



**İZMİR UNIVERSITY OF ECONOMICS**

**OFFICE OF INTERNATIONAL AFFAIRS**

**2016-2017 ACADEMIC YEAR**

**ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS**

**APPLICATION GUIDELINE**

**CALL FOR APPLICATION**

**DECEMBER 19, 2016**

**DEADLINE FOR APPLICATION**

**JANUARY 31, 2017**



**Erasmus+**



### What is Erasmus+ Student Mobility for Traineeships?

“Internship (traineeship)”, is a process of vocational training and/or gaining work experience by the beneficiary in an enterprise or organization in another program country. Erasmus+ student mobility for traineeships cannot be used for research assignments, analysis purposes regarding academic studies within the scope of a specific education program. **Placement enables students to gain practical work experience in the field they are studying.** The economic sector chosen for placement should be a sector relevant to the present vocational education program of the student.

### Duration of the Mobility

- ↻ The duration of internship is **minimum 2 months**
- ↻ When planning a placement in 2016-2017 academic year, please keep in mind that it should be completed by **no later than September 30, 2017.**

### Who Can Apply?

- ↻ Associate degree students with a minimum cumulative average of **2.20/ 4.00**
- ↻ Bachelor degree students with a minimum cumulative average of **2.20/ 4.00**

**IMPORTANT NOTE:** Senior students (4<sup>th</sup> year) who will graduate in June 2017 will be able to benefit from traineeship in the succeeding 12 months after they graduate. Those students are required to apply before they graduate until the specified deadline.

In student mobility for traineeships, there is **no requirement to be at least a second grade student**, unlike student mobility. Academic grade average at the end of the first semester is taken into consideration in selection of first grade students.

Receiving a disciplinary punishment or having to retake a failed course poses no obstacle to apply.

### Erasmus+ Grant Quotas on the Basis of Faculties

Faculty	Grant Quota
Faculty of Business	4
Faculty of Engineering	4
Faculty of Fine Arts and Design	4
Faculty of Communication	4
Faculty of Arts and Science	4
Faculty of Law	2
Faculty of Health Sciences	2
Vocational School	2
School of Applied Management Sciences	2

### Where do traineeships take place?

- ↻ The sector chosen for traineeship should be relevant to the current education program of the student.
- ↻ No pre-arrangements are required for the chosen institution.
- ↻ Hosting institutions may be listed as enterprises, training centres, research centres, and other public and private organizations that fit the description of an enterprise.

### Evaluation Criteria

- ↻ 50 % academic success (CGPA on the transcript)
- ↻ 50 % English language proficiency (PIE exam held by IUE School of Foreign Languages)

- ✦ Total of 50% (out of 100) of cumulative grade point average and 50% of Proficiency in English (PIE) exam generates the **Erasmus+ grade**.
- ✦ Selection of the students is based on their Erasmus+ grades in their faculty.
- ✦ Students **will not be selected** before an institution for placement is designated.

Additionally,

- ✦ Students with disabilities (if documented): **+10**
- ✦ Children of veterans and martyrs: **+10**
- ✦ Students who took part in Erasmus+ mobility activities before: **-10**
- ✦ Students who take part in Erasmus+ mobility in the country of their citizenship: **-10**
- ✦ Students who were nominated and granted before and gave up their mobility : **-10**

will receive the points declared above.

#### **Documents required for application**

- ✦ Application form for Erasmus+ Mobility for Traineeships (available on <http://oia.ieu.edu.tr/en/formlar> )
- ✦ Letter of Intent or Invitation by the host institution stating the details and scope of the traineeship.
- ✦ Transcript (can be obtained from Registrar's Office).
- ✦ IUE Proficiency in English Exam (PIE) result document (can be obtained from Registrar's Office). **(Note: The students who took the English Proficiency Exam on September 21,2016 do not need to submit this document)**

#### **Documents to be submitted prior to departure**

- ✦ Learning agreement for Traineeship-Before Mobility (available on <http://oia.ieu.edu.tr/en/formlar> )
- ✦ Valid Copy of the Visa
- ✦ Euro bank account
- ✦ Insurance that covers the traineeship period (Insurance policy must cover accident insurance, health insurance, and liability insurance)
- ✦ Online Language Support (OLS) Exam result

#### **Documents to be submitted at the end of the mobility**

- ✦ Learning agreement for Traineeship-After Mobility (available on <http://oia.ieu.edu.tr/en/formlar> )
- ✦ Document on the evaluation of the placement abroad by the host institution
- ✦ Participation Certificate
- ✦ Online EU Questionnaire
- ✦ Online Language Support (OLS) Exam result

**IMPORTANT NOTE:** Students who do not submit OLS results (before and after mobility) along with EU questionnaire will not be paid the remaining part of their grant which will not be less than %20.

### Grant Amount per Month According to Countries

Country Groups according to living expenses	Mobility Countries	Student Grant per Month (€)
1. Group of Program Countries	Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, Switzerland, United Kingdom	600
2. Group of Program Countries	Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, The Netherlands, Portugal, Slovenia, Spain, Turkey	500
3. Group of Program Countries	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovak Republic, Macedonia	400

### **Explanations**

- ✦ The grant allocated is only for support purposes; it does not aim to cover all the expenses made by the beneficiary.
- ✦ There will not be a separate payment from the Erasmus+ fund for expenses such as the plane tickets, accommodation expenses, health insurance, etc. Such expenses are to be covered by the student.
- ✦ 70% of Erasmus+ grant is paid before the mobility starts, and the remaining 30% is paid at the end of the mobility after the completion of the paperwork.
- ✦ In order to provide grant for more students and increase the number of mobility, students will be paid grant only for 2 months at most. If the application numbers are lower than expected or if any student gives up his/her mobility right, then duration to be financed can be increased.
- ✦ The higher education institution reserves the right to not to pay the remaining payment in part or in full, or ask for a reimbursement of an already paid amount for students who fail to fulfil their responsibilities on purpose and participate in the program at the host institution.
- ✦ Being selected for Erasmus+ program does not automatically qualify the student for a grant. In the event of inadequate grants, students' Erasmus+ grades will be influential.
- ✦ Students who will take part in Erasmus+ Traineeship mobility can apply to their faculty in order to get this internship to be counted as "compulsory internship". All the procedures related to this request are followed by the students individually. IUE Office of International Affairs do not carry out any transactions.
- ✦ Students selected for the program may benefit from traineeship program **without any grant** if they wish to.

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- There may be additional calls, in case of insufficient number of applications.
- Signed application forms and other documents should be submitted to office of international affairs directorate in person.
- All forms should be filled out on computer. Hand- filled forms will not be accepted.

**CONTACT**

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