

Get out there!



The world is waiting.

**Erasmus+ 2022-2023  
Traineeship Mobility Orientation Programme**

25.04.2022

# IMPORTANT REMINDERS

- ❑ The mentioned documents are on the website below,  
<https://international.yeditepe.edu.tr/en/international/outgoing-students/documents>
- ❑ You can view the documents that need to be uploaded to KION from system.
- ❑ You should always use the orientation presentation, the website and the handbook sent to you as a guide.
- ❑ You should inform the Erasmus Office about the positive/negative process' regarding your mobility.

## **Before the Mobility**

- 1. Yeditepe Transactions**
- 2. Passport – Visa**
- 3. Grant Agreement**

# 1. Yeditepe Transactions

- Erasmus students must pay their Academic Year registration fees to Yeditepe during the internship activity.
  - Except for students with scholarship
  - Except for graduate students
- Students cannot freeze their registration for the period they will spend abroad.



# 1. Yeditepe Transactions

**Compulsory internships:** It is at the initiative of the faculty/department.

If the Erasmus internship is to be counted towards the compulsory internship, information about these procedures should be obtained from the Faculty/Department.

## 2. Passport- Visa

- Passport
- Students under the age of 25 are exempt from fees – Get a student certificate from Student Affairs.
- The book fee must be paid ?
- How long passport is required for visa application?
  - For example: At least 1 year passport for 6 months internship
  - Always ask consulate regarding visa procedures. Erasmus Office is not responsible for the passport/visa application procedures.

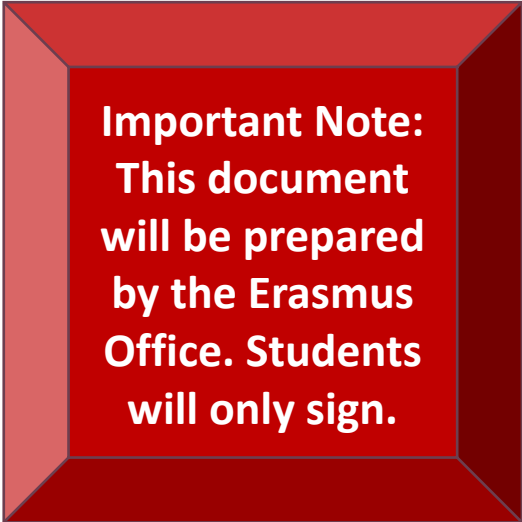


## 2. Passport- Visa

- What documents are required for a visa?
  - It varies in each country.
  - Find out by **consulting the relevant Consulate - Embassy - Intermediary company** and prepare the documents.
- Visa / grant letter: It shows that you are a student of Yeditepe University, that you will be doing an internship within the scope of Erasmus and that you will receive a grant.
  - Request by Visa Letter Request from the Erasmus Office 10 days before your appointment.
  - <https://forms.gle/hNAWydanDgyUaHZS9>&nbsp;

# 3. Grant Agreement

- A Grant Agreement must be signed with all students (with or without a grant).
- Grant payments cannot be made to students whose grant agreement has not been signed.
- In order for the grant agreement to be prepared by the Erasmus Office, **all required documents** should be prepared and uploaded to the KION system.



**Important Note:**  
This document  
will be prepared  
by the Erasmus  
Office. Students  
will only sign.



# Documentation and Procedures

## During Application:

- **Acceptance letter** from the internship place  
(you already have)



# Documentation and Procedures

## After Evaluation

- **Learning agreement for traineeships:** Prepare the “Before Mobility” part and upload it to KION after completing all signatures.
- **Health, Accident and Liability Insurance**
- **Complete the OLS exam**
- **Yapikredi Euro account**
- **Grant Agreement**



### 3. Grant Agreement Documents

- **Health, accident and liability insurance**
- ❖ It should cover the internship period.
- ❖ This should include three coverage.

Example insurance companies: AIG, Sompo, AXA

If your traineeship place provides you a health insurance with the mentioned coverages, it is also accepted for the grant contract.

Erasmus Office insurance specialist, unfortunately, is not.



### 3. Grant Agreement Documents

## OLS (Online Linguistic Support) - 1

- All Erasmus+ students have to be registered to the European Commission's online system which includes online language exams and course modules in 6 languages (English, German, French, Spanish, Italian and Dutch).
- Language exams and courses have to be in studying language.
- Completing OLS exams (before and after Erasmus) is a must for exchange procedures.
- Completing OLS exams (before and after Erasmus) is a must for exchange procedures.

# OLS



# OLS (Online Linguistic Support) - 2

- Although OLS exams are compulsory, OLS courses are not. Students who are B2 level or above may demand for online course.
- The exams are to see the increase in the level of English of students and to check if the student needs language support. There is no relation between OLS exam and the grant. The grade of the exam does not affect Erasmus mobility of students. The results are not shared with third parties.
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# OLS



# OLS (Online Linguistic Support) - 3

- In case of first assesment is resulted below B1, system will assisgn language course automatically.
- In case of first assesment is resulted C2, there will be no 2nd exam.
- In case of first assesment is resulted below B1, system will assisgn language course automatically.
- The file of students who did not take the OLS exam after mobility, will be considered as incomplete.

# OLS



### 3. Grant Agreement Documents

- Yapikredi Euro Account information

Passbook or any document in which account information appears must be uploaded to KION.

- A joint account (with a family member) can be opened.
- Passport copy that shows you received visa approval



# IMPORTANT

- **If the start and end dates change before the internship starts:**
- ❖ Newly dated letter of acceptance and learning agreement for traineeships

## Attention !

- Last internship day: 31 May 2023 at the latest
- Internship within 12 months after graduation
- Minimum internship duration 60 days

- **If the internship place or country changes due to the a force majeure:**
- ❖ Newly dated letter of acceptance and learning agreement for traineeships
- ❖ However, it can be changed due to the pandemic. This should be documented. Approval will be asked from the National Agency.
- ❖ There cannot be an increase in the amount of grant allocated in the first stage. There may be deduction if the country group changes.



# PANDEMIC

- Search the pandemic conditions and requirements of the country you are going to and be cautious. (quarantine application, travel restrictions, visa processes, etc.)
- Official notifications reaching the Erasmus office are published on the website: <https://international.yeditepe.edu.tr/en/international>



## During the Mobility

### 1. LA – During Mobility

# Hibe Sözleşmesi Belgeleri (Devam)

- Pandemi dönemine özgü: varış teyidi (duration sheet) + pasaport giriş çıkış mühürleri
- Bu kısımlar doldurulup Erasmus Ofisine gönderilmelidir.
- SADECE FİZİKSEL GERÇEKLEŞEN SÜRE İÇİN HİBE VERİLİR. ONLINE GEÇEN SÜRE İÇİN HİBE VERİLMEZ !



**ERASMUS+ DURATION SHEET**

It is hereby certified that

Mr./Ms. \_\_\_\_\_ from YEDITEPE UNIVERSITY

Has started his/her internship as an Erasmus student at our institution:

\_\_\_\_\_

ID code of the host institution \_\_\_\_\_

**To be completed by the host institution:**

From \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (the start date of the internship)

Name of signatory \_\_\_\_\_

Function \_\_\_\_\_

Date: \_\_\_\_\_ Signature and stamp

**To be completed by the host institution:**

To \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (last day of internship)

Name of signatory \_\_\_\_\_

Function \_\_\_\_\_

Date: \_\_\_\_\_

Signature and stamp

# LA- During Mobility

- If there is a change in the «Before Mobility» section of LA,
- ❖ On dates: start late or end early
- ❖ Things to consider when changing the date
- ❖ **Graduate students:** the internship must be completed within 12 months of graduation.
- The last internship day of all students can be 31 May 2023 at the latest.
- ❖ The minimum internship period is 60 days.  
in the business plan
- The LA During Mobility form must be filled and signed.





Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	YEDİTEPE UNIVERSITY			İnönü Mah. Kavuşdağı Cad. 326A 26 Ağustos Yerleşimi 34755 Ataşehir -Istanbul	TURKEY	HAZAL ALTUNKULP ÇOBAN intoffice@yeditepe.edu.tr	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

## During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [month/year] ..... till [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	



By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Erasmus Departmental Coordinator (Responsible person <sup>8</sup> at the Sending Institution)					
Faculty Dean					
Institute Manager (Only for or Master and PhD Students)					
Supervisor <sup>9</sup> at the Receiving Organisation					

Yeditepe Erasmus Office Stamp

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

<sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

<sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

## **After the Mobility**

- 1. Documents to be completed**
- 2. Grant payments**

# Documents / Procedures to be Completed

## Certificate of Attendance

The first day and last day of the internship must be written and written by the internship place. must be signed.

**ERASMUS+ DURATION SHEET**

It is hereby certified that

Mr./Ms. \_\_\_\_\_ from YEDITEPE UNIVERSITY

Has started his/her internship as an Erasmus student at our institution:

\_\_\_\_\_

ID code of the host institution \_\_\_\_\_

**To be completed by the host institution:**

From \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (the start date of the internship)

Name of signatory \_\_\_\_\_

Function \_\_\_\_\_

Date: \_\_\_\_\_ Signature and stamp

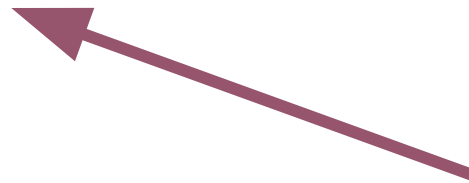
**To be completed by the host institution:**

To \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ (last day of internship)

Name of signatory \_\_\_\_\_

Function \_\_\_\_\_

Date: \_\_\_\_\_ Signature and stamp



# Documents / Procedures to be Completed

## 2. LA – After Mobility

It should include the actual dates of the internship.

The same content can be written if there is no change in the traineeship plan/programme.







Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender (Male/Female/ Undefined)	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	YEDITEPE UNIVERSITY		TR ISTANBU21	İnönü Mah. Kavusdağ Cad. 326A 26 Ağustos Yerleşimi 34755 Atasehir - Istanbul	TURKEY	HAZAL ALTUNKULP ÇOBAN intoffice@yeditepe.edu.tr	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person, name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

Yeditepe Erasmus Office ~~Stamp~~

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

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# Documents / Procedures to be Completed

3. **OLS 2nd exam:** the system will automatically send the exam link to your e-mail address at the end of the internship.

The system will not send the 2nd exam link to students whose first exam is C2.

# OLS



# Documents / Procedures to be Completed

## 4. Participant Survey

The data of students who have completed their mobility will be transferred to **the system of the European Commission**.

The system will automatically send an online “**Mandatory Final Survey**” link to students whose mobility has ended.

The Mandatory Final Survey is **mandatory**.

**IMPORTANT:** In order for your data to be transferred to the system, you must submit your documents to our office completely and complete the online language exams.



# Documents / Procedures to be Completed

## 5. Passport entry-exit seals

A copy of the page of your passport with the entry and exit stamps must be uploaded to KION.



# Documents Checklist



## Before Mobility

- ✓ Letter of acceptance
- ✓ Learning Agreement Before the Mobility Section
- ✓ Insurance Photocopy
- ✓ OLS Exam
- ✓ Visa approval page
- ✓ Grant Agreement



## During Mobility

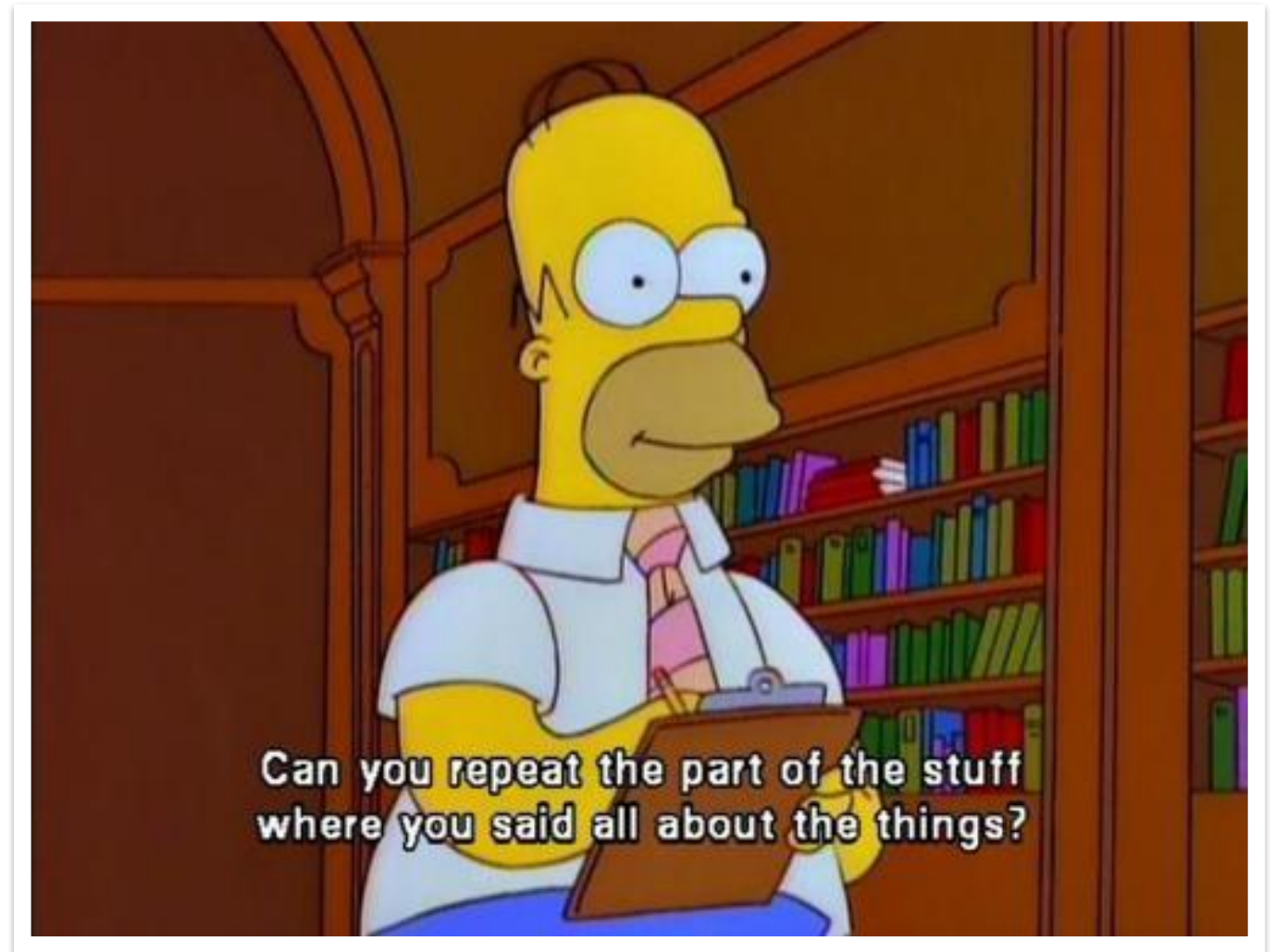
- ✓ Learning Agreement **During the Mobility** (if there is any change)



## After Mobility

- ✓ Learning Agreement **After the Mobility**
- ✓ Certificate of participation
- ✓ OLS Exam
- ✓ Exhibitor Final Report
- ✓ Passport Entry Exit Copies

# Q & A



Get out there!



The world is waiting.

**Thank you for your attendance.**

International Exchange and Cooperation Office

Email:

[outgoing@yeditepe.edu.tr](mailto:outgoing@yeditepe.edu.tr)