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Erasmus+ Internship4all Consortium Project Traineeship Program Announcement



Table of Content

1. Application Calendar	2
2. Announcement and Related Provisions	2
3. Application Dates.....	3
4. Application Requirements	3
5. Application Documents	3
6. Traineeship Place	4
7. Invitation/Acceptance Letter	4
8. Selection and Evaluation	5
9. Grants	6
9.a. Student/New Graduate Mobility to Countries Related to the Program	6
9.b. Travel Support Calculations	7
9.c. Green Travel Support for Students/New Graduates	7
9.d. Additional Grant Support	8

Application Calendar

Online Application Dates	November 1- December 6, 2024
English Proficiency Exam Date	December 10, 2024
Announcement Date of Evaluation and Candidate Application Results (Main and Reserve)	December 18, 2024
Announcement of Final Application Results (Main and Reserve)	December 19, 2024
Deadline for Waivers (to be submitted via email with a petition)	December 24, 2024
Deadline to Upload Acceptance Letter	January 17, 2025
Date Range for Internship Mobility	February 3- December 31, 2025

The application process will be conducted entirely online. Applications with incomplete or outdated documents, as well as those with incorrect information, will be considered invalid if identified during the evaluation process. Additionally, applications that remain as drafts will not be considered for evaluation. It is the applicant's responsibility to ensure that all documents are completed accurately and completely.

Application Link: <https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>

Access to the system is done via e-Devlet; students without an e-Devlet registration must create one.

Announcement and Related Provisions

Within the framework of the relevant project periods covering the 2024 Spring/Summer term, students applying for internships under the Erasmus+ Internship Mobility program, are required to find their host institution/organization and provide proof of this with an invitation letter.

Erasmus+ Internship Mobility is a process through which students are enrolled in higher education institutions to gain practical work experience at an institution/organization operating in an EU member state or an EU program country. It is not solely an activity for students with mandatory internships; rather, all students meeting the criteria below can apply to this EU program.

If it is determined that the internship content in the work plan (Learning Agreement for Traineeships) prepared by the selected beneficiary candidate does not comply with the provision above, a decision may be made not to allow participation in the activity, even if the candidate has been selected as a main applicant.

Application Dates

Erasmus+ Student Traineeship Mobility applications will begin on **November 1, 2024, at 00:00 and will end on December 6, 2024, at 23:55**. The system will automatically close at the relevant application deadline and time, so it will not be possible to submit applications after this date.

Applications can be made online via the **e-Devlet** portal at

<https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>. To avoid any technical issues, please do not leave your application until the last few days.

Application Requirements

In addition to being a current associate, undergraduate, or graduate student enrolled in a full-time program at Bahçeşehir University, the following conditions must be met during the application process:

- **Cumulative Grade Point Average (GPA):** For associate/undergraduate students, a minimum GPA of 2.20 is required; for graduate students (master's/doctoral), a minimum GPA of 2.50 is required. Applications from students whose GPAs fall below these thresholds will be considered invalid. (The GPA for the 2023-2024 Spring/Summer term will be included.)
- **Language Score (English):** For detailed information on accepted language exams/scores and the upcoming Erasmus+ Language Exam, please refer to the “English Result Score/Document” section under the “Application Documents” heading below.
- The duration of the traineeship must be **at least 60 days**. The minimum duration is 2 months.
- A student can benefit from Erasmus study activities for up to 12 months within the same level of study (undergraduate, master’s, or doctoral). If activities have been utilized previously within the current level of study, the total duration, including the new activity, must not exceed 12 months.

Application Documents

1. **English Result Score/Document:** The Erasmus+ English Proficiency exam will be held on **December 10, 2024**. You can upload certificates from the following exams, that are valid for the last 2 years, to the system. Students who have received passing scores from TOEFL, YDS, YÖKDİL, E-YDS, E-YOKDİL, KPDS, ÜDS, IBT, CPE, CAE, and PTE Academic (equivalence tables from YÖK will be used) * are required to upload their documents to the system during the application. Otherwise, their language qualifications will be considered invalid, and they will be required to take the Erasmus+ English Proficiency Exam.

Students taking the Erasmus+ English Proficiency Exam will participate in a multiple-choice test consisting of 100 questions. The minimum passing score, which corresponds to 60% of the exam, **is set at 60**.

*For students who take equivalent exams at examination centers outside the university and achieve the required score, their exam results will be converted to the corresponding language score by the Department of Foreign Languages according to the principles outlined in the Regulation on Foreign Language Education and Teaching in Higher Education Institutions, published in the Official Gazette dated March 23, 2016, No. 29662.

2. **Updated and Signed Transcript:** You must upload your transcript to the system with; **(1)** a wet signature from the Student Affairs Office, **(2)** creating an electronic signature document request in the UMIS system or **(3)** through the e-Government system.

3. **Invitation/Acceptance Letter:** (Detailed explanation is provided below.)

Important Note: The application documents mentioned above must be uploaded to the system during the application period.

Traineeship Locations

The traineeship can take place at any public or private sector organization located in one of the eligible countries, in fields such as employment, education, teaching, youth, research, and development.

Although this is not a limiting list, the following organizations can be considered as examples of suitable traineeship locations:

- Small, medium, or large-scale enterprises belonging to the public or private sector.
- Local, regional, or national public institutions
- Embassies or consulates of the sending country abroad
- Any business-related organizations/unions, such as chambers of commerce, trade associations, stock exchanges, and unions
- Research institutes
- Foundations
- Schools/institutes/educational centers (which can include any educational institution from preschool to high school, including vocational education or adult education)
- Non-profit organizations, associations, and NGOs
- Institutions providing career planning, professional consulting, and informational services
- Higher education institutions (higher education institutions in program countries must hold the ECHE, while institutions in partner countries must be recognized by an authorized body according to their national legislation and have signed a bilateral inter-institutional agreement with the sending institution prior to the internship activity)

The following organizations are not suitable for higher education traineeship activities under Erasmus+:

- European Union institutions and EU agencies (see https://europa.eu/european-union/about-eu/institutions-bodies_en)
- National Agencies and similar organizations managing EU programs. Students benefiting from mobility are expected to carry out the relevant exchange process during the summer months.

Invitation/Acceptance Letter

The acceptance letter can be submitted during the application process but is not mandatory. The final deadline for submitting the acceptance letter after application and exam procedures is **January 17, 2024**.

The acceptance letter from the traineeship location must include the following information:

- Full name
- Field of study
- Duration of the invitation (the start and end dates of the internship must be specified) (The Erasmus+ internship duration cannot be less than 60 days)
- Language of the internship
- Tasks to be performed during the internship
- A statement indicating that you are accepted under the Erasmus+ Student Placement/Internship Mobility program
- The acceptance letter must be printed on company letterhead and signed and stamped by a company official (the name of the company manager must be included)
- Suitability of the internship location and tasks to the student's field of study
- The acceptance letter must be in English.

Selection and Evaluation

The student's cumulative GPA from the current transcript is converted to its equivalent in the YÖK 100-point system, and 50% of this value is taken (<https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>). This is added to 50% of the foreign language exam result to create the student's final score. In addition to this final score, any special circumstances listed in the table below will also be applied, if applicable.

(Table-1) Selection Criteria and Weighted Scoring Table for Student Mobility

Criteria	Weighted Score
Level of academic achievement	50% (out of 100 points)
Language level	50% (out of 100 points)
To the children of martyrs and veterans	+15 points*
Students with disabilities (provided that the disability is documented)	+10 points**
Students who have been given a protection, care or accommodation decision within the scope of the Social Services Law No. 2828 and the Child Protection Law No. 5395	+10 points***
Those whose 1st-degree relatives receive disaster victim aid from AFAD	+10 points
Internships to develop digital skills (DOTs)	+5 points****
Previous benefit (with or without grant)	-10 points
Participating in mobility in the country of citizenship	-10 points
Not participating in the mobility without giving a waiver notice in due time, even though they are selected for the mobility	-10 points
Applying for both types of mobility at the same time (reduction is applied to the mobility type preferred by the student)	-10 points
<u>For students selected for mobility: Failure to attend meetings/trainings organized by the higher education institution regarding mobility without an excuse (applied if the student applies to Erasmus again.)</u>	-5 points
Declaring that he/she will take the language exam and not taking it without an excuse (applied if the student applies to Erasmus again.)	-5 points
Uploading the acceptance letter to the system during the application	+10 points

*In addition to combat veterans and their spouses and children, as well as the spouses and children of war martyrs, Article 21 of the Anti-Terror Law No. 3713 dated 12/4/1991. According to the article, the spouses *and children of "public officials who have been injured, disabled, killed or killed as a result of terrorist acts while performing their duties at home and abroad, or even if their titles have been removed"*, and the spouses and children of those who have been injured, disabled, killed or killed as a result of the performance of these duties, even if their titles have been removed, and the 7th article of the Decree Law No. 667 dated 23 July 2016. Under the article, the spouses and children of those who lost their lives due to the coup attempt and terrorist act carried out on 15 July 2016 and the actions that are the continuation of this act, or civilians who are disabled and their spouses and children are prioritized if they apply for Erasmus+ student mobility.

**For prioritization, the student must submit the Disability Health Board report in the Regulation on Disability Assessment for Adults published in the Official Gazette dated February 20, 2019 and numbered 30692.

For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or accommodation decision according to Law No. 2828.

This includes internships that experience one or more of the following activities: digital marketing (eg. Social media management, web analytics), digital graphics, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cyber security, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. This excludes general customer service, request creation, data entry, or routine office duties.

- For students who were selected in a previous selection period within the same education level, but did not carry out their activity without a force majeure reason, a deduction of "-10 points" is applied for each activity in which the activity was not carried out, although they were eligible. If the higher education institution gives students a period to notify them that they have given up by anticipating the withdrawals and the students report that they have given up within this period, no point deduction is applied.

- If the higher education institution makes the education and internship mobility choices within the same application and evaluation process; If a student who has not benefited from mobility before applies to both education and internship activities at the same time, it is left to the student's preference in which activity the "-10 points" deduction will be applied. In this case, a petition is received from the student regarding which activity he/she prefers to be reduced.

-Deductions are made on the student's total score.

- If the total points calculated are equal; The student with a high academic achievement grade is prioritized, and if the academic achievement grade is equal, the younger student is prioritized.

-Double major students can apply for mobility from only one major in one application period.

Grants

The same application conditions apply to students who want to go without a grant and there is no limit to the number of non-grant quotas. After the announcement of the application results, candidates who are not eligible with a grant can benefit from the activity without a grant if they wish.

a. Mobility of Students/New Graduates to Countries Related to the Program

The table of individual support grant amounts to be applied when sending students/new graduates to countries related to the program is given below:

(Table-2) Country Groups and Monthly Grant Amounts for Student Mobility

Country groups	Country of Residence	Monthly Grant Tuition (EUR)	Monthly Grant Internship (Euro)
Rounds 1 and 2 Group Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Spain	600	750
3rd Group Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Turkey	450	600

b. Travel Assistance Calculations

The table of travel support grant amounts to be applied when sending students/new graduates to the countries associated with the program is given below:

(Table-3) Travel Grant Support Amount Calculation Table for Student Mobility

Travel Distance	Standard Travel Grant Amount (Euros)	Green Travel Grant Amount (Euro)
From 10 to 99 KM	28	56
From 100 to 499 KM	211	285
From 500 to 1999 KM	309	417
Between 2000 and 2999 KM	395	535
From 3000 to 3999 KM	580	785
From 4000 to 7999 KM	1188	1188
8000 KM or more	1735	1735

c. Green Travel Support for Students/New Graduates

Students/new graduates will be able to receive an individual support grant of up to 4 days for their travel days with a one-time additional grant of 50 Euros if they prefer green travel.

*Bus, train and car sharing are considered within the scope of low-emission transportation vehicles

*In order for the trip to be counted within the scope of green travel, both departure and return must be made with green travel vehicles. In exceptional cases, the National Agency is consulted.

d. Additional Grant Support

Disadvantaged participants may be provided with Additional Grant Support in addition to the grant they deserve. In order for the grant to be granted, a disadvantaged participant is defined as an individual who has limited economic and social opportunities and fits into the following subcategories.

1. Subject to Law No. 2828

(Those who have a protection, care or shelter decision by the Ministry of Family and Social Services according to Law No. 2828)

2. Students who have been given a protection, care or accommodation decision within the scope of the Child Protection Law No. 5395

3. Those who do not have other parental income but are entitled to an orphan's pension

4. Children of martyrs/veterans

5. Those who receive a needy pension for themselves or their families (the student himself, his parents or guardians from municipalities, public institutions and organizations

(It is sufficient to submit a document proving that he/she has received financial support from institutions such as Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD at the time of applying for Erasmus.)

6. Disabled

7. Students whose parents or guardians receive a disability or needy pension within the scope of the Law No. 2022 dated 01.07.1976 on Monthly Attachment to Needy, Weak and Orphaned Turkish Citizens over the Age of 65 and Disabled and Needy Turkish Citizens

8. Those who receive disaster victim assistance from AFAD themselves or their 1st-degree relatives.

Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of merit scholarships, one-time aids are not accepted within the scope of such financial aid.

Students who comply with the above are provided with Additional Grant Support in the following amounts according to the type of mobility, upon their request and provided that they document their status:

(Table-4) Additional Grant Support Amount Table for Student Mobility

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

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

We wish you success in your application process.

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