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**2024-1-TR01-KA131-HED-000237077 Internship4all Consortium Project announcement**

**Erasmus+ Student Internship Program Announcement**

Our applications for Erasmus+ Internship Mobility for the 2024 Project period have started. This announcement covers the project numbered 2024-1-TR01-KA131-HED-000237077. Applications will be received online via e-government. Applications from students who wish to apply by mail or in person at the office are not accepted.

The application calendar, application process, and relevant rules and conditions are given in detail in our application announcement. For your application to be carried out and evaluated smoothly, you must first read this application announcement and complete your application accordingly.

We wish you convenience and success in your application process.

# APPLICATION CALENDAR

|  |  |
| --- | --- |
| ERASMUS INTERNSHIP LANGUAGE EXAM | 23 OCTOBER 2024 |
| ONLINE APPLICATION DEADLINES | 1 NOVEMBER 2024 -6 DECEMBER 2024 |
| Announcement Date of Evaluation and Candidate Application Results (as Main and Substitute) | DECEMBER 18, 2024 |
| Announcement of Final Application Results (as Main and Substitute) | DECEMBER 19, 2024 |
| Last Day for Waivers (To be made with a petition form via mail) | DECEMBER 24, 2024 |
| Activity Execution Date Range | 03 FEBRUARY 2025 – 31 JULY 2026 |

The application process will be carried out entirely online: If applications made with incomplete or outdated documents and incorrect information are detected during the evaluation process, the application will be deemed invalid. In addition, applications that remain drafts will not be evaluated. It is the applicant's responsibility to fill in the documents completely and accurately.

# ANNOUNCEMENT AND RELATED PROVISIONS

Within the framework of the relevant project periods covering the spring / summer semester of 2024 as an activity, it is obligatory for the students who will apply for internship within the scope of Erasmus+ Internship Mobility to find the institution/organization where they will do their internship and prove this with an invitation letter. Erasmus+ Student Mobility for Placement/Traineeship (SMP) is the process of gaining applied work experience in an institution/organization that is an EU member or operating in an EU program country for a student enrolled in a higher education institution. Erasmus+ Internship Mobility is not an activity that only students with compulsory internship can apply for, but it is an EU program that all students who meet the following criteria can apply.

If it is determined that the content of the internship is not in accordance with the above-mentioned article from the business plan (Learning Agreement for Traineeships) to be prepared later, it may be decided not to participate in the activity even if the beneficiary candidate selected for internship mobility is selected as the principal.

For the call period, which will be valid in the 2024-2025 spring/summer period, an average of 4 grant quotas are considered. With the decision of our institution, a grant payment can be made to the participant for up to 60 days so that more students can benefit from the internship mobility.

# APPLICATION DATES

Applications for Erasmus+ Student Internship Mobility start on 1 NOVEMBER 2024 and end on 6 DECEMBER 2024 at 23:55. Since the system will be closed automatically on the relevant deadline and time, you will not be able to apply after this date.

Applications will only [be](https://turnaportal.ua.gov.tr/giris?returnUrl=%2F) made online via e-Government via ***https://turnaportal.ua.gov.tr/giris?returnUrl=%2F*** address. In order to avoid any technical problems, please do not leave your application until the last few days.

# APPLICATION REQUIREMENTS

In addition to being an associate, undergraduate, or graduate student who is currently studying in a formal program at Altinbaş University (excluding the preparatory class), the following conditions must be met during the application process.

1. Language Score (English): For detailed information about the accepted language exams/scores and the Erasmus+ Language Exam to be held, please review the information given in the "Foreign Language Result Score or Document" section under the "Application Documents" heading below.
2. Cumulative Grade Point Average: Have a minimum cumulative grade point average (GPA) of 2.20 for associate/undergraduate students; For graduate students (master's/doctorate), have a minimum GPA of 2.50. Applications of students who are below these averages will be deemed invalid. For master's and doctoral students whose GPA has not yet been formed, the academic averages of the higher education institution from which they graduated last are valid. (2023 -2024 GPA from the spring semester is accepted for GPA)
3. Students who are in a position to graduate in 2024 can apply in this call to complete their internship within one year from the date of graduation. Graduated students are not eligible to apply.
4. The internship must last at least 60 days. The minimum duration of the activity is 2 months, and the maximum is 12 months.
5. Reasons such as disciplinary punishment or having a lower course do not prevent the student from benefiting from the Erasmus program.
6. A student can benefit from the Erasmus learning activity by receiving a grant for up to 12 months in total within the same level of education (bachelor's, master's or doctorate). If activities have been used before within the current education level, the total duration of the new activity should not exceed 12 months. A student who received a learning mobility grant at a previous level can carry out an Erasmus learning mobility activity by receiving a grant at a later level. The fact that the internship mobility activity has been used does not prevent the benefit from the learning mobility activity once. However, priority is given to the student who has not previously benefited from the Erasmus activity. In addition, the upper limit of the grant that can be received for the learning mobility activity is the period that will complete the previous internship mobility period, if any, to 12 months.

**Internship Place:**

Any public or private sector organization located in one of the countries where internship activities can be carried out, in the labor market or in the field of education, training, youth, research and development can be an internship place. Although it is not a limiting list

 The following organizations can be counted as examples of suitable internships:

1. small, joint, or large-scale enterprises owned by a public or private sector
2. local, regional, or national public institutions
3. embassies or consulates of the sending country abroad
4. All kinds of formations/unions belonging to the business world such as chambers of commerce, tradesmen-craftsmen's unions, stock exchanges, and unions
5. Research institutes
6. Foundations
7. school/institute/training center (can be any educational institution from pre-school to high school, including vocational education or adult education)
8. non-profit institutions, associations, NGOs
9. Institutions Providing Career Planning, Professional Counseling and Information Services
10. higher education institutions (Higher education institutions in the program countries must have ECHE, higher education institutions in the partner countries must be recognized by a competent authority in accordance with their national legislation and must have signed a bilateral inter-institutional agreement with the sending institution before the internship activity)
11. The following organizations are not eligible for higher education internship activity within the scope of Erasmus+:
12. European Union institutions and EU agencies (see https://europa.eu/european-union/about-eu/institutions-bodies\_en)
13. Organizations such as the National Agency that carry out EU programs. Students who will benefit from the mobility are expected to carry out the relevant exchange process during the summer months.

Erasmus Coordinators:

<https://global.altinbas.edu.tr/?page_id=279>

**Letter of acceptance**

**●** A letter of acceptance can be submitted at the time of application, but it is not mandatory. After the application and exam procedures are over, the deadline for submission of the acceptance letter is January 17, 2024.

The Letter of Acceptance from the internship location should contain the following information:

● Name and Surname,

● Your training area,

● How long you are invited (exact dates should be written), (Erasmus+ Internship Its duration cannot be less than 60 days)

● Language of internship

● Jobs to be done in the internship

● You have been accepted within the scope of Erasmus+ Student Placement/Internship Mobility

You must specify.

● The acceptance letter must be printed on company letterhead and must be issued by the company official.

must be signed and stamped. (The name of the company manager should be written.) You can find examples of acceptance letters on our website.

● Suitability of the internship place and duties to the department where the student is studying

* The Erasmus coordinator of the department/program should be consulted and the phrase "eligible" should be taken on the acceptance letter. (The name and surname and signature of the coordinator should be included with the text "Appropriate")

# APPLICATION DOCUMENTS

1. **Foreign Language Result Score/Document**: Erasmus Internship English exam was held on 23.10.2024. You can upload the certificates of the following exams, which are valid for the last 2 years, in the system. Students who have passed the preparatory exam, TOEFL, YDS and YÖKDİL, E-YDS, and E-YOKDIL results are required to apply. Students who will take the Erasmus Proficiency Exam will take a multiple-choice test consisting of 60 questions. The minimum passing grade, which corresponds to 60% of the exam, is set at 36.



1. **Invitation / Acceptance Letter: It is explained in detail above. (It must be uploaded by 17.01.2024 at the latest)**
2. **Transcript / Current Transcript: You** must upload your signed/sealed transcript obtained from the Registrar's Office or the EWI System to the system.
3. **Important Note: The** above-mentioned application documents must be uploaded to the system during the announcement application process.

# SELECTION AND EVALUATION

The GPA in the student's current transcript is converted into the equivalent of YÖK in the 100-point system, 50% (<https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>) is taken and the student's result score is created by adding 50% of the foreign language exam result. In addition to this final score, the special conditions in the table below, if any, are also applied.

The evaluation criteria and weighted scores to be used in evaluating mobility applications are as follows:

Table-1) Student Mobility Selection Criteria

|  |  |
| --- | --- |
| **Criteria** | **Weighted Score** |
| Level of academic achievement | 50% (out of a total of 100 points) |
| Language level | 50% (out of a total of 100 points) |
| To the children of martyrs and veterans | +15 points\* |
| Students with disabilities documentation of disabilityprovided) | +10 points\*\* |
| Within the scope of the Social Services Law No. 2828 and the Child Protection Law No. 5395, a decision has been taken for the protection, care, or shelter of Students | +10 points\*\*\* |

|  |  |
| --- | --- |
| Themselves or 1. Relatives of the degree from AFAD Disaster Victim Aid Recipients | +10 puan |
| Internships to develop digital skills (DOTs)prioritized | +5 puan\*\*\*\* |
| Previous benefit (with or without grant) | -10 puan |
| Vatandaşı olunan ülkede hareketliliğe katılma | -10 puan |
| Waiver of time despite being selected for mobility failure to participate in mobility without notice | -10 puan |
| Applying for both types of mobility at the same time (reduction to the type of mobility the student prefers is applied) | -10 puan |
| For students selected for mobility: Meetings/trainings organized by the higher education institution regarding mobility without an excuse non-participation (applied if the student applies to Erasmus again) | -5 puan |
| Declaring that he/she will take the language exam and not take it without an excuse (the student applies to Erasmus again) | -5 puan |
| Internships to develop digital skills (DOTs)prioritized | +5 points\*\*\*\* |
| Previous benefit (with or without grant) | -10 points |
| Participating in mobility in the country of citizenship | -10 points |
| Waiver of time despite being selected for mobilityFailure to participate in mobility without notice | -10 points |
| Applying for both types of mobility at the same time (reduction to the type of mobility the student prefers is applied) | -10 points |
| For students selected for mobility: Meetings/ trainings organized by the higher education institution regarding mobility without an excusenon-participation (applied if the student applies to Erasmus again) | -5 points |
| Declaring that he/she will take the language exam and not take it without an excuse (the student applies to Erasmus again) | -5 points |
| During the application, the internship place acceptance letter is uploaded to the system  | +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. Pursuant to 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 included 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 in accordance with 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; development of applications, software and code or websites; installation, maintenance and management of information systems and networks, cyber security, data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings. This excludes general customer service, request creation, data entry, or routine office duties.

- The application of a "-10 point" deduction in case of previous benefit is not applied to the mobility carried out at the previous education level or other than higher education student/internship mobility. A student who has carried out mobility will have the same learning

If he/she applies repeatedly within the level, a "-10 point" deduction is applied for each activity.

- 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 of time 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. If a student who has benefited from mobility before applies for both education and internship activities at the same time, "-20" points are deducted from the type of mobility he / she has benefited from before, and "-10" points are deducted from the second type of mobility he/she has applied for.

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

- If the total scores calculated by taking into account all criteria are equal; Priority is given to the student with a high academic achievement grade, and to the younger student if the academic achievement grade is equal.

-Students studying in a double major can apply for mobility from only one major in the same application period.

# PAYMENT OF 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.

# Student/New Graduate Mobility 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Country groups** | **Country of Residence** | **Monthly Grant Tuition (EUR)** | **Monthly Grant Internship (EUR)** |
| 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, Türkiye | 450 | 600 |

#  Travel Support 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:

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

 **Green Travel Support for Students/New Graduates**

Green travel; It is the realization of travel using low-carbon emission public transportation vehicles. The use of buses, trains, shared cars is included in the scope of green travel. In order to receive green travel support, green travel must be used on the way to and from departure and more than half of the entire trip must be made using green vehicles.

 **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) Those who are subject to Law No. 2828 (by the Ministry of Family and Social Services)

those who have a protection, care, or shelter decision following Law No. 2828)

2) Protection, care or

Students who have been given a housing decision

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,

to his parents or guardians from municipalities, public institutions, and organizations

(Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations,

Financial support from institutions such as the Red Crescent and AFAD during the Erasmus application

It is sufficient to present a document proving that it has been received.)

6) People with disabilities

7) One of the parents or guardian, Destitute, infirm over the age of 65 and

Monthly for Orphaned Turkish Citizens and Disabled and Needy Turkish Citizens

Disabled within the scope of Law No. 2022 dated 01.07.1976 on Attachment

or students receiving a needy pension

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

Credit and Dormitories Institution scholarships and similar scholarships, other merit scholarships

grants, aids, and scholarships, and one-time aids are within the scope of the financial aid in question

is not accepted.

Students who comply with the above scope 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:

|  |  |
| --- | --- |
| **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.

# APPLYING FOR A GRANT (0 GRANT)

Following the announcement of the application results, the Office that is not entitled to a grant can apply to our Erasmus Coordinator via petition or e-mail and request to benefit from the activity without a grant if they wish. These requests are evaluated positively or negatively by the Erasmus Committee. These students, whose requests are evaluated positively, are obliged to carry out all the processes and procedures that grant students are subject to.

**Process Calendar: It is the Process Calendar regarding the stages to be followed until the end of the application activity. Our students are required to take action following this calendar. Possible revisions should be followed on the web page.**

**Note: E-mails inquiring about the information contained in the call text, process calendar, and orientation presentation will not be answered.**

Thank you.

Erasmus and Exchange Programs Office

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