

## 2021-1-TR01-KA131-HED-000004950 ERASMUS

### Student Mobility for Placement (TRAINEESHIP)

This document contains detailed information about the application procedure for students wishing to take part in **student mobility for placement (traineeship/internship) until 27.03.2023.**

Student Mobility for Placement comprises a specified period where students receive vocational/professional training and/or gain work experience at a company or organization operating in one of the program countries. During the placement period, students acquire full-time work experience in the field they study. **(The duration of the mobility is a minimum of 2 months and a maximum of 6 months). Deadline for the traineeship mobilities(Last day of your mobility): 20/10/2023**

Internship activity can be carried out in each class and for students in the last year of the education program activity period is a maximum of 6 months. Regarding placement mobility to be carried out after graduation, students must apply for mobility while they are still associate, undergraduate, or graduate (master or doctorate) degree students. Recent graduates cannot apply for Erasmus mobility for placement.

Job description must be directly related to the student's major field of study.

### APPLICATION REQUIREMENTS

- All **full-time students enrolled** in a higher education program (associate, undergraduate, graduate, doctorate, medical specialty) offered by Altınbaş University are eligible to apply for student mobility for placement. Traineeships after graduation can be carried out provided you apply before graduation.
- Associate's (Vocational Schools) and undergraduate degree students** are required to have a minimum GPA of **2.20 out of 4.00**; **graduate students** are required to have a minimum GPA of **2.50 out of 4.00**.
- In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting **more than 12 months** (For instance, if the student has already participated in an Erasmus+ learning mobility of 9 months, his/her application to student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-month placement mobility).
- Placement abroad can last from a **minimum of 2 months to a maximum of 6 months**. Applications will be accepted provided the mobility period stated in the

acceptance/invitation letters do not last longer or less than the above mentioned durations.

- Students doing a double major can only use one of the majors to apply for Erasmus mobility during an application period. **Deadline for the traineeship mobilities(Last day of your mobility): 20/10/2023**

## **APPLICATION DEADLINE AND REQUIRED APPLICATION DOCUMENTS**

Applications will be made through the online system between **27.02.2023-27.03.2023**. [Click here](#) to apply and upload your documents.

The deadline for submission of the internship acceptance letter is **27.03.2023**.

1. **Erasmus Application Form** (*Fill in your information in the system, after you finish your application print and sign it and upload it in your application.*)
2. **Transcript** (*It must have been taken during the open call for application and should include the grades of the last term. Transcript must be e-signed or wet-signed*)
3. **Acceptance Letter**
4. **Language Certificate (Dil Sonuç Belgesi)** (*If available; the result of TOEFL, YDS, and YÖKDİL exams taken from outside the institution. If they want to use the foreign language exam results of 2 years, they will be able to indicate in the application, and they need to submit a language certificate.*)

### **\*Acceptance/Invitation Letter (Submission Deadline: 27.03.2023)**

5. Traineeship title and scope
  6. Planned period of the mobility
  7. Knowledge, skills, and competencies to be acquired by the end of the traineeship (expected Learning Outcomes):
  8. Main language of work
- Please look at the announcement of this call to get a sample of the acceptance letter

## WHERE WILL I DO MY TRAINEESHIP?

### Host Countries are:

Germany, Austria, Belgium, United Kingdom, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Croatia, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Southern Cyprus, Letonia, Liechtenstein, Lithuania, Luxembourg, Hungary, Macedonia, Malta, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Greece.

Host organizations for student placements may be enterprises, companies, training centers, research centers, and other organizations that match the definition of enterprise stated in the Erasmus+ Programme Guide ([https://ec.europa.eu/programmes/erasmusplus/sites/erasmusplus2/files/erasmus-plus\\_programme-guide2\\_en.pdf](https://ec.europa.eu/programmes/erasmusplus/sites/erasmusplus2/files/erasmus-plus_programme-guide2_en.pdf)). It is also possible to carry out a traineeship in a higher education institution located in one of the Programme Countries. However, the program for the traineeship cannot consist of the following courses, as that would be considered a study period and not a traineeship. Master and Ph.D. students who completed their course load and are currently developing their theses should apply to Student Mobility for Studies (Learning Mobility), for studies (with credits) they will carry out working with an advisor, which does not make part of a traineeship. The following types of organizations are not eligible as receiving organizations for student traineeships: EU institutions and EU agencies ([https://europa.eu/european-union/about-eu/institutions-bodie\\_en](https://europa.eu/european-union/about-eu/institutions-bodie_en)), organizations managing EU programs, such as National Agencies.

## FINDING A TRAINEESHIP/INTERNSHIP

It is primarily the student's responsibility to find a place for a traineeship. However, Altınbaş University Erasmus Office will try to support the students with CV and Placement Workshops.

Below there is a list of traineeship Databases and Listings:

- <https://leonet.joeplus.org/>
- [erasmusintern.org](https://erasmusintern.org)
- <http://www.praxisnetwork.eu/>
- <https://www.wayup.com/>
- <https://www.internqueen.com/>
- <https://ec.europa.eu/eures/public/opportunities>
- <http://euconnect.org/>
- <https://www.monster.com/geo/siteselection>
- <https://tr.indeed.com/>
- <http://www.iagora.com/work/en/internships>
- <https://graduateland.com/>
- <https://www.mediamonks.com/>
- <https://www.worldinternships.org/>

## FOREIGN LANGUAGE PROFICIENCY

Students have been get the **Foreign Language Placement Test** to be administered by Altınbaş University School of Foreign Languages submit a valid English language certificate issued by YDS, YÖKDİL, and TOEFL to Erasmus Office until the announced deadline. Students are also responsible for keeping track of important announcements posted on Altınbaş University website and delivered to their inboxes.

Erasmus Foreign Language Placement Tests are valid for two years. Students who want to use the exam grades entered in previous years should indicate this issue in the relevant field of the application form.

**Other Languages:** B2 level certificates issued by Cultural Centres operating under the Embassies of relevant countries in accordance with the Common European Framework of Reference for Languages.

**There will be no English exam. Students who have completed the preparatory school at least two years ago or have received a passing grade from TOEFL, YDS, and YÖKDİL are required to apply.**

### Altınbaş University Proficiency Test Concordance Table

TOEFL iBT	YDS	PTE Academic	Altınbaş University Proficiency Test
120	100	90	100
114	95	87	95
108	90	84	90
102	85	81	85
96	80	78	80
90	75	75	75
84	70	71	70
78	65	67	65
72	60	55	60
66	55	50	55
60	50	45	50
54	45	38	45
48	40	30	40

## ASSESSMENT PROCESS

- Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score. Erasmus score is an important factor when determining the partner University for Student Mobility and the amount of grant the student will receive. Students will be ranked in accordance with their Erasmus score based on undergraduate/graduate/vocational school programs.
- When calculating Erasmus Score, the following points will be added to or deducted from the overall score in accordance with applicant's status.

ERASMUS GRADE +, -	
Childrens of martyrs and veterans	+15
Students with disabilities (Applicants are required to provide documents to prove disability when applying)	+10
Students receiving protection under the 2828 Social Services Law (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 Internship Acceptance Letter on the first application date ( <b>06.03.2023</b> )	+10
Prior Participation in Erasmus Student Mobility (as beneficiary or non-beneficiary)	-10
Doing a mobility period in your country of citizenship	-10
Renouncing participation after the predefined deadline without giving prior notice	-10
Simultaneous application to two types of mobilities	-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

□ **Minimum passing score for Erasmus is 54; minimum passing score for Language Test is 50;** to participate in Erasmus mobility, applicants must meet these two requirements.

- 1. Foreign Language Test Score:** Announcement of the Foreign Language Placement Test Results administered by School of Foreign Languages. (There will be no English exam. Students who have completed the preparatory school at least two years ago or have received a passing grade from TOEFL, YDS, and YÖKDİL are required to apply.)
- 2. Erasmus Score:** Erasmus Score is calculated and announced following the language assessment.

- 3. Placement:** Acceptance/Invitation Letters are evaluated by a commission.
- 4. Erasmus Grant:** Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of intra-institutional budgeting, further details on grants are released.

## ERASMUS GRANTS

- A grant will be allocated to the relevant Undergraduate School/Graduate School/Vocational School according to their academic performance.
- Students are ranked in descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
- Grants may not be allocated to each student.
- Students first receive grants for two months.
- The request for an extension of the placement period abroad will be evaluated later.
- Students are allowed to undertake Erasmus activity or extend the mobility period by their own financial means.
- Monthly Erasmus rates are determined by the National Agency prior to the beginning of the Academic Year in accordance with national priority and criteria.
- Any procedure regarding going abroad, finding accommodation abroad, and passport and visa procedures are principally the student's responsibility. No additional funding is provided to students for round trips between Programme Countries for learning and placement/traineeship mobility.
- The exact period of Erasmus+'s activity is calculated based on the start/end dates specified in the certificate of participation.

COUNTRY GROUP	HOST COUNTRIES	MONTHLY GRANT RATES (€)
<b>1<sup>st</sup> and 2<sup>nd</sup> Group</b>	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Holland, Spain, Italy, Malta, Portugal, Greece	<b>750</b>
<b>3<sup>rd</sup> Group</b>	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia	<b>600</b>

- Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to Altınbaş University, completing all required procedures, and students' academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.
- If the host institution/company is closed on holiday breaks/national holidays, there's possibility that traineeship may be interrupted. In such case, grant payment will be made for the period where the host institution/company remains closed, however, but this duration won't be considered as part of the period of activities. In order to carry out the activities within the planned period, you will need to inquire, prior to the beginning of your traineeship, about the dates during which the host institution will be closed, and make sure your stay in the host country matches at least minimum days (except holidays) of the planned period of the mobility. Weekends and holidays make up part of the activity period.
- In case the activity is interrupted due to force majeure events, activities that, at the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting documentation as may be available to evidence such circumstances are provided.
- Except in case of a force majeure event, if the student returns to his/her home country without completing the minimum period of mobility, the activity shall be deemed null and void, and no grant payment shall be made.
- Students can, if they wish, renounce the financial support.
- No additional funding is provided to students for round trips between Programme Countries for learning and placement/traineeship mobility.
- In addition to the main Erasmus+ grant, extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

## ERASMUS GRANT CUTS

### **In addition to the above rules of grant cuts;**

1. If participants do not fill out the EU Survey Participant Report, a 20% cut will be imposed on the grant allocated for the total mobility period.