

Get out there!



The world is waiting.

Erasmus

Traineeship Mobility Orientation Programme

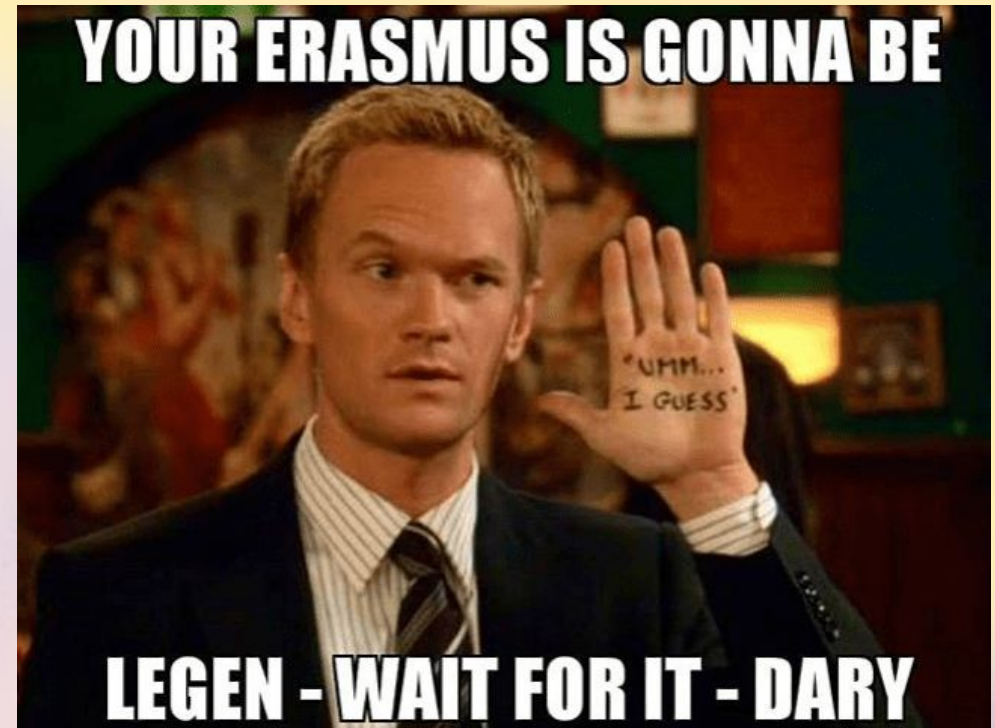


IMPORTANT REMINDERS

- ❑ 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. Documents to be completed
4. 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.

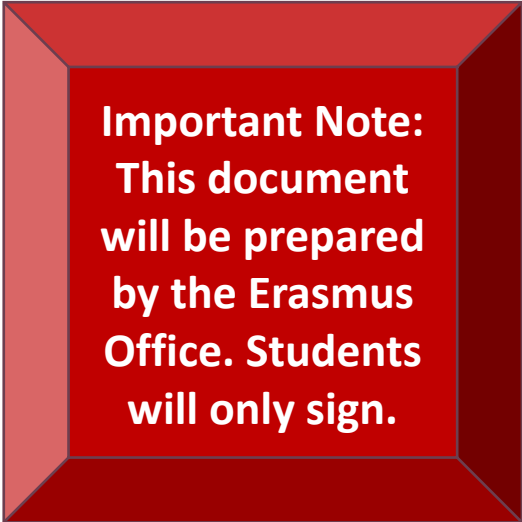


2. Passport- Visa

- 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.

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 Turna Portal 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

- **Learning agreement for traineeships:** Prepare the “Before Mobility” part and upload it to Turna Portal after completing all signatures.
- **Health, Accident and Liability Insurance**
- **YapıKredi Euro account**
- **Passport copy that shows you received visa approval or Flight ticket** *(for the students who still could not get visa approval or students who have Green-A service passport or grey passport)*
- **Grant Agreement**



- Learning agreement for traineeships: Prepare the “Before Mobility” part and upload it to KION after completing all signatures.



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20..

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	YEDITEPE UNIVERSITY	Erasmus+ Office	TR ISTANBU21	Inönü Mah. Kavırdalı 26 Ağustos Yerleşimi Atasehir, Istanbul, Turkey 34755	TURKEY	HAZAL ALTUNKULP ÇOBAN intoffice@yeditepe.edu.tr Phone : +90 216 578 06 04	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e- mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Traineeship in digital skills ⁸ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁹ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
Please use only one of the following three boxes: ¹⁰	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award <u>www</u> ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): <u>000000</u>
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please <u>specify</u>	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

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	31/03/2021	
Erasmus+ Coordinator of Sending Institution				31/03/2021	
Faculty Dean of Sending Institution					
Institute Manager's Signature (for 2 nd and 3 rd Cycle)				31/03/2021	
Supervisor ¹³ at the Receiving Organisation				31/03/2021	

Yeditepe Erasmus Office Stamp

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.



- Students who will go to Germany can submit the copy of **AT11** document to the embassy and students who will go to Czech Republic can give the **CZ111** document to the embassy. Students can get the Erasmus participation document which is necessary to give to the **Social Insurance Institution** from the Erasmus Office.
- **AT11 & CZ111 does not cover liability , so you must have an extra liability insurance.**

Erasmus Office insurance specialist, unfortunately, is not.

3. Grant Agreement Documents

- Yapıkredi Euro Account information

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

- A joint account (with a family member) can be opened.



IMPORTANT

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

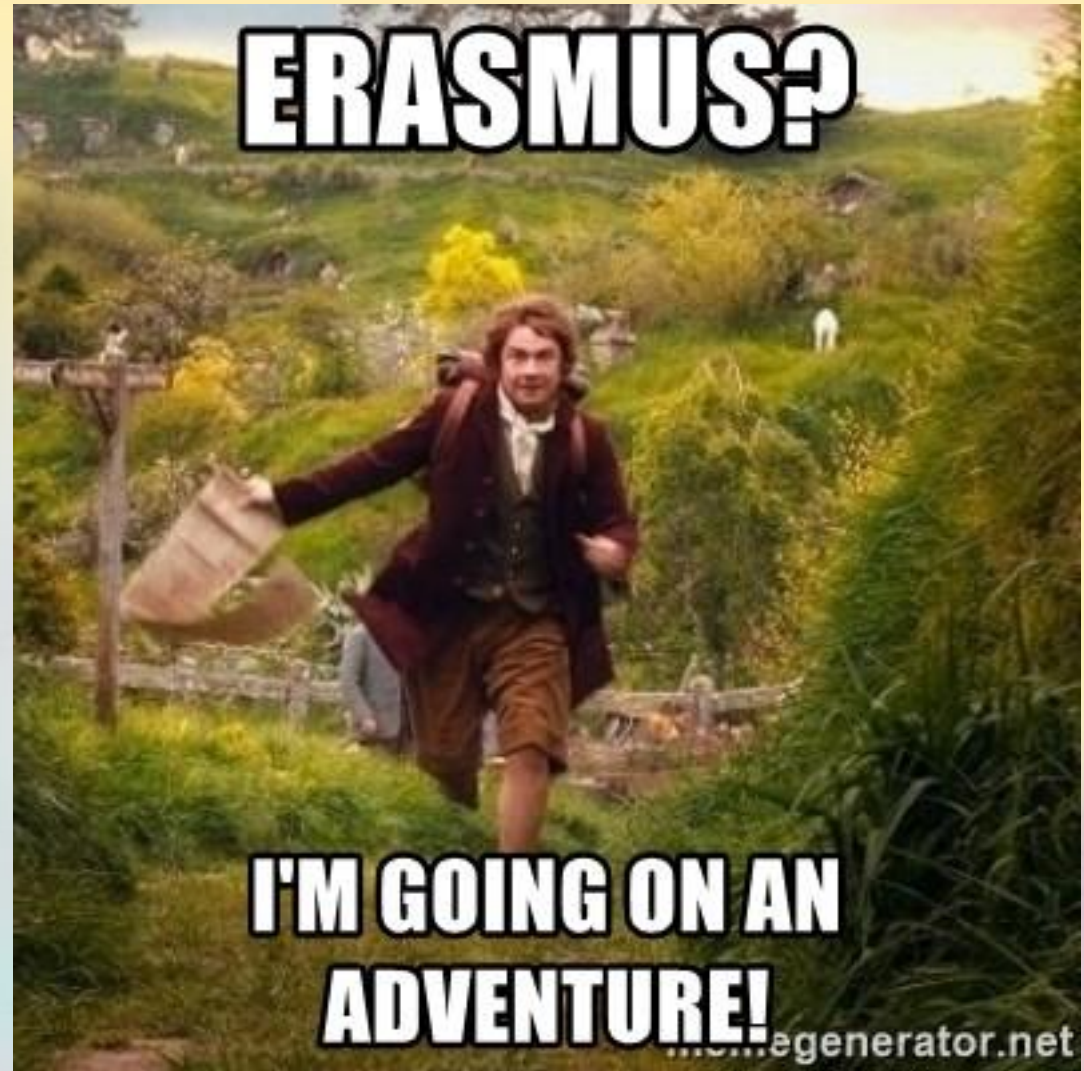
Attention !

- Last internship day: 31 May 2025 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.

During the Mobility

1. LA – During Mobility



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 2025 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 ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	YEDITEPE 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 ⁶ name; position; e-mail; phone	Mentor ⁷ 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 ⁴ at the Sending Institution)					
Faculty Dean					
Institute Manager (Only for or Master and PhD Students)					
Supervisor ⁷ at the Receiving Organisation					

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

² **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).

³ **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 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.

⁴ **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.

⁵ **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.

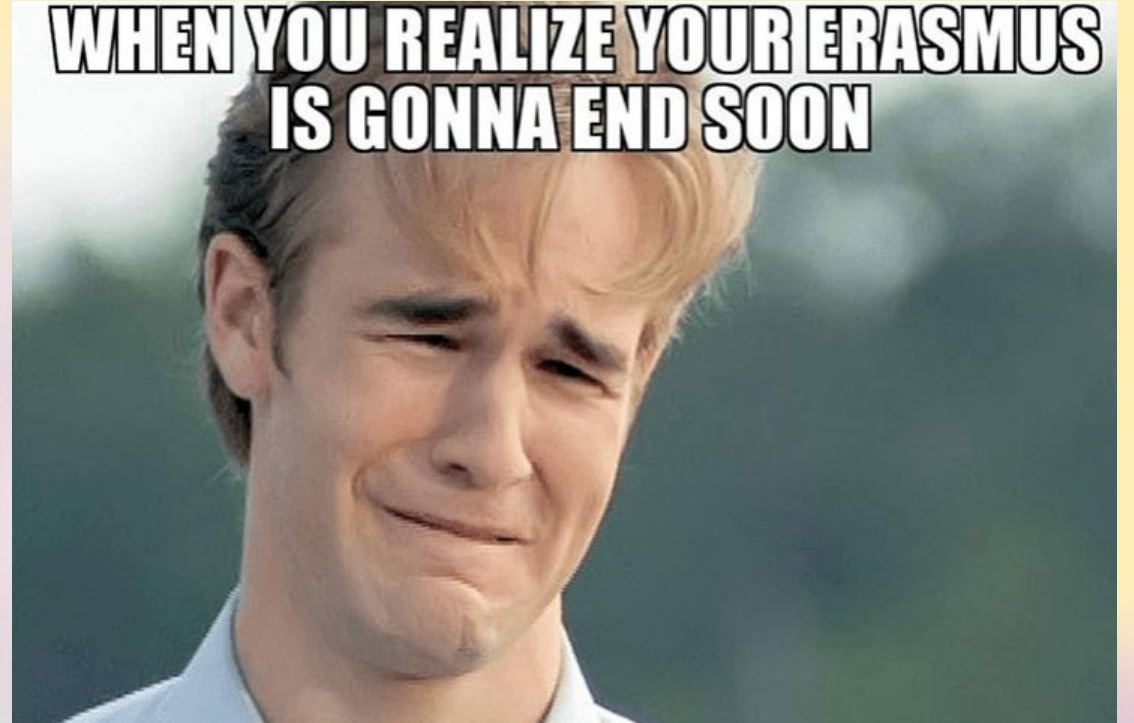
⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **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

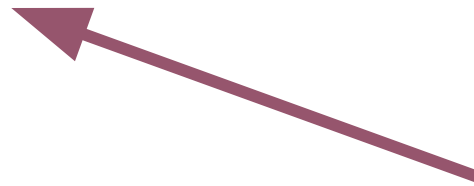
**WHEN YOU REALIZE YOUR ERASMUS
IS GONNA END SOON**



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 ¹	Gender (Male/Female/ Undefined)	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	YEDITEPE UNIVERSITY		TR-ISTANBU21	İnönü Mah. Kavusdağ Cad. 326A 26 Ağustos Yerleşimi 34755 Üsküdar - İstanbul	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 ⁷ 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~~

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

² **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).

³ **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 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.

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⁵ **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.

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

⁷ **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.

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.



Grant Payments



Payments are made in 2 separate payments, before and after the mobility.

80% of the total grant for which the first payment is deserved (by calculating the start and end dates of the internship)

For example: Germany

Monthly 750€ - Daily: $750\text{€} / 30\text{day} = 25\text{€}$

60-day grant: $25\text{€} * 60\text{ days} = 1500\text{ Euro}$

First payment: 1200 Euro

Total internship duration: 60 days

The amount to be paid after return: 300 Euro

All mentioned documents and procedures must be completed for the activity to be considered completed and for the remaining grant (if any) to be paid.

Grant Payments



Grant calculations after the return are made according to the dates in the participation certificate (duration sheet). If the grant earned during the stay is less than the first payment, **the difference is requested to be refunded, if it is more**, the remaining amount is paid to the student.

Grant Payments



A full refund will be requested if any post-mobility documentation or documents proving participation in the mobility (certificate of participation or post-return transcript that can replace it) **are not completed** in accordance with the announced dates.

20% of the total progress payment of the students who did not fill the participant survey

In case where it is clearly known that the start-end date of the activity on the certificate of participation (duration sheet) does not include the actual dates or that the student leaves the institution (city / country) where he/she is staying, *excluding public holidays*, that is, on the dates when the education or internship should continue under normal conditions, additional research has been deemed necessary, and If it is determined that the student has left the host institution for more than 7 (seven) calendar days (including the weekend) without interruption, no grant payment is made for the total number of days apart.

Documents Checklist



Before Mobility

- ✓ Letter of acceptance
- ✓ Learning Agreement Before the Mobility Section
- ✓ Insurance Photocopy
- ✓ Visa approval page/Flight Ticket
- ✓ Grant Agreement



During Mobility

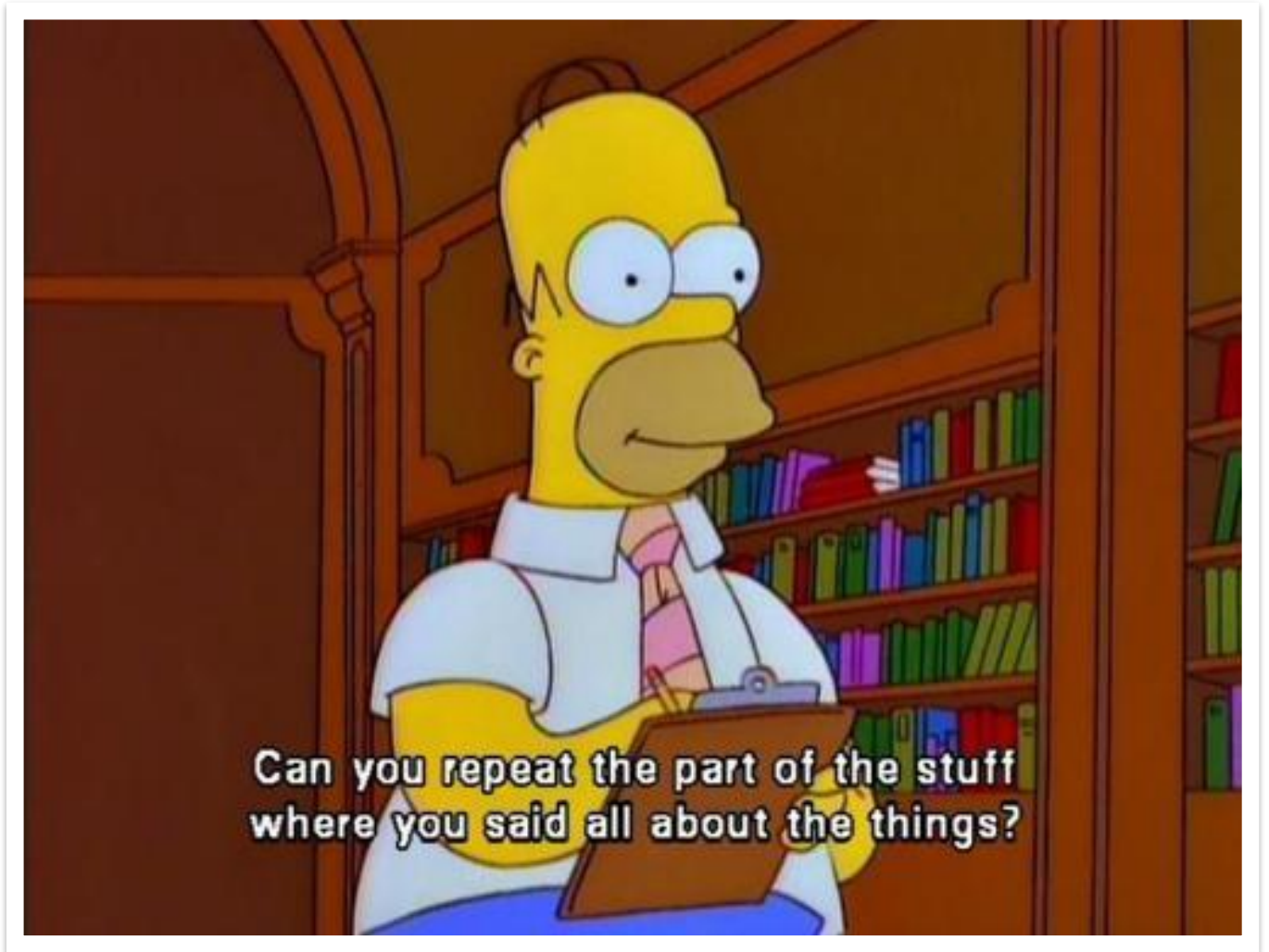
- ✓ Learning Agreement **During the Mobility** (if there is any change)



After Mobility

- ✓ Learning Agreement **After the Mobility**
- ✓ Certificate of participation
- ✓ Final Report

Q & A



International Exchange and Cooperation Office



Burcu Atalay Emre

Erasmus
Institutional
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Expert Specialist

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Get out there!



The world is waiting.

Thank you for your attendance.

International Exchange and Cooperation Office

Email:

outgoing@yeditepe.edu.tr