

ERASMUS INTERNSHIP4ALL
STUDENT MOBILITY CONSORTIUM FOR PLACEMENT
2022 CALL FOR APPLICATIONS

WHAT IS ERASMUS STUDENT MOBILITY FOR PLACEMENT?

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. (Placement abroad can last from a minimum of 2 months to a maximum of 4 months due to the project duration time).

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

WHO CAN APPLY?

Full-time students enrolled in associate's, undergraduate, master's, Ph.D. degree, and medical specialty programs offered by the Consortium partner higher education institutions (formal education) can apply for Erasmus student mobility for placement.

Consortium partners (in alphabetical order);

- Altınbaş University
- Bahçeşehir University
- Biruni University
- Fatih Sultan Mehmet University
- Işık University
- Maltepe University

WHEN IS THE DEADLINE FOR APPLICATION?

Applicants have until **February 11, 2024** to submit their applications to the contact persons of the Consortium Partners.

Deadline for Submission of Acceptance Letters is **March 11, 2024**

WHEN CAN I DO MY TRAINEESHIP?

This is a call for application to Erasmus Student Mobility for Placement. Placement activities must be completed by **July 31, 2024**

APPLICATION REQUIREMENTS

- Associate's degree 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 a 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).
- Applications will be accepted provided the mobility period stated in the letters of acceptance does not last longer or less than the abovementioned durations.
- Current students can carry out placement activities during the regular period of education. As for final-year students, they are allowed to do a traineeship within 12 months after they graduate. Concerning 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.
- Students doing a double major can only use one of the majors to apply for Erasmus mobility during an application period.

WHERE WILL I DO MY TRAINEESHIP?

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](#)

It is also possible to carry out a traineeship in higher education. However, the traineeship must be aimed at gaining work experience in that institution's administrative units. Otherwise, it would be considered a study period and not a traineeship.

EU institutions and EU agencies (<https://www.avrupa.info.tr/tr/topluluk-ajanslari-107>), organizations managing EU programs such as National Agencies, etc. are not eligible as receiving organizations for student placements:

FINDING A TRAINEESHIP/INTERNSHIP

The Consortium will provide support to Erasmus participants for all pre-mobility and post-mobility processes by helping them improve the effectiveness of their academic and professional development when looking for an internship as well as by helping them establish direct contact with the host organisations.

The Consortium will be directly involved in helping students find an internship, it **reserves the right not to guarantee an internship** job for each selected student as the host organizations' hiring policy will be directly proportional to the organizations' expectations

from the applicants. **Students too are required to take active parts in the internship-seeking process.**

Below there is the list of Internship Databases and Listings:

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

REQUIRED APPLICATION DOCUMENTS

It is necessary to sign up on the page directed by the application form link below. The following documents must be uploaded to the system, respectively, by logging in with the created account. There are 2 steps for application. The application process will be completed online. You can continue the application system by this [link](#).

APPLICATION DOCUMENTS (1 step):

Deadline: 11.02.2024

1. ERASMUS Application Form
2. Language Result document
3. Transcript of Records (Transcripts other than current transcripts signed and sealed by Student Affairs or with barcodes downloaded from e-Devlet will not be accepted)
4. Acceptance Letter (**not mandatory document**, students who have an Acceptance Letter during the application will receive +10 points)

APPLICATION DOCUMENTS (2 step):

Deadline: 11.03.2024

Acceptance Letter from the host institution

Signed and sealed Learning agreement for Traineeship

Important Note: Internship application mobility has two levels. Internship mobility applications will not be accepted unless the internship acceptance letters are uploaded to the system by **11.03.2024**

Applications that have not uploaded their documents to the system and have not been completed by deadline otherwise will be rejected.

It is the responsibility of students to find an internship place. Erasmus Internship Mobility can only be carried out in Erasmus program countries. Mobility may start on 01.04.2024 at the earliest. Please complete all information requested on this form correctly. Incomplete or incorrect applications will not be processed.

REMINDER:

1. The institution where the Internship Mobility will be carried out must be related to the department.
2. Students who will do the Erasmus Internship as a compulsory internship must **first obtain approval from their departments.**

FOREIGN LANGUAGE PROFICIENCY

The exam will be held on 7.02.2024 in the Mahmutbey Campus. If you want to attend the exam you should inform our office via email before the 1st of February, Otherwise you will not have a chance to take an exam. Or students have received a passing grade from the English Proficiency Exam result, TOEFL, YDS, and YÖKDİL are required to apply. The minimum requirement is **60**

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.
- When calculating Erasmus Score, the following points will be added to or deducted from the overall score by the applicant's status.

CRITERION	SCORE
Erasmus+ Traineeship Mobility (Erasmus 4ALL Internship Consortium) To participate in the mobility proficiency exam score should be a minimum	60* (over 100)
Grade Point Average (GPA)	minimum bachelor's degree 2.20 or Graduated level 2.50 (over 4.00)
To declare an Acceptance Letter during first the application step	+10 points
Children of Veterans and Martyrs	+15 points
For disabled students (on condition for the disability to be documented)	+10 points

Students who are entitled to protection, care, or shelter within the scope of Social Services - Law No. 2828 (For prioritization, the student must submit a letter from the Ministry of Family and Social Policies which states that there is a protection, care, or shelter decision under Law no. 2828)	+10 points
Had previously taken part in Erasmus+ programs with or without grant (For each mobility program)	-10 points
Going for mobility in a country that holds citizenship points	-10 puan
Although the student selected for mobility and decided not to join the program without a waiver (the point will be deducted for the next application)	-10 points
For selected students: If the students did not attend the orientation program which is organized by the International Office without any excuse (the points will be deducted for the next application)	-5 points
If a student did not take the Foreign Language Exam after completing the application form (the point will be deducted for the next application)	-5 points

- Announcement period consists of 3 stages:
 - 1) Erasmus Score:** The Erasmus Score is calculated and announced following the language assessment.

- 2) **Placement:** Letters of Acceptance are evaluated by the department coordinator
- 3) **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

- Each Consortium partner will receive equal amounts of grants allowing them to finance a total of 4 mobilities for 2 months.
- If the amount of grants awarded to the institutions remains insufficient to cover the expenses of all applicants, all applicants will be awarded a 2-month grant.
- Students are ranked in descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
- Priority will be given to candidates enrolled in departments/programs that have not previously taken part in the mobility activity.
- Grants may not be allocated to each student
- Request for an extension of placement period abroad will be evaluated later.
- Students are allowed to undertake Erasmus activity or extend the mobility period by their financial means.
- Monthly Erasmus rates are determined by the National Agency before the beginning of the Academic Year by national priority and criteria.
- Any procedure regarding going abroad, finding accommodation abroad, 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 activity is calculated based on the start/end dates specified in the certificate of participation.

COUNTRY GROUP	HOST COUNTRIES	MONTHLY GRANT RATES (EUR)
Group 1	Denmark, Finland, Ireland, Sweden, Iceland, Lichtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	750

Group 2	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Serbia, Slovenia	600
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- Grant payments shall be made in 2 instalments. The first payment is 80% of the total Erasmus+ grant will be distributed after signing the Grant agreement and getting the relevance visa of the student. Payment of the second instalment is dependent on students returning all necessary documentation to the University, completing all required procedures, and student 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.

GRANT DEDUCTIONS

- Within the framework of the new program rules announced by the Turkish National Agency, unlike the previous years; in case of academic failure, grant deduction will be mandatory.
- Except for technical reasons, you should fill out an online participant survey after the mobility otherwise 20% will be deducted from the total final grant.
- If you return home before the end of the mobility period or before the min. required duration, grant deduction shall be made.
- If documents proving participation for the mobility (Certificate of Participation or After Mobility Training agreement) are not submitted, the mobility will be void and no grant will be paid; the first grant payment is expected to be refunded
- If the host institution/company is closed on holiday breaks/national holidays, there's the 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. To carry out the activities within the planned period, you will need to inquire, before 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 a minimum of 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.

ERASMUS+ SPECIAL NEEDS SUPPORT

Additional funding is available for participants with physical, mental, or health-related conditions via the Erasmus+ special needs support. Students with disabilities are provided with up to 100% additional funding to cover their special needs costs, including the expenses of an accompanying person.

ADDITIONAL GRANT FOR STUDENTS WITH FINANCIAL NEEDS

This part is only valid for students who hold Turkish citizenship. Additional Grant Support may be provided (an extra grant of 250 € per month) to disadvantaged participants in addition to the grant they are entitled to. For the grant to be given, official proving documents should be submitted to the office during the application period. This grant is not guaranteed, it depends on the availability of our Erasmus budget.

Definition of disadvantaged participant;

1. Students who are covered by the 2828 numbered Social Services Law (Aile ve Sosyal Hizmetler Bakanlığı tarafından haklarında 2828 sayılı Kanun uyarınca koruma, bakım veya barınma kararı olanlar)
2. Within the scope of Child Protection Law No. 5395 (5395 sayılı Çocuk Koruma Kanunu Kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere)
3. Students who receive orphan's pension (if the other parent does not have any income)
4. Children of martyr and veterans
5. Student or the student's parents receive financial aid (muhtaçlık aylığı)
6. Disabled participants (A report or statement confirming the disability min.%50)
7. *Only for TR citizens*-Ebeveynlerinden biri veya vasisi, 65 Yaşını Doldurmuş Muhtaç, Güçsüz Ve Kimsesiz Türk Vatandaşları ile Engelli ve Muhtaç Türk Vatandaşlarına Aylık Bağlanması Hakkında 01.07.1976 tarih ve 2022 sayılı Kanun kapsamında engelli veya muhtaç aylığı alan öğrenciler.
8. *Only for TR citizens*- Kendileri veya 1. derece yakınları AFAD'dan afetzede yardımı alanlar (1. derece yakınlar: anne, baba, çocuklar ve eş,)

APPLICATION CALENDAR AND MANAGEMENT:
Application Starts: January 15th, 2024 at 09.00
Application Ends: February 11th, 2024 at 17.00 English Proficiency Exam: February 7th,2024 Exam time and venue information will be announced on our web page following the closure of the application)
THE DEADLINE FOR SUBMITTING AN ACCEPTANCE LETTER: 11.03.2024
ANNOUNCEMENT OF STUDENTS ELIGIBLE FOR MOBILITY: 22.03.2024