

**GRADUATE STUDENT INTERNSHIP OPPORTUNITY  
WITH ERASMUS+ (LONG-TERM)  
Project Period 2022-1-TR01-KA131-HED-000059085**

<b>ONLINE INFO SESSIONS</b>	<b>03.05.2023 Microsoft Teams (Turkish) time: 11.00 am 04.05.2023 Microsoft Teams (Turkish) time: 14.00 pm 05.05.2023 Microsoft Teams (English) time: 10.00 am 08.05.2023 Microsoft Teams (English) time: 16.00 pm</b>
<b>DATE RANGE FOR MOBILITY:</b>	<b>25.06.2023-31.07.2024</b>
<b>APPLICATION STARTS:</b>	<b>08.05.2023</b>
<b>APPLICATION ENDS:</b>	<b>29.05.2023</b>
<b>ENGLISH PROFICIENCY EXAM:</b>	<b>30.05.2023</b>
<b>*ANNOUNCEMENT OF ERASMUS+ FOREIGN LANGUAGE EXAM RESULTS ON THE WEBSITE:</b>	<b>02.06.2023</b>
<b>OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM:</b>	<b>06.06.2023</b>
<b>ANNOUNCEMENT OF OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM</b>	<b>07.06.2023</b>
<b>*ANNOUNCEMENT OF ERASMUS SCORES OF THE STUDENTS:</b>	<b>09.06.2023</b>

Please read all the information in this guideline **carefully and regularly** check all the Erasmus Office's announcements.

It is the student's responsibility to submit a correct application.

This document provides information on the application procedure for students who want to participate in the Erasmus+ Traineeship Mobility Program.

Traineeship Mobility is a program that allows students to receive vocational or professional training and work experience at a company or organization in one of the program countries. **Students will gain full-time work experience in the field they study for a period ranging from 2 to 12 months.**

The internship should be related to the student's major field of study. Students who wish to participate in the program must apply while they are associate, undergraduate, or graduate (master or doctorate) degree, students. **Recent graduates are not eligible to apply for the program.**

**IMPORTANT NOTE:** Students has to an **ACTIVE** status student while they are applying and participating in the mobility program. Otherwise, mobility will be canceled.

Students are also responsible for keeping track of important announcements posted on the Altınbaş University website and delivered to their inboxes.

#### **ELIGIBILITY CRITERIA**

- 1. Minimum GPA of 2.20/4.00 for undergraduate students** who are going to apply for Erasmus+ Internship Mobility
- 2. Minimum GPA of 2.50/4.00 for graduate students** who are going to apply for Erasmus+ Internship Mobility
3. Must be a full-time registered student and must not be graduating during the semester that the student will be on Erasmus Exchange,
4. If the student has already benefited from Erasmus+ Mobility Activities within the current education level, the total duration of the new activity should not exceed 12 months including the past Erasmus Study and Internship period.

#### **APPLICATION PROCEDURE AND NECESSARY DOCUMENTS:**

Erasmus+ Internship Mobility applications will be made through “[erasmusbasvuru.ua.gov.tr](http://erasmusbasvuru.ua.gov.tr)”

The following documents are required:

1. Erasmus Application Form

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\*

\* It must be written on a letterhead of at least one page (the institution logo and contact addresses must be included) The name-surname of the student who will do the internship and the start and end dates of the internship (day-month-year) must be clearly stated. The subject of your internship and the duties and responsibilities you are expected to perform during the internship should be mentioned item by item. The name-surname and contact information of the Mentor who will advise you during your internship should be included and the letter should be signed by this person. The stamp, the seal of the institution and the date of signature must also be indicated on the letter

4. Language Certificate

5. Learning agreement (signed both three parties)

## **FINDING A TRAINEESHIP/INTERNSHIP**

It is primarily the student's responsibility to find a place for a traineeship.

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/>

<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/>

**The following types of organizations are not eligible as receiving organizations for student mobility for traineeships:**

- EU institutions and other EU bodies including specialized agencies
- organizations managing EU programs such as Erasmus+ National Agencies

### **FOREIGN LANGUAGE PROFICIENCY**

Students have been getting 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.

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.

**\*\*Students who will use **previous English language scores** or **Preportary Class English proficiency exam** have to contact with Erasmus Office for the language score document which will upload to the application portal until May 22.**

#### **Altınbaş University Proficiency Test Concordance Table**

<b>TOEFL iBT</b>	<b>YDS</b>	<b>PTE Academic</b>	<b>Altınbaş University Proficiency Test</b>
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's Score is calculated as follows: **50% of GPA + 50% of language test score.**

Students will be ranked following 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 under the applicant's status.

<b>ERASMUS GRADE +, -</b>	
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 the 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
Prior Participation in Erasmus Student Mobility (as beneficiary or non-beneficiary)	-10
Doing a mobility period in your country of	-10

citizenship	
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

## ERASMUS GRANTS

The countries where student mobility activities can be carried out are divided into 3 groups according to their standard of living levels and monthly tuition and internship grants have been determined for the country groups. The country groups and the monthly grant amounts to be given to the students who will go to these countries are shown in the table below:

COUNTRY GROUPS	COUNTRY	MONTHLY INTERNSHIP GRANT (AVRO)
1. and 2. Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, The Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal. Greece	750

3. Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	600
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For the Erasmus+ Internship Mobilities between the program countries, students are not provided with additional support for round-trip travel.

**Payments are made in two installments, with 80% of the total grant going before and 20% upon return.**

### **INCLUSION SUPPORT**

The Erasmus+ Program encourages the participation of people with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow him/her to participate in the project/mobility activity, unless extra financial support is available. In order for an additional grant to be given to students and staff who need special needs support, it is necessary to request an additional grant from the Turkish National Agency by the beneficiary higher education institution. If the participant who has special needs support is selected, if the participant has an additional grant request, the approximate additional costs are determined and an additional grant is requested from the National Agency.