Affairs Office must be uploaded to the system. Candidates should check the GPA automatically retrieved from the e-government system in the Erasmus application portal, and if it differs from the transcript they have uploaded, they must manually enter the GPA obtained from the Student Affairs Office into the relevant field in the application portal.

2- **Disability Status:** Candidates with a disability should upload their Disability Health Board Report to the system.

3- **Martyr or Veteran Child:** Candidates who are children of martyrs or veterans must upload documents proving their status to the system.

4- **Students under Protection or Custody (Law No. 2828 and Law No. 5395):** Candidates who have a protection, care, or shelter decision under these laws must upload the relevant document from the Ministry of Family and Social Services to the system.

5- **Foreign Language Exam Result:** Candidates who do not take the Erasmus language exam administered by our university on April 17, 2024, may use valid scores from YDS, e-YDS, YÖKDİL, or other foreign language exams recognized as equivalent by ÖSYM (valid for the last five years). Candidates wishing to use such scores must upload their language exam result certificates to the system during the application process. The minimum required score for the English language exam is 60. If candidates do not have a valid YDS, e-YDS, YÖKDİL, or ÖSYM-recognized equivalent score, they are required to take the university's language exam. The classrooms for the exams will be announced later on the university's official website.

Note: The Erasmus English language exam is held annually by the School of Foreign Languages (YDYO).

6- **Internship Acceptance Letter:** Candidates who have an internship acceptance letter must upload their signed and stamped acceptance letter to the system and ensure that the company representative also sends the acceptance letter to our email address.

7- **Preference Petition – Study/Internship:** Candidates applying for both study and internship mobilities at the same time should upload their preference petition to the system.

Candidates accept responsibility for the accuracy of all the information in the documents they have uploaded to the system, and any inaccuracies will invalidate their application.

Students can undertake the following activity:

Internship Mobility: The Student Internship Mobility activity allows a student enrolled in a higher education institution to complete an internship related to their academic field at a company, research

institute, laboratory, or organization abroad. Coursework at a higher education institution does not qualify as an internship.

The activity duration ranges from 2 to 12 months, with a minimum of 60 full days for each level of study. The internship can be completed during the study period by students in any academic year or within 12 months after graduation by final-year students. For internships after graduation, the application must be submitted before the student graduates (while they are still a current associate, undergraduate, or graduate student).

Graduated students are not eligible to apply. Students who have frozen their enrollment cannot participate in mobility activities, whether for study or compulsory/optional internships, during the period of enrollment freeze.

Post-graduation internships must be completed within 12 months of the graduation date. For graduates who are drafted for military service during this period, their military service duration is added to the 12-month maximum period.

The total duration of post-graduation internships and any other mobility activities carried out at the same level of study must not exceed 12 months. Higher education institutions may choose to exclude post-graduation internship activities.

Higher education institutions wishing to exclude post-graduation internships must take a decision at the upper management level at the beginning of the relevant call year and notify students of this decision. If such a decision is not made or communicated to students at the beginning of the call year, the option to exclude post-graduation internships cannot be applied.

Examples of Suitable Internship Locations: An internship location can be any public or private sector organization established in one of the eligible countries and operating in the labor market or in the fields of education, training, youth, research, or development.

The following are examples of suitable internship locations (this is not an exhaustive list):

- Small, medium, or large enterprises in the public or private sector
- Local, regional, or national public institutions
- Embassies or consulates of the sending country abroad
- Chambers of commerce, trade unions, and similar professional organizations
- Research institutes
- Foundations
- Schools/institutes/education centers (including any educational institution from pre-school to high school, such as those offering vocational or adult education)
- Non-profit organizations, associations, NGOs
- Institutions offering career planning, professional counseling, and information services
- Higher education institutions (those in Erasmus+ program countries must hold an ECHE, and those in non-program countries must be recognized by a competent national authority and sign an inter-institutional agreement with the sending institution before the internship activity begins)

The following organizations are not eligible for Erasmus+ higher education internships:

- European Union institutions and EU agencies (see https://europa.eu/european-union/about-eu/institutions-bodies_en)
- Organizations managing EU programs, such as National Agencies.

Who Can Apply?

To participate in the activity, students must meet the following minimum requirements:

1. The student must be enrolled as a full-time student in a higher education program at any level (first, second, or third cycle) at a higher education institution (excluding language preparatory students at the undergraduate level).
2. Students may benefit from the Erasmus+ internship within 12 months following graduation, provided that they apply before graduation.
3. If a student has already participated in higher education mobility activities under the 2014-2020 and/or 2021-2027 Erasmus+ periods within their current level of study, the total duration, including the new activity, must not exceed 12 months.
4. Students who have applied for the Erasmus+ program before but were not accepted/selected can apply again.
5. Students who have previously participated in the Erasmus+ program can apply again for a grant at a different level of study. However, according to the rules of the Turkish National Agency, students who have previously benefited from any Lifelong Learning Program or Erasmus+ mobility (whether for study or internship) at the same level of study will have 10 points deducted from their academic success and foreign language scores for each previous mobility activity (without differentiating between study or internship).
6. Students wishing to participate in the Erasmus+ Internship Mobility without a grant must also apply to this announcement.

Selection Criteria:

1. **Academic Achievement:** 50% of the student's current GPA at the time of application will be considered (based on the Turkish Higher Education Council's [YÖK] conversion table from the 4-point system to the 100-point system).
2. **Language Proficiency:** Candidates must have a minimum score of 60 in their English language exam. The language score will be calculated based on the 50% of the highest score from either the foreign language exam conducted during the application period or valid language scores from exams like YDS, e-YDS, YÖKDİL, or any foreign language test recognized as equivalent by ÖSYM (valid for up to 5 years).
3. **Students with Disabilities:** Erasmus+ participants with documented disabilities will have 10 additional points added to their total score. The disability must be certified by a health report submitted to the system based on the "Regulation on the Evaluation of Disability for Adults" published in the Official Gazette on February 20, 2019.
4. **Children of Martyrs and Veterans:** These applicants will receive 15 additional points if they upload relevant documents proving their status. Priority will also be given to the children and

spouses of combat veterans and martyrs as per Article 21 of the Anti-Terror Law and those affected by the 2016 coup attempt as per KHK 667.

5. **Social Services Beneficiaries:** Students who are under protection, care, or shelter decisions by the Ministry of Family and Social Services, as per the Social Services Law No. 2828 and the Child Protection Law No. 5395, will have 10 points added to their total score if they submit the relevant documentation.
6. **Digital Skills Internships (DOTs):** Students who submit an acceptance letter for internships aimed at developing digital skills will receive 5 additional points. Eligible internships include activities like digital marketing, web development, cybersecurity, and data analytics. Routine office tasks are not considered.
7. **Prior Erasmus+ Mobility:** If a student has participated in any Erasmus+ or Lifelong Learning Program (2014-2020 or 2021-2027), 10 points will be deducted from their total score for each previous mobility activity, regardless of whether it was a study or internship and whether it was funded or non-funded.
8. **Mobility in Home Country:** Students participating in mobility in their country of citizenship will have 10 points deducted from their total score.
9. **Withdrawal without Valid Reason:** Students who were selected for mobility but withdrew without a valid reason will have 10 points deducted from their total score for future applications.
10. **Multiple Applications:** Students applying for both study and internship mobility will have 10 points deducted from their second preference, giving priority to their primary preference.
11. **Previously Benefited Applicants Applying for Both Activities:** Students who have already benefited from either study or internship mobility and apply for both will have 10 points deducted for each prior activity and an additional 10 points for the second activity they apply for.
12. **Non-Participation in Erasmus Events:** Students who fail to attend Erasmus-related meetings, training, or language courses organized by the Erasmus Office without valid reason will have 5 points deducted from their total score in future applications.
13. **Non-Participation in Language Exam:** Students who declare their intent to take the language exam but fail to attend without valid reason will have 5 points deducted from future Erasmus applications.
14. **Victims of the February 6, 2023 Earthquake:** Students or their immediate family members who live in areas declared disaster zones after the earthquake will receive 10 additional points.
15. **Internship Placement Letter:** Students who provide an internship acceptance letter at the time of application will have 10 points added to their total score.

Selection Criteria and Weighted Scoring Table

Ölçüt	Ağırlıklı Puan
Akademik başarı düzeyi	%50 (toplam 100 puan üzerinden)
Dil seviyesi	%50 (toplam 100 puan üzerinden)
Şehit ve gazi çocuklarına	+15 puan
Engelli öğrencilere	+10 puan
2828 Sayılı Sosyal Hizmetler Kanunu ile 5395 sayılı Çocuk Koruma Kanunu Kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere	+10 puan
Başvuru esnasında staj yeri kabul mektubu sunma	+10 puan
Dijital becerileri geliştirmeye yönelik stajlar (DOTs) önceliklendirilir	+5 puan
Daha önce yararlanma (hibeli veya hibesiz)	-10'ar puan (aynı öğrenim kademesindeki her bir faaliyet için)
Vatandaşı olunan ülkede hareketliliğe katılma	-10 puan
Hareketliliğe seçildiği halde süresinde feragat bildiriminde bulunmaksızın hareketliliğe katılmama	-10 puan
İki hareketlilik türüne birden aynı anda başvurma (öğrencinin tercih ettiği hareketlilik türüne azaltma uygulanır)	-10 puan
Hareketliliğe seçilen öğrenciler için: Yükseköğretim kurumu tarafından hareketlilikle ilgili olarak düzenlenen toplantılara/eğitime mazeretsiz katılmama (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)	-5 puan
Dil sınavına gireceğini beyan edip mazeretsiz girmeme (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)	-5 puan

Student Selection:

To be eligible for selection in the Traineeship Mobility program, candidates must have a minimum English language score of 60.

For students who meet the language threshold, selection will be made based on the evaluation criteria and weighted scores announced above. The students with the highest scores who remain within the relevant quota will be designated as Erasmus+ traineeship students. Those who pass the threshold and achieve the highest scores will be selected within the budgetary constraints.

If students applying for Student Traineeship Mobility prefer to do their traineeship at a higher education institution, the preferred universities will be prioritized. However, if there are issues such as not receiving acceptance from the preferred university due to quota limitations, applications will be made to other universities included in the agreement. Istanbul Gedik University reserves the right to place candidates at a university other than their preference in case of a mandatory situation.

Students enrolled in double majors can apply for mobility from only one major during the same application period.

Duration of Student Mobility:

Activities will be conducted in accordance with the minimum and maximum durations set by the European Commission.

The minimum duration for Traineeship Mobility is 2 full months (60 days), and the maximum duration is 12 full months (360 days). For traineeships exceeding 2 full months, only the first 2 months (60 days) will be funded.

GENERAL RULES

1. If the duration of mobility is below the minimum required duration, no grant payment will be made for the relevant mobility; any grants paid initially will be reclaimed. The student will be reported in the Beneficiary Module.
2. If documents proving participation in the mobility (such as a participation certificate or an equivalent document) are not submitted, the mobility will be considered invalid, and no grant will be paid; any grants paid initially will be reclaimed.
3. The selected students will be candidates. The final list will be determined by the Coordinatorship and announced on our university's website after being recorded with the decision of the Erasmus Commission.
4. Students who are selected under a grant agreement but do not carry out their activities within that agreement period cannot be included in the scope of the next or any other grant agreement for "earned rights" reasons. Students will be selected based on the applicable selection criteria for each grant period and must carry out their activities accordingly. Students who do not carry out their activities within the relevant grant period must reapply and be selected if they wish to benefit from the activity later.
5. It is the responsibility of the candidate students to find a traineeship position and present an acceptance letter approved by any foreign institution. Istanbul Gedik University cannot be held responsible for candidates not finding a traineeship position or not receiving acceptance after their applications.
6. Students who are eligible to benefit from the Erasmus+ Program must attend the outbound student information and orientation meetings organized by our Coordinatorship. Students who do not attend the meetings and training organized by the Coordinatorship without an excuse will have 5 points deducted from their total score in future Erasmus applications.
7. Students who are eligible for the Erasmus+ Program must submit all documents related to Erasmus+ mobility (such as Learning/Traineeship Agreement, Acceptance Letter from the Traineeship Place, Visa, Health Insurance, Euro Account Notification Form, etc.) to our Coordinatorship within one month before the mobility and within one month after the mobility (such as Participation Certificate, Passport Entry/Exit, etc.).
8. The objection period for election results is 7 days from the date the results are announced on our university's website. Objections made after this date will not be considered.
9. The "withdrawal period" for a student from mobility is 7 days from the date the results are announced on our university's website. If a student withdraws after this period without a valid reason (the student must document any valid reason), 10 points will be deducted from the student's total score in future Erasmus applications if they have completed all correspondence and processes for the mobility.
10. Students who do not contact our Coordinatorship within 5 days of being notified of their candidacy at the communication addresses (email addresses and phone numbers) declared in the candidate application form will be considered to have withdrawn to avoid loss of rights for other applicants, and the next student on the results list will be indicated as a candidate.
11. Students who inform our Coordinatorship that they will withdraw after being notified of their candidacy (via email or phone) but do not submit their petition within a week will be

considered to have withdrawn to avoid loss of rights for other applicants, and the next student on the results list will be indicated as a candidate.

12. Students applying must upload the required documents requested by our Coordinatorship completely to the system during the application. Candidates accept the responsibility for the accuracy of the information in the application documents; any application with incorrect information will be deemed invalid.
13. The email address and phone numbers listed in the Application Form will be used as communication channels between students applying and our Coordinatorship. Therefore, candidates are obliged to provide their current email address, phone number, and the phone number of a close relative; candidates will be responsible for any inability to communicate with them through the declared contact addresses.
14. It is the responsibility of the candidate students to find a traineeship position, submit an acceptance letter from the traineeship place, carry out exit procedures for going abroad, secure accommodation abroad, and complete passport and visa procedures. If there are documents required by national or other authorized institutions related to visas and passports that need to be prepared by Istanbul Gedik University, these documents will be arranged by our university. For students whose visa applications are rejected, no further documentation will be provided if they do not present a valid excuse to our Coordinatorship.
15. Candidates applying under this announcement are obliged to comply with the general rules stated in the Erasmus+ Implementation Handbook for the 2023 Contract Period and in this announcement.

QUOTAS AND GRANTS

The number of available spots is estimated and determined based on the grant amount allocated to us by the National Agency under the Erasmus+ Program for Student "Study" and "Traineeship" Mobility during each contract period, as well as the past mobility numbers of academic units.

If there are no applications within the determined grant quota or if students who have been allocated a grant withdraw, a sufficient number of candidates from the reserve list will be selected as primary candidates through a transparent and fair evaluation process.

The grant amounts are as follows; students may participate in activities without receiving a grant if they wish. Students without grants will also be subject to the general evaluation along with other applications and will go through the same process as grant-receiving students. The difference for students without grants is that they will not be included in the budget calculations and will not receive payments. Not receiving a grant does not justify exclusion from the selection process.

Ülke grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)	Aylık Hibe Staj (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Güney Kıbrıs, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Yunanistan	600	750
3. Grup Ülkeler	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye	450	600

Student Additional Grant Support

Additional Grant Support may be provided to disadvantaged participants in addition to the grants they are entitled to. For this grant to be awarded, the disadvantaged participant must be defined as an individual with limited economic and social opportunities who fits into the following subcategories:

1. Individuals subject to Law No. 2828 (those for whom a protection, care, or accommodation decision has been made by the Ministry of Family and Social Services according to Law No. 2828).
2. Students for whom a protection, care, or accommodation decision has been made under Law No. 5395 on Child Protection.
3. Individuals who receive orphan's pension and have no parental income.
4. Children of martyrs or veterans.
5. Individuals receiving need-based aid (students can submit a document proving that they received financial support from municipalities, public institutions, and organizations such as ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Turkish Red Crescent, AFAD, etc. at the time of their Erasmus application).
6. Individuals with disabilities (those with at least a 70% disability rate, documented with a Disability Health Board report as per the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, No. 30692).
7. Students whose one parent or guardian is receiving an allowance for the elderly, weak, and orphans who have reached the age of 65, or for disabled and needy Turkish citizens, as per Law No. 2022 dated July 1, 1976.

Scholarships from the Credit and Dormitories Institution and similar scholarships, other grants, assistance, and scholarships that qualify as success scholarships, and one-time aids are not included in this financial assistance.

For students who fall under the above categories, upon request and provided they can document their status, the following amounts of Additional Grant Support may be provided based on the type of mobility:

Type of mobility and Additional Grant Support Amount

Student mobility between 2-12 months 250 € per month

Green Travel Support

Students who have been granted mobility may receive additional support if they prefer green travel methods (e.g., taking the train instead of flying, using a bus, or carpooling with multiple participants) to reduce carbon emissions and minimize the environmental footprint of their mobility. This will be evaluated by the Erasmus Coordinatorship of Istanbul Gedik University. The amount of support will be determined according to the relevant provisions of the Erasmus Implementation Handbook and the Erasmus+ Program Guide for the applicable contract year.

For questions and issues you encounter during your application, you may email erasmus@gedik.edu.tr.

Istanbul Gedik University
International Affairs and Erasmus Coordinatorship

