

2024-2025 Erasmus Traineeship Mobility Call for Applications

Application dates: 15 December 2023 - 5 January 2024 (16:00)

The deadline for submission of acceptance letters: 1 March 2024

Mobility period: June 2024 - June 2025

Mobilities are expected to start in June at the earliest, but visa processes should be taken into account.

Mobility period: Minimum 2 months, maximum 12 months

Blended mobility: It is possible to complete physical mobility abroad for at least 2 months with virtual learning before or after the mobility

Minimum Requirements

1. Being a full-time student enrolled in a higher education program at any of the formal education levels (associate, undergraduate, graduate, doctorate) within the higher education institution in the time of application

2. a) Having a cumulative grade point average of at least 2.20/4.00 for associate and undergraduate students,

**2023-2024 fall semester grades should not be included.

b) Transcript has not yet been created at the application stage

1- For students transferring from associate degree, minimum 2.20/4.00 of associate degree graduation;

2-For first year students, a high school graduation grade of at least 75/100

c) Having a cumulative academic grade point average of at least 2.50/4.00 for graduate and doctorate students,

**2023-2024 fall semester grades should not be included.

3. Having a sufficient number of courses (30 ECTS per semester) for learning mobility or ECTS credit load that is not a course. For graduate and doctoral students who do not have a course load, for example, who are in the thesis period, a learning agreement can be arranged for a non-course workload of 30 ECTS in one academic term.

4. If it has benefited from higher education mobility activities in the 2014-2020 and/or 2021-2027 Erasmus+ periods within the current education level, the total duration of the new activity should not exceed 12 months.

*Students studying in a double major can apply for mobility from only one major in the same application period.

Foreign Language Exams

Yeditepe University Foreign Language Exams

| EXAM | DATE | TIME |
|---------|------------|---------------|
| Spanish | 22.01.2024 | 10:00 - 12:00 |
| German | 23.01.2024 | 12:00 - 14:00 |
| French | 22.01.2024 | 13:00 15:00 |
| English | 24.01.2024 | 09.30 - 12.30 |

Exam place information will be sent to std.yeditepe.edu.tr e-mail addresses of successful applicants.

- Minimum successful foreign language grade from Yeditepe University Erasmus exams: 60 / 100
- It is valid for two years.
- Minimum successful YDS / (e)YDS / YÖKDİL grade: 66 / 100
- Minimum successful TOEFL IBT score: 79
- Minimum successful TOEFL PBT grade: 550
 - TOEFL IBT and PBT exams are only accepted from Yeditepe University, Istanbul Technical University and Middle East Technical University exam centers.
 - TOEFL IBT Home Edition is not valid.

*Students who want to submit their exam results other than Yeditepe University foreign language exams should upload their exam results to the application portals at the time of application.

Which exam to take must be selected in the application form

The exam must be taken in the language of instruction requested by the internship place

Erasmus scores are calculated and grants are allocated with the language score requested by the internship place.

Internship Places

Any public or private sector institution located in one of the countries where internship activities can be carried out, in the labor market or in the field of education, training, youth, research and development can be an internship place. While not a limiting list, the following organizations can be considered as examples of suitable internship 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 business world such as chambers of commerce, tradesmen-crafts unions, stock markets and unions
- formation/union
- research institutes
- foundations
- school/institute/education center (school including vocational or adult education)
- It can be any kind of educational institution from pre-high school education)
- non-profit institutions, associations, NGOs
- institutions providing career planning, professional consultancy and information services
- higher education institutions (Higher education institutions in the program countries must have ECHE, higher education institutions in partner countries must be recognized by a competent authority in accordance with their national legislation and have signed a bilateral inter-institutional agreement with the sending institution before the internship activity)

The following organizations are not eligible for higher education internship activity under Erasmus+:

- European Union institutions and EU agencies (see https://europa.eu/european-union/about-eu/institutions-bodies_en)
- National Agency carrying out EU programs etc. organizations.

You can also check internship places from these [platforms](#).

Letter of acceptance

A letter of acceptance can be submitted at the time of application, but is not mandatory. After the application and examination procedures are completed, the deadline for the acceptance letter is 1 March 2024.

The Letter of Acceptance to be received from the internship place should contain the following information:

- Name surname,
- Your field of study at Yeditepe University,
- How long you have been invited (exact dates must be written), (Erasmus+ Internship duration cannot be less than 60 days)
- Internship language
- Jobs to be done in the internship
- You must indicate that you have been accepted within the scope of Erasmus+ Student Placement / Internship Mobility.
- The acceptance letter should be printed on company letterhead and signed and stamped by the company official. (The name of the company manager should be written.)
- The suitability of the internship place to the department where the student is studying should be consulted and approved by the Erasmus coordinator of the department/program. (The name, surname and signature of the coordinator must be included on the letter with the expression of “approved”)
- [List of Academic Coordinators](#)
- [Acceptance letter Sample](#)

Online Application: will be made through the National Agency application portal.

the National Agency application portal: : <https://erasmusbasvuru.ua.gov.tr>

Application Guideline: [The NA Application Portal](#)

It is mandatory to complete the processes in both application portals. Applications made through only one portal will be considered invalid.

Application portals will remain open only from 15 December 2023 to 5 January 2024 (16:00)

In order for the application to be approved, it must be completed by clicking the "Complete the application" button in the NA Application portal. Incomplete applications will be deemed invalid.

Evaluation

Erasmus Score of students who meet the minimum requirements and pass the language exam is calculated by aggregating half of the GPA in the 100 system and half of the language score.

All criteria are as follows:

| CRITERIA | Points (+/-) |
|---|---------------------|
| GPA | 50% |
| Language Score | 50% |
| Child of martyrs or war veterans (Has to be documented and submitted Erasmus Office before the application deadline) | +15 |
| Students with disabilities (Has to be documented and submitted Erasmus Office before the application deadline) | +10 |
| Students in need of protection, care and housing under the Social Work Act No. 2828 (Applicants are required to provide a letter issued by Turkish Ministry of Family and Social Policies, proving that they are in need of protection, care and housing in accordance with Social Work Act No. 2828) | +10 |
| Submitting an internship acceptance letter at the time of application | +10 |
| Internships to develop digital skills (DOTs) are prioritized | +5 |
| Prior Participation in Erasmus Student Mobility (granted or non-granted) | -10 |
| Doing a mobility period in your country of citizenship | -10 |
| For selected students: Cancellation of participation after the announced deadline for cancellation | -10 |
| Simultaneous application to two types of mobilities (Students who apply two mobility programmes at the same time, shall give a petition to Erasmus Office. In this petition, the preference of -10 deduction to be applied one of the applications has to be declared) | -10 |
| Not entering the Language Proficiency Exam without a valid excuse despite your prior declaration that you would take it (effective on the applicant's next application) | -5 |

| | |
|--|----|
| For selected students: Failure to participate in meetings/seminars on Erasmus mobility held by Turkish Council of Higher Education without a valid reason (effective on the applicant's next application) | -5 |
|--|----|

Grant Allocation

If the grant allocated for Erasmus Internship Mobility meets the demands of all students only for a certain period of time (at least two months), all students are given a grant for the specified period in the first grant distribution. Extension requests are evaluated according to the amount of additional grants and/or the remaining grants from students who cancel their mobilities, with priority being given to students whose first admission is longer than two months.

For students selected within the scope of Erasmus Internship Mobility, in case the total grant is insufficient to cover the two-month internship period of all students, the grant distribution method based on the performance of the Faculty/Institute/School

[Click for detailed grant distribution method and grant deductions.](#)

Grant allocation to all placed students depends on the amount of grant allocated to our University for the relevant project year; therefore, granting of every student is not guaranteed.

Grant amounts are as follows:

| COUNTRY GROUP | HOST COUNTRIES | MONTHLY RATE FOR STUDIES (Euro) | MONTHLY RATE FOR TRAINEESHIP (Euro) |
|---|---|---------------------------------|-------------------------------------|
| 1 st and 2 nd Group | Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain. | 600 | 750 |
| 3 rd Group | Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey. | 450 | 600 |

Grant payments are made in two installments. The first payment is 80% of the total Erasmus+ grant. Payment of the second installment depends on the students' completion of all required procedures and their academic standing (successfully

completing/passing the internship).

Additional Grant Support

Additional Grant Support may be provided to disadvantaged participants in addition to the grant they deserve for mobility. In order to be able to have the additional grant support, 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 by the Ministry of Family and Social Services pursuant to Law No. 2828)
- 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) Children of Martyrs / Veterans
- 5) Those who are granted a needy benefit for themselves or their families (the student, his/her parents or guardians have received financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) proving that they have received financial support at the time of their Erasmus application. It is sufficient to submit the document.)

Credit and Hostels Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, one-time aids are not considered within the scope of financial aid.

The following amounts of Additional Grant Support can be provided according to the type of mobility within the budget possibilities, upon their request and provided that they document this situation, to the students who meet the above scope.

| Mobility Type | Additional Grant Support |
|---|--|
| Study mobility between 2 and 12 months | 250 € per month |
| Short-term student mobility between 5-14 days* | 100 € in addition to the daily grant total |
| Short-term student mobility between 15-30 days* | 150 € in addition to the daily grant total |

* In this case, no additional support is given for the internship.

Green Travel Support for Students and Recent Graduates

Students/new graduates who do not receive travel support can be given an individual support grant for up to 4 days for travel days, with an additional one-time grant of 50 Euros, if they prefer green travel.

*Bus, train and car sharing are considered as low-emission transportation vehicles.

* In order for the trip to be considered as green travel, both the departure and the return must be made with green travel vehicles. For exceptional cases, the National Agency is consulted.

Students who will change their internship place due to force majeure

Students who will change their internship place due to force majeure must submit their new acceptance letter to the Office within six weeks after the cancellation of the planned internship due to force majeure.