**2023-1-TR01-KA131-HED-0000116385**

**2023-2024 ACADEMIC YEAR ERASMUS+ INTERNSHIP MOBILITY FOR STUDIES**

**CALL FOR APPLICATIONS**

**WHAT IS ERASMUS INTERNSHIP MOBILITY?**

Internship Mobility 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 12 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, and Ph.D. degrees, offered by Altınbaş University can apply for Erasmus internship mobility.

**WHEN IS THE DEADLINE FOR APPLICATION?**

Applications will **start on 16 February and end on 30 April 2024.**

**APPLICATION CALENDAR AND MANAGEMENT:**

**Application Starts:**February 16th, 2024 at 09.00

**Application Ends:**April 30th, 2024 at 17.00
**English Proficiency Exam:** March 13th,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:** 29.03.2024

**ANNOUNCEMENT OF STUDENTS ELIGIBLE FOR MOBILITY:** 10.05.2024

**APPLICATION REQUIREMENTS**

* Associate’s, 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 months shall not be approved. However, such students are allowed to attend 3-month placement mobility).

* Current students can carry out internships during the regular period of education. However, they need to get an arrival from the Erasmus coordinator for the fall and spring semesters.
* As for final-year students, they are allowed to do an internship within 12 months after they graduate. Concerning internship mobility to be carried out after graduation, students must apply for mobility while they are still associate, undergraduate, or graduate (master's or doctorate) degree students. Recent graduates cannot apply for Erasmus Internship Mobility.
* 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 INTERNSHIP?**

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/info/funding-tenders_en).

It is also possible to carry out an internship 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 AN INTERNSHIP**

Altınbaş University Erasmus Office 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 links to the website.

Below there is the list of Internship Databases and Listings:

* <https://leonet.joeplus.org/>
* <https://erasmusintern.org>
* <https://www.iagora.com/work/en/internships>
* <https://www.praxisnetwork.eu/>
* <https://www.mediamonks.com/>
* <https://www.worldtraineeships.org/>
* <https://euconnect.org/>
* <https://www.monster.com/geo/siteselection>
* <https://tr.indeed.com/>
* <https://www.traineeup.com/en/>
* <https://www.trainingexperience.org>
* <https://www.cshm.es/en/>
* <http://placementinportugal.com>
* <https://www.partnershipinternational.ie>
* <http://paragoneurope.eu>
* <http://www.jobtrust.gr>
* <https://www.ies-consulting.es>
* <https://www.hosco.com/en/>
* <https://www.entrypark.com/students>
* <https://europe-internship.com>
* <https://www.crossroads.com.mt/home>
* <https://www.atlasnova.eu/>
* <http://businessculture.org>

**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**](https://turnaportal.ua.gov.tr/giris?returnUrl=%2F)**.**

APPLICATION DOCUMENTS (***1 step):***

1. ERASMUS Application Form (please take a screenshot of your application and upload it to the Erasmus application form section )

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 period will receive +10 points) **(30.03.2024)**

APPLICATION DOCUMENTS ***(2 step):***

**Deadline: 30.04.2024**

Acceptance Letter from the host institution

Signed and sealed Learning agreement for Internship

**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 **30.04.2024.**

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 30.06.2024 at the earliest. Mobility should end before 30.06.2025.

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. Otherwise, your application will not be considered.**

**FOREIGN LANGUAGE PROFICIENCY**

The exam will be held on **13.03.2024** in the Mahmutbey Campus. Students who would like to take the English Exam should click the related box that is underlined in the application portal. Students who have received a passing grade from the English Proficiency Exam result, TOEFL, YDS, and YÖKDİL are required to apply. **Students who will take the Erasmus Proficiency Exam will participate in a multiple-choice test consisting of 60 questions. The minimum passing score, equivalent to 60% of the exam, will be set at 36.**



**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.

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| --- | --- |
| **CRITERION** | **SCORE** |
| Erasmus+ Internship Mobility To participate in the mobility proficiency exam score should be a minimum | Please check the Altınbaş University Proficiency Test Concordance Table  |
| 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 |
| Individuals or their immediate family members who receive disaster assistance from AFAD. | +10 points |
| Digital Skills Development Internships (DOTs) are prioritized. | +5 points |
| Applying for two types of mobility simultaneously results in a reduction in the preferred type of mobility for the student. | -10 points |

**SPECIAL NEEDS SUPPORT**

A person with special needs is a potential participant whose personal physical, mental, or health condition, if not supplemented with additional financial support, would hinder their participation in the project/mobility activity. To provide additional grants to students and staff requiring inclusive support, the beneficiary higher education institution must request additional grants from the Center. Once a participant with inclusive support needs is selected, if the participant has an additional grant request, approximate additional expenses are determined, and an additional grant is requested from the Center. Additional grant

requests can be made during the contract period but no later than 60 days before the contract end date. An increase in the grant cannot be requested after the participant's activity has ended.

The application form must include an explanation of why inclusive support is needed, along with supporting documents (such as a doctor's report (not older than 3 months) containing information about the disability and its level or a photocopy of the disability card for disability-related inclusive support, doctor's report for chronic illnesses). Additionally, documents stating that the hosting higher education institution is aware that the student/staff member they will host requires inclusive support and that they have the appropriate equipment should be attached to the form. The requested additional grant amounts and reasons for the need must be detailed in the form as requested. The requested grant should be directly related to enabling the participant with inclusive support to participate in the activity.

**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.

**PS**: **Considering the systemic errors, if any error is encountered during your data entry, you should send the screenshot by contacting erasmus@altinbas.edu.tr**

**The announcement period consists of 3 stages:**

* 1. **Erasmus Score**: The Erasmus Score is calculated and announced following the language assessment. In case the total scores calculated by considering all criteria are equal; If the academic success grade is equal to the student with a high academic success grade, priority is given to the younger student.
	2. **Placement**: Letters of Acceptanceare evaluated by the department and Institutional 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**

* Grants may not be allocated to each student. Grants are given to students to help them with the additional costs incurred during their stay abroad. Grants are only contributions, not to cover the student's full costs of the activity. Students are allowed to undertake Erasmus activity by their financial means.
* Being selected to be an Erasmus+ student does not guarantee that an Erasmus+ mobility grant will also be provided. According to the number of students who are eligible for grants and the budget the Erasmus Office has, it will be decided by the Erasmus Commission of Altınbas University and are ranked in descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking. It will be decided by the Altınbas University Commission and officially announced on the website if students will be fully or partially granted.
* Priority will be given to candidates enrolled in departments/programs that have not previously taken part in the mobility activity.
* Request for an extension of placement period abroad will be evaluated later.
* The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
* The countries where student mobility activities can be carried out were divided into 2 groups according to their standard of living and monthly learning and internship grants were determined for the country groups.

The groups of countries and the amount of grants to be given to the students going to these countries are given in the table below

|  |  |  |
| --- | --- | --- |
| **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 |

* Grant payments shall be made in 2 installments. 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 installment 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.