



KA131 Project No. 2024-1-TR01-KA131-HED-000222198

Erasmus+ Student Internship Program Announcement

Our 2024 Project period Erasmus+ Internship Mobility applications have started. This announcement covers the project number **2024-1-TR01-KA131-HED-000222198**. Applications will be received online via e-government. Applications from students who want to apply by mail or in person at the office will not be accepted.

The application calendar, application process, and relevant rules and conditions are detailed in our application announcement. In order for your application to be processed and evaluated without any problems, you must first read this application announcement and complete your application accordingly.

We wish you ease and success in your application process.

APPLICATION CALENDAR

ONLINE APPLICATION DATES	07.04.2025 – 07.05.2025
Announcement of Final Application Results (as Main and Reserve)	23.05.2025
Last Day for Waivers (to be made by petition form via e-mail)	28.05.2025
Activity Implementation Period	23.06.2025 – 31.07.2026

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 Applications with incomplete or outdated documents and incorrect information will be deemed invalid if detected during the evaluation process.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

Announcement and Relevant Provisions

Within the framework of the relevant project periods covering the summer of 2024, the fall and spring semesters of 2025, students who will apply for an internship within the scope of Erasmus+ Internship Mobility must find the institution/organization where they will do their internship and prove this with an invitation letter. Erasmus+ Internship Mobility (SMP-Student Mobility for Placement/ Traineeship) is the process of gaining practical work experience in an institution/organization operating in an EU member or an EU program country. Erasmus+ Internship Mobility is not an activity that only students with compulsory internships can apply for, but it is an EU program that all our students who meet the following criteria can apply.

For the call period, which will be valid for 2024-2025 summer and 2025-2026 fall and spring semesters, an average of 17 people are considered. In order for more students to benefit from the internship mobility, up to 60 days (2 months) of grant payment can be made to the participant.

APPLICATION DATES

Erasmus+ Student Internship Mobility applications start on 07.04.2025 and end on 07.05.2025 at 23:55. Since the system will automatically cover the relevant deadline date and time, it will not be possible to apply after this date.

Applications will only be made online via the e-Devlet system.

<https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>. Please do not leave your application in the last days in order not to encounter any technical problems.

APPLICATION REQUIREMENTS

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

- Language Score (English): For detailed information about the accepted language exams/scores and the Erasmus+ Language Exam to be organized, please refer to the information provided in the “Foreign Language Result Score or Document” section under the “Application Documents” heading below.
- GPA: For associate's/undergraduate students, having a GPA of at least 2.20, for graduate students (master's/doctorate), having a GPA of at least 2.50. Applications of students who apply with a GPA below these averages will be deemed invalid. For master's and doctoral students whose GPA has not yet been established, the academic average of their last graduated higher education institution is valid. (For GPA, 2024 -2025 GPA taken from the fall semester is accepted) For freshmen students, students who have a high school graduation grade of at least 75/100 and whose GPA is not established in the system cannot apply.
- Students who will graduate in 2025 can apply in this call to complete their internship within one year from the date of graduation. Graduated students cannot apply.
- The duration of the internship must be at least 60 days. The minimum duration of the activity is 2 months and the maximum duration is 12 months.
- Students are not allowed to benefit from the Erasmus program if they have disciplinary penalties or if they have lower level courses.

- A student can benefit from Erasmus study activity by receiving a grant for up to 12 months in total within the same level of study (undergraduate, graduate or doctorate). If previous activities have already been benefited from within the current level of study, the total duration with the new activity must not exceed 12 months. A student who has received a study mobility grant at a previous level can carry out an Erasmus study mobility activity at a subsequent level by receiving a grant again. Benefiting from an internship mobility activity does not preclude benefiting from a study mobility activity once. However, priority is given to the student who has not benefited from Erasmus mobility before. In addition, the upper limit of the grant that can be received for the study 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 in the labor market or in the field of education, training, youth, research, and development, based in one of the countries where the internship activity can take place. While not exhaustive, the following organizations can be considered as examples of suitable internship placements:

- small, joint or large-scale enterprises belonging to a public or private sector
- local, regional or national public institutions
- embassies or consulates of the sending country abroad
- any organization/association of the business community such as chambers of commerce, associations of artisans and craftsmen, stock exchanges and trade unions
- research institutes
- foundations
- school/institute/training center (can be any educational institution from pre-school to high school education, including vocational training or adult education)
- non-profit institutions, associations, NGOs
- institutions offering career planning, professional counselling and information services
- higher education institutions (higher education institutions in the programme countries must have ECHE, higher education institutions in 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)

The following organizations are not eligible for higher education internship activities under Erasmus+:

- European Union institutions and EU agencies (see: https://europa.eu/european-union/about-eu/institutions-bodies_en)
- National Agency, that runs EU programs. Students who will benefit from mobility are expected to carry out the relevant exchange process in the summer months.

Erasmus Coordinators:

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

Letter of acceptance

- It is mandatory to upload the letter of acceptance during the application. You must upload your acceptance letter by **07.05.2025** at the latest.

The Acceptance Letter to be received from the internship place should include the following information:

- Name and Surname,
- Your field of study,
- How long you are invited for (exact dates must be written), (Erasmus+ Internship
- Duration cannot be less than 60 days)
- Language of the internship
- Work to be done in the internship
- You must indicate that you have been accepted within the scope of Erasmus+ Student Placement/Internship Mobility
- The acceptance letter should be printed on the company letterhead and signed and stamped by the company official (The name of the company manager should be written.) You can find examples of acceptance letters on our web page.
- The Erasmus coordinator of the department/program should be consulted about the suitability of the internship place and tasks to the department where the student is studying and the “suitable” statement should be taken on the acceptance letter. (The name-surname and signature of the coordinator should be included with the “Suitable” letter)

APPLICATION DOCUMENTS

- 1- **Foreign Language Score/Certificate:** You can upload the certificates of your following exams valid for the last 5 years. Students who have received a passing grade in the preparatory exam, TOEFL IBT, YDS, and YÖKDİL, E-YDS, and E-YOKDIL results are required to apply.

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

- 2- **Letter of Invitation / Acceptance:** It is explained in detail above. (It must be uploaded by 07.05.2024 at the latest)
- 3- **Transcript / Current Transcript:** You must upload your signed/sealed transcript from the Registrar's Office or EWI System.

Important Note: The above-mentioned application documents have to be uploaded to the system during the announcement application process.

SELECTION AND EVALUATION

The student's cumulative grade point average in the current transcript is converted to the equivalent of YÖK's 100 percent system and 50% (<https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>) is taken and 50% of the foreign language exam result is added together to form the student's final score. In addition to this final score, if any, the special circumstances listed in the table below are also applied.

The evaluation criteria and weighted scores to be used in evaluating mobility applications are given below:

Table 1) Student Mobility Selection Criteria and Weighted Score Table

Criterion	Weighted Score
Academic achievement level (GPA)	50% (out of a total of 100 points)
Language level	50% (out of a total of 100 points)
Children of martyrs and veterans	+15 points*
Students with disabilities (provided that the disability is documented)	+10 points**
Students for whom a decision on protection, care, or accommodation has been taken within the scope of the Social Services Law No. 2828 and Child Protection Law No. 5395	+10 points***
Those who themselves or their 1st-degree relatives receive disaster victim assistance from AFAD	+10 points
Digital skills development internships (DOTs) are prioritized	+5 points****
Previously benefited (with or without grant)	-10 points
Participation in mobility in the country of citizenship	-10 points
Failure to participate in the mobility without submitting a waiver notification in due time despite being selected for mobility	-10 points
Applying for two mobility types at the same time (reduction is applied to the mobility type preferred by the student)	-10 points
For students selected for mobility: Unexcused non-participation in meetings/trainings organized by the higher education institution regarding mobility (applied if the student reapplies to Erasmus)	-5 points
Declaring that they will take the language exam and not taking it without an excuse (applied in case the student reapplies to Erasmus)	-5 points

*Spouses and children of war veterans and their spouses and children, spouses and children of war martyrs, as well as spouses and children of “public officials who have been wounded, disabled, killed or killed by acts of terrorism while performing their duties at home or abroad or due to the performance of these duties even if their titles have been removed” according to Article 21 of the Anti-Terrorism Law No. 3713 dated 12/4/1991, and Article 7 of the Decree Law No. 667 dated 23 July 2016. Pursuant to Article 7 of the Decree Law No. 667 dated July 23, 2016, the spouses and children of those who lost their lives due to the coup attempt and terrorist act carried out on July 15, 2016 and the acts that are a 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 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 he/she has a protection, care or shelter decision in accordance with Law No. 2828.

****Internships that provide experience in one or more of the following activities count: digital marketing (e.g. social media management, web analytics), digital graphic, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cyber security, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. This does not include general customer service, demand generation, data entry or routine office tasks.

-The “-10 points” deduction in case of previous utilization is not applied for mobility other than higher education student/internship mobility or mobility carried out at the previous level of education. If a student who has realized mobility applies again and again within the same education level, “-10 points” deduction is applied for each activity.

-For students who have been selected in a previous election period within the same education level, but have not carried out the activity without a force majeure reason, a deduction of “-10 points” is applied for each activity for which the activity has not been carried out despite being eligible. If the higher education institution foresees the withdrawals and gives a period of time to the students to notify their withdrawal and the students notify their withdrawal within this period, no point deduction is applied.

-If the higher education institution realizes the study and internship mobility selections within the same application and evaluation process; If a student who has not benefited from mobility before applies for both study 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 in which activity he/she prefers to apply the deduction. If a student who has previously benefited from mobility applies for both education and internship activities at the same time, “-20” points will be deducted from the type of mobility he/she has benefited from before and “-10” points will be deducted from the second type of mobility he/she applies for.

-Subtractions are made over the student's total score.

-If the total points calculated by taking into account all criteria are equal; the student with the higher academic achievement grade is given priority, and if the academic achievement grade is equal, the younger student is given priority.

-Double major students can apply for mobility from only one major in the same application period.

PAYMENT OF GRANTS

The same application conditions apply for students who wish to go without a grant and there is no limit to the number of non-grant places.

A) Mobility of Students/New Graduates to Program Related Countries

The table of individual support grant amounts to be applied when sending students/new graduates to program related countries is given below:

Country Group	Country of Residence	Monthly Grant Study (Euro)	Monthly Grant Internship (Euro)
1st and 2nd Group Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greek Cypriot Administration of Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	600	750
3rd Group Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye	450	600

Travel Support Calculations

The travel support grant amounts to be applied when sending students/new graduates to countries associated with the program are given below.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 and 99 KM	28	56
Between 100 and 499 KM	211	285
Between 500 and 1999 KM	309	417
Between 2000 and 2999 KM	395	535
Between 3000 and 3999 KM	580	785
Between 4000 and 7999 KM	1188	1188
8000 KM or more	1735	1735

Green Travel Support for Students/New Graduates

Green travel; is the use of low-carbon public transportation vehicles for travel. Bus, train, shared car use is included in the scope of green travel. In order to receive green travel support, green travel must be used on the way and return and more than half of the entire trip must be made using green vehicles.

Additional Grant Support

Additional Grant Support can be provided to disadvantaged participants in addition to the grant they are entitled to. In order for the grant in question to be given, disadvantaged participants are defined as individuals with limited economic and social opportunities and who fit the following subcategories.

- 1) Those subject to Law No. 2828 (those who have a protection, care or shelter decision issued by the Ministry of Family and Social Services pursuant to Law No. 2828)
- 2) Students who have a protection, care or shelter decision issued under the scope of the Child Protection Law No. 5395
- 3) Those who have no other parental income but are granted an orphan's pension

4) Children of martyrs/veterans

5) Those who are granted a needy pension for themselves or their families (it is sufficient for the student, their parents or guardian to submit a document proving that they have received financial support from municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD etc.) at the time of the Erasmus application.)

6) Disabled

7) Turkish Citizens with one of their parents or guardians who are Needy, Weak and Orphaned and Disabled Students who receive a disabled or needy pension within the scope of Law No. 2022 dated 01.07.1976 on Granting Monthly Allowances to Turkish Citizens in Need

8) Those who themselves or their first-degree relatives receive disaster victim aid from AFAD.

Credit and Hostels Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, one-time aids are not accepted within the scope of the mentioned financial aid.

Students who meet the above scope will be provided with Additional Grant Support in the following amounts, depending on the type of mobility, upon request and provided that their situation is documented:

Mobility Type	Additional Grant Support Amount
Student mobility between 2-12 months	250€ per month
Short-term student mobility between 5-14 days*	In addition to the daily grant total of 100€
Short-term student mobility between 15-30 days*	In addition to the daily grant total of 150 €

* In this case, no additional support will be provided for the internship.

APPLYING WITHOUT A GRANT (0 GRANT)

Following the announcement of the application results, those who are not eligible for a grant can apply to our Office Erasmus Coordination Office by 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.

ONLINE LANGUAGE SUPPORT EXAM (OLS)

Support will be provided for students and staff who will benefit from mobility activities in the field of higher education through the European Commission's "EU Academy" Institutional Learning Management Platform. The system in question will gradually provide language learning services in all 29 official languages of the EU Member States and countries associated with the Erasmus+ and ESC programs over time.

The exam is only for level determination and will not prevent participation in mobility. The aim is to determine the development of the student's language skills by taking the exam before (preferably) and after the mobility. For KA131 students and new graduates; the language assessment exam that they take to determine their level before their mobility starts has been abolished. However, it is expected that the use of the EU Academy platform will be encouraged for these participants, even if it is not mandatory.

Participants will be able to choose the language(s) they want to learn, without any restrictions on the number of courses and languages. The Corporate Learning Management Platform called "EU Academy" consists of 2 separate sections:

- a. A special area for Erasmus+ and ESC participants that offers similar access and features to all users:
 - Offering individualized learning paths to users in line with their needs and interests,
 - Providing a space for learner communities to exchange ideas on language-related questions,
 - More interactive learning approaches, including the use of new technologies,
 - A wider course catalog,
 - Supported learning feature for mentors (teachers and other staff) to accompany learners and monitor their development (blended learning feature).

The purpose of the private area is to accompany and support Erasmus+ and ESC program participants to improve their language skills and increase their mobility experiences.

- a. Open area:

This area is open to all citizens interested in learning languages, offering basic online language learning material as well as trial and promotional videos that offer cultural and linguistic tips. The purpose of this area is to celebrate the linguistic diversity in Europe and to promote language learning.

After the students' e-mail addresses are entered into the system through the user data management system, which will be processed gradually, students will gain access to the EU Academy page via the web page link sent to their e-mail addresses.

CASES FOR WHICH THERE IS NO PROVISION

In matters for which there is no provision in this announcement text, the Erasmus+ Program Guide for the relevant call year published by the European Commission, the Erasmus+ Implementation Handbook for Higher Education Institutions published by the Presidency of the European Union Education and Youth Programs Center (Turkish National Agency) of the Ministry of Foreign Affairs of the Republic of Turkey and the Altınbaş University International Programs Coordination Directive shall be followed. The sole authority for the resolution of all disputes that may arise between the institution and the participant and cannot be resolved is the competent court indicated by the relevant national law.

Process Calendar: The Process Calendar is related to the stages to be followed until the end of the application activity. Our students are required to take action in accordance with this calendar. Possible revisions should be followed directly from the web page.

Note: Emails requesting clarification on the information provided in the announcement text, process timeline, or orientation presentation will not be answered.

Best Wishes,

Department of International Relations and Cooperation

eramus@altinbas.edu.tr