

# EXCHANGE IN YEDİTEPE

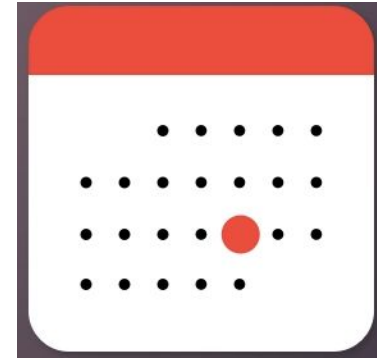
ERASMUS+ STUDY &  
TRAINEESHIP MOBILITIES

INFORMATION  
SEMINARS



International Exchange  
and Cooperation Office

# Application Calendar & Call



**Application Dates:**

**15 December 2023 - 5 January 2024\* (16:00)**

**Mobility period for Studies (optional):**

2024 Fall, 25 Spring

**Mobility period for Traineeship (optional):**

**\*The deadline for submission of acceptance letters:** June 2024 - June 2025

**1 March 2024**

*E-mails regarding your application-related questions and technical problems will be answered **until January 2, 2024**. It is the responsibility of students to complete the application completely by the application deadline.*



[Application Calls](#)

# How to apply?

Online Application will be made through  
**ERASMUS APPLICATION Portal** (online)

- The application system will remain open only from **15 December 2023 - 5 January 2024 (16:00)**
- To log in the ERASMUS APPLICATION Portal you must use Identification Number\* and password that you log into e-government system. *\*Foreigner ID Number for International students.*
- You can use the **Transcript** from the OBS system (without the approval of Student Affairs) for your Erasmus applications.
- Please Check [NATIONAL AGENCY ERASMUS APPLICATION PLATFORM ONLINE APPLICATION GUIDE](#) Before Application.

# FIRST STEP: WHAT'S ERASMUS+?

## What is Erasmus **S**tudent **M**obility for **S**tudies (SMS)?



- ❖ Erasmus Study Mobility is an student exchange programme which **allows you to study for free - for a semester or an academic year** - in an European university which has an Erasmus Charter.
- ❖ Courses to be taken in the partner institution (which must have program equivalents at YEDITEPE courses) are determined in advance and they will be recorded with a «learning agreement» document,
- ❖ Then, the courses will be transferred to YEDITEPE at the end of the exchange period.

# FIRST STEP: WHAT'S ERASMUS+?

## What is Erasmus **S**tudent **M**obility for **P**lacement (SMP)?



- ❖ Erasmus Traineeship allows you to work/do an internship or to obtain vocational training and/or work experience at an organisation in a European Programme Country.
- ❖ It's an voluntary internship programme.

## SECOND STEP: WHAT IS ERASMUS+ NOT?

- Erasmus+ is not a language learning programme.
- Erasmus + is not a scholarship programme.
- Erasmus + is not a travel programme.



## WHAT DOES INTERNATIONAL EXCHANGE AND COOPERATION OFFICE DO ?

- Coordinates Erasmus+ and other International Exchange Programmes like both student and staff mobilities.
- Makes budget planning.
- Organizes orientation programs for the incoming and outgoing exchange students/staff and helps them to solve the administrative problems they face during their mobility period.
- Carries out the relations of the University with the National Agency and other partner universities and fulfills its responsibilities.
- Reports all mobilities.
- Organizes information and orientation seminars

....And more in terms of internationalization.

# WHY ERASMUS ?



- Learning and monitoring in multicultural environments
- Get to know different cultures
- Making international friends
- Developing your social dimension
- Increasing your post-educational professional connections
- Improving a foreign language (not the language of study 😊)
- Increasing self-confidence, ability to cope with problems
- Familiarity with bureaucratic procedures.





# ERASMUS + STUDY MOBILITY EXCHANGE RULES

- Full-time registered student
- Not to graduate in the period when you would like to participate Erasmus program. (*Studies mobility*)

• For **undergraduate** students minimum **GPA 2.20/4.00** for **graduate** students minimum **GPA 2.50/4.00** is required.

• Unless your transcript has been created yet during the application period;

1-For first year students, a high school graduation grade of at least **75/100 points**.

2-For students transferred from Associate Degree, minimum **GPA 2.20/4.00** of Associate degree graduation.

**\*\*2023 spring gpa will be considered. 2023-2024 fall semester grades should not be included.**

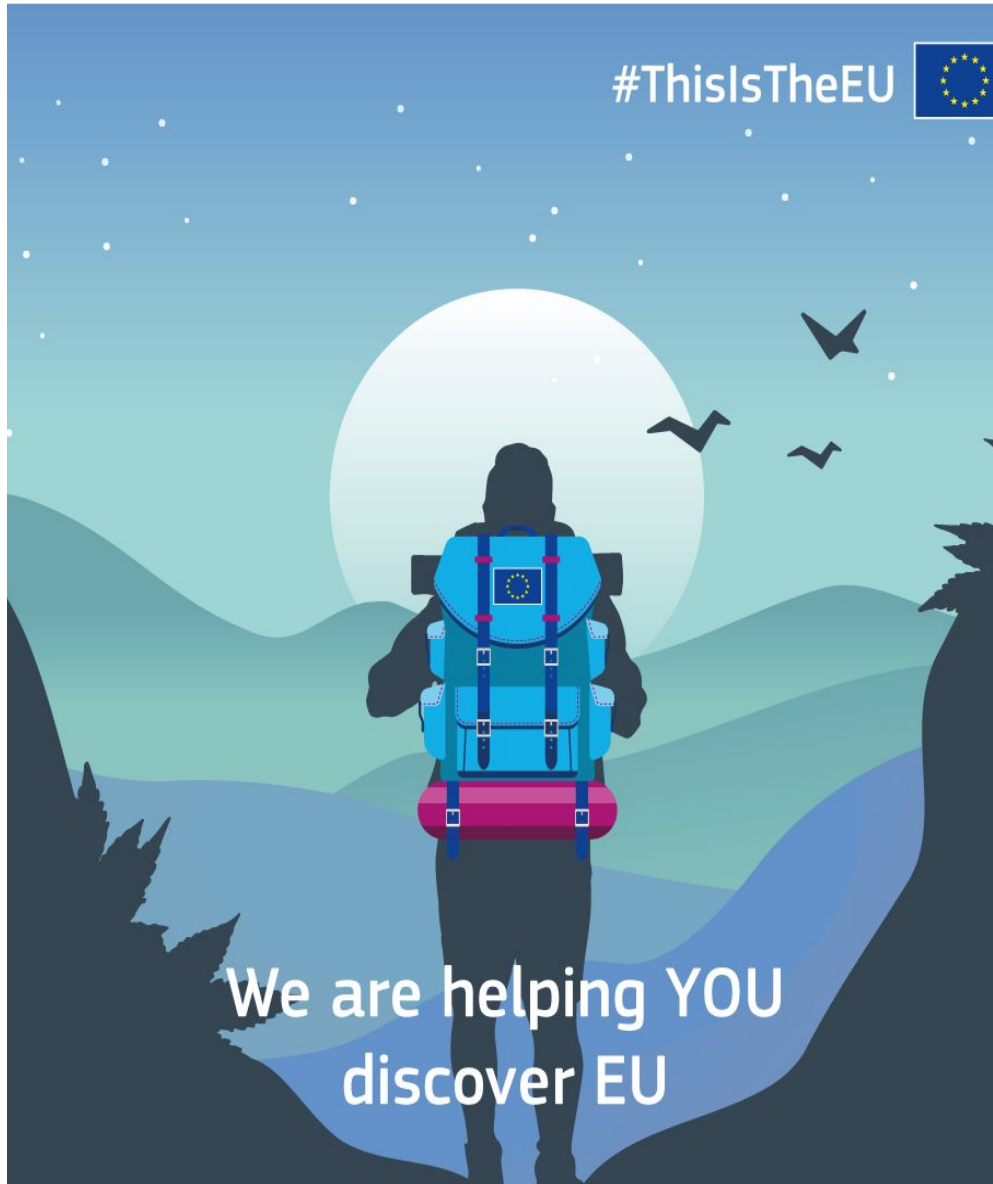




- Having a sufficient number of courses (**30 ECTS per semester, 60 ECTS for 1 academic year**) for study mobility, or ECTS credit load that is not a course.
- For graduate and doctoral students who does not have a course load, for example, who are in the thesis period, a learning agreement can be arranged for a non-course workload of 30 ECTS in one academic term.

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

# ERASMUS + STUDY MOBILITY EXCHANGE RULES



❖ A student can participate in one or more Erasmus+ Programs at all levels for a total of 12 months.

Associate Degree : 12 Months

Undergraduate Degree : 12 Months

Master Degree : 12 Months

Doctorate Degree : 12 Months

❖ **10 points deduction** will be applied to the total Erasmus score in their new application if student has participated the Erasmus+ program before

# ERASMUS + STUDY MOBILITY EXCHANGE RULES

- No fees such as registration and tuition fee are paid to university. Students (except for students with %100 scholarship) pay Yeditepe tuition fees.
- Some Universities request a **residence/visa fee** because they submit the residence permit/visa application on behalf of the student. (Exp: Netherlands)
- Some Countries may require a **bank guarantee/blocked account** to ensure you can cover your living expenses (Exp: Germany)
- Students **must not freeze** their term during the exchange period.
- The duration of the activity can be between 2 and 12 months, valid for each education level separately.



- There must first be an "Inter-Institutional Agreement" between YEDITEPE and the host institution on a departmental basis.
- Partner universities with which your department has an Erasmus agreement are listed on the "[Agreements](#)" page.
- You have a **maximum of 3** preferences.
- Before choosing a university, please search for course catalogues and about the academic issues such as course eligibility **please consul to your Department/Program coordinator.**
- the preference cannot be changed after the application is completed.

### [List Of Academic Coordinators](#)



# APPLICATION CRITERIAS

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

## ❖ Selection criteria:

50% CGPA + 50% Language Score

## ❖ How is an Erasmus grade created?

Your **GPA's 100% scale is taken and it's 50% is calculated.**

Example: 3.50/4.00 GPA = 88.33Points

%50 of 88.33 = 44.165 p.

## ❖ 50% of the language exam is calculated.

❖ Example: 60points from your exam

%50 of 60p. = 30

**Erasmus Score: 44.165 + 30 = 74,165p**

❖ The language score must be at least a passing grade (min. 60 points) or above in order to create an Erasmus score and make placements.

# How is the University Placement process done?

Placements are made only based on Erasmus score.

- Students for whom Erasmus points are generated are at the highest level on a department/program basis; **Sorted from highest score to lowest score;**

Placements are placed according to the partner university preferences specified in the application and the quotas of the partner universities.

- For example: For a University with a quota of 4 students who choose that University as their 1st choice,

The first 4 students with the highest scores are placed



# ERASMUS + TRAINEESHIP MOBILITY RULES



- Erasmus+ Traineeship Mobility enables the students' to do their internship in a company, organisation or an University in another programme country.
- It aims to **develop** the students' **work experience**.
- The traineeship content must be related to the students' field of study.

**e.g: If you are an English Language and Literature student, you cannot do your internship in a company related to Law.**



- In order to participate the Erasmus + Traineeship Mobility, **it is not required to have** an inter-institutional agreement between any organisation or higher education institution.
- Students who apply for internship mobility are **not required to have a 30 ECTS course load** on the semester they are going to apply.
- Students' who have failed course, disciplinary penalty or extended their study year **can still apply** for Erasmus+ Traineeship Mobility.





- Internship mobility includes teaching internships of prospective teachers, research assistantships of students and related research activities of doctoral candidates.
- Course follow-up at a higher education institution is not accepted as an internship.
- Students' can do their compulsory internship within Erasmus+ Traineeship Mobility. (This requires the approval of your Erasmus+ Academic Coordinator.)
- Students who will apply for internship activities should find the institution on their own.

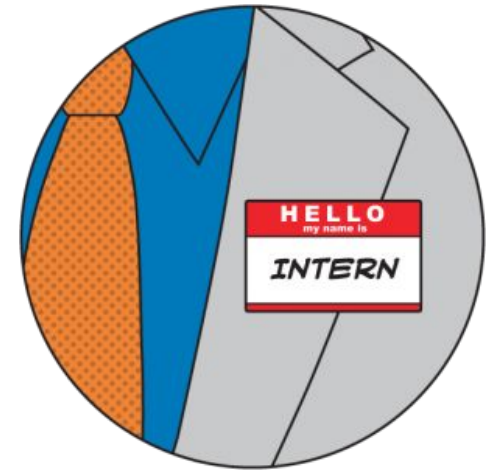


**P.S:** Grad students **cannot apply**.

- For the internship activity to be carried out after graduation, the application must be made before their graduation date (while he is already an associate, undergraduate or graduate student).
- Post-graduation internship mobility must be completed within 12 months from the date of graduation. The sum of the internship period after graduation and the mobility period performed by the student at the same level should not exceed 12 months.

# Where you can do internship?

- 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 formations/unions belonging to the **business world such as chambers of commerce, tradesmen-crafts unions, stock markets and unions**
- **research institutes - foundations** - school/institute/education center (can be any **educational institution** from pre-school to high school, including vocational education or adult education)
- **non-profit institutions, associations, NGOs** (Non-Governmental Organisation)
- Institutions providing **career planning, professional consultancy and information services**
- **higher education institutions** (Higher education institutions in the Program countries must have ECHE)
- **Hospitals, clinics** etc.



# Where you cannot do internship?

- **You are not allowed** to do your traineeship in any diplomatic missions, European Union Institutions and organizations which are carrying out the European Union programs.  
[https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en) )
- National Agency carrying out EU programs etc. organizations.



## *Steps to help you to find an internship place...*

- Prepare a CV. (Europass CV is recommended.)

- Prepare a Motivation Letter

*(a short piece of writing all about you; your past, your ambitions, your personality, and your interests. )*

- Find a place to do your Erasmus+ Traineeship

*(which must be related to your field of study)*

- Send your CV and Motivational Letters to the companies specifying that you would like to do your internship within the scope of Erasmus+ Traineeship Mobility.

- Get an Acceptance Letter from the company that you have been accepted.



# The most important document required for Erasmus+ Internship Mobility at the application stage is Acceptance Letter

- ❖ It is a document shows that you are accepted by the institution you wish to do Erasmus+ Traineeship.
- ❖ The Acceptance Letter must be consist of the following information;
  - ❑ **Name-Surname,**
  - ❑ Your **field of study** in Yeditepe University,
  - ❑ **For how long** you are invited (the exact dates must be written), (Erasmus+ Traineeship **cannot be less than 60 days**)
  - ❑ Must indicate that you are accepted within the scope of **Erasmus+ Student Mobility for Placement/Traineeship Mobility**
  - ❑ The acceptance letter must be printed on **company headed paper** and it must be signed and stamped by company executive.  
*(The name of the company executive must be written.)*
  - ❑ **Language of Traineeship**
- ❖ From the content of your Acceptance Letter, we should understand that your traineeship;
  - will be **related to your field of study,**
  - must **contain a professional practice,**
  - must **provide you a professional experience.**



**Deadline for submitting the  
Acceptance L.:  
1 March 2024**



## Erasmus + Traineeship Mobility Sample of Acceptance Letter

**The suitability of the internship location and duties to the department in which the student is studying should be consulted with the department/program Erasmus coordinator and the statement "appropriate" should be received on the acceptance letter. ("Suitable" (The name, surname and signature of the coordinator must be included along with the letter)**

To be printed on the headed paper of the hosting institution after removing this text in red.  
Please kindly fill in the blank spaces, sign, and send to the student.

Erasmus Mobility for Placement

**LETTER OF ACCEPTANCE**

To  
[Redacted]  
(INDICATE NAME, SURNAME AND ADDRESS OF THE STUDENT)

DEAR [Redacted] (NAME AND SURNAME OF THE STUDENT),

WE ARE VERY GLAD TO ACCEPT YOU FOR A TRAINING PERIOD IN THE FRAMEWORK OF THE LIFELONG LEARNING ERASMUS PROGRAMME IN THE FIELD OF [Redacted] (ENGINEERING, MARKETING...)

THE PLACEMENT WILL BEGIN ON [Redacted] (DD.MM.YY) AND END ON [Redacted] (DD.MM.YY). FOR A TOTAL OF [Redacted] MONTHS (MINIMUM ARE 2 MONTHS THAT IS 60 CONTINUATIVE DAYS) OUR DAILY WORKING HOURS WILL BE FROM [Redacted] TO [Redacted], FOR A TOTAL OF ... HOURS PER WEEK.

WE CONFIRM WE HAVE SEEN AND AGREED WITH THE QUALITY STATEMENT (IN ATTACHMENT) AS REQUESTED BY THE ERASMUS PROGRAMME.

THE LANGUAGE WHICH WILL BE USED DURING THE PLACEMENT WILL BE [Redacted].

THE TASKS OF THE TRAINEE WILL BE:  
[Redacted]

THE REFERENCE PERSON FOR THIS PLACEMENT WILL BE MR/S. [Redacted], WHO WILL ACT AS [Redacted] TUTOR/SUPERVISOR DURING THE INTERNSHIP. HIS/HER CONTACTS ARE: [Redacted]

BEST REGARDS,

NAME OF SIGNATORY: \_\_\_\_\_ POSITION: \_\_\_\_\_  
NAME OF COMPANY/ORGANIZATION: \_\_\_\_\_  
ADDRESS (POSTAL CODE, CITY/COUNTRY): \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ STAMP: \_\_\_\_\_

SIGNATURE OF THE AUTHORIZED PERSON: \_\_\_\_\_

# ERASMUS 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](mailto:std.yeditepe.edu.tr) e-mail addresses of successful applicants.

# VALID EXAMS

- Minimum successful foreign language grade from Yeditepe University Erasmus exams: 60 / 100 (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.

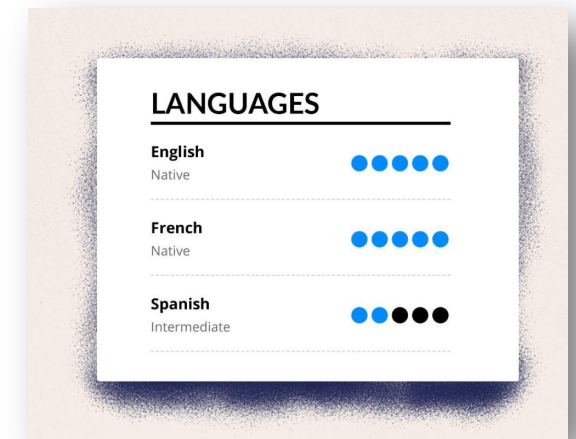


[Foreign Language  
Equivalence Tables](#)

- Which exam to take must be selected during the application
- The exam must be taken in the language of instruction requested by the partner universities to be preferred\*\*

**For example;**

- If **one** language is required, one language test must be taken.
- If two languages are specified with “**Or**” “/” expressions, it means that one of the two languages is sufficient, but it is **recommended to take both exams.** (higher score will be considered)
- If two languages are indicated with the phrase "**And / ,**", it is mandatory to take both language exams and get the minimum success score (the higher score is evaluated).
- **The language of instruction of the partner universities should also be searched on their websites.**



LANGUAGE REQUIREMENTS
B2 English
B2 English or B2 Dutch
B2 German, B2 English

# 2022 NATIONAL AGENCY HANDBOOK GRANT AMOUNTS BY COUNTRY GROUPS

COUNTRY GROUP	HOST COUNTRIES	MONTHLY RATE FOR STUDIES (Euro)	MONTHLY RATE FOR TRAINEESHIP (Euro)
1 <sup>st</sup> and 2 <sup>nd</sup> Group	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.	600	750
3 <sup>rd</sup> 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 at least half of the course credits).

# Short-Term Doctoral Mobility Grants

Up to the 14th day of activity	70 Euro
15th to the 30th day of activity	50 Euro

# 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 receive an orphan's benefits
- 4)** Children of Martyrs / Veterans
- 5)** Those who are granted a neediness pension for themselves or their families (if the student, his/her parents or guardians receive financial support from municipalities, public institutions and organizations (Ministries, Social Welfare and Solidarity Foundations, T.R. Directorate General of Foundations, Turkish Red Crescent, Ministry of Interior Disaster and Emergency Management Presidency (AFAD), it is sufficient to submit a document proving that they receive financial support at the time of their Erasmus application.)
- 6)** Disabled students

7) Students whose parents or guardians receiving disabled or neediness pension within the scope of the Law No. 2022 dated 01.07.1976 on Monthly Pension for needy, orphaned and needy Turkish Citizens

Higher Education Student Loans and Dormitories 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.

<b>Mobility Type</b>	<b>Additional Grant Support</b>
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.



# Travel Support

Disadvantaged students/new graduates participating in short-term mobility can receive a travel grant.

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.

<b>Travel distances</b>	<b>In case of standard travel</b>	<b>In case of green travel</b>
Between 10 and 99 KM	23 EUR per participant	
Between 100 and 499 KM:	180 EUR per participant	210 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant	
8000 KM or more:	1500 EUR per participant	

# ERASMUS+ STUDY MOBILITY GRANT

- First, the European Commission which is a EU institution, allocates the grant to Turkey's authorized institution the "Turkey National Agency".
- Turkey's National Agency allocates the grants to universities.
- When Yeditepe receives the Erasmus+ budget, the office allocated the budget to student and staff mobilities.
- Students who have been selected to participate the programme **cannot guaranteed** to receive grants.



- **The total grant allocated to the University is first distributed according to the Faculty/Institute/School performance.** Then, within the performance distribution, the grant is allocated to the students starting from the student with **the highest Erasmus score within the Faculty/Institute/School.**
- **In case the total grant is sufficient,** all students selected within the scope of Erasmus Study Mobility are allocated a grant for a single semester.
- Term extension requests of students are evaluated according to the amount of additional grants and/or the remaining grants from students who cancel their mobilities.
- 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.



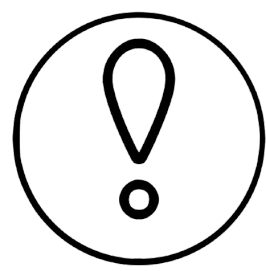
[Click for detailed grant distribution method and grant deductions.](#)

# ERASMUS + TRAINEESHIP MOBILITY GRANT

- According to the Erasmus Score, the highest score is ranked from the lowest score and the grant is given from the highest score to the lowest score in line with this ranking.
- 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.**
- 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.**



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



- Grants may not be enough for every student. If students request, their activities can be carried out as “zero-grant” without grants.
- The duration of the activity must be carried out without interruption.
- If the mobility period is below the minimum period (60 days) without any force major, the activity will be deemed invalid and no grant payment will be made. If there is a paid grant, it is demanded back.

# IMPORTANT



- Erasmus grants are not intended to cover the entire cost of studying abroad.
  - It's just financial support.
- Living expenses, travel, health insurance, visa fees etc. belongs to the student.
  - Except for the grant you will receive, you will not be paid for your expenses (air tickets, accommodation, etc.).

# THANKS

## QUESTION & ANSWER



All your questions and enquiries are expected to send it via e-mail.

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