



İZMİR UNIVERSITY OF ECONOMICS

OFFICE OF INTERNATIONAL AFFAIRS

**2019 KA 103 ERASMUS+ PROJECT PERIOD**

**ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS**

2019-1-TR01-KA103-063404

**APPLICATION GUIDELINE**

**CALL FOR APPLICATION**

**November 8, 2019**

**DEADLINE FOR APPLICATION**

**December 16, 2019**



**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 for students is **minimum 2 months. (60 calendar day)**
- ↻ When planning a placement in 2019 project period, please keep in mind that it should be completed by **no later than May 31, 2021.**

## Who Can Apply?Erasmus+ Grant Quotas on the Basis of Faculties

- ↻ 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**
- ↻ Master/Phd students with a minimum cumulative average of **2.50/ 4.00**

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

**IMPORTANT NOTE:** Senior students who will graduate at the end of fall or spring semester of 2019-2020 academic year 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 (sophomore)** student, unlike student mobility. Academic grade average at the end of the first semester is taken into consideration in selection of first grade students.

Students who are on leave of absence in the relevant semester can not apply/ benefit from the Erasmus+ mobility activities.

## Erasmus+ Grant Quotas on the Basis of Faculties

Faculty	Grant Quota
Faculty of Engineering	7
Faculty of Business	7
Faculty of Fine Arts and Design	6
Faculty of Communication	3
Faculty of Arts and Sciences	3
Faculty of Law	3
Faculty of Medicine	2
Faculty of Health Sciences	1
School of Applied Management Sciences	2
Vocational School	2
Vocational School of Justice	1
Vocational School of Health Services	1
School of Graduate Studies	1

### Important Note:

The studies, scientific researches and projects that students carry out to support or complete their personal academic studies cannot be considered as internship activities.

Students who are in a thesis period in the master program can not apply to Erasmus+ traineeship mobility to conduct their credit-based thesis studies (which is out of traineeship framework) under the control of an advisor. These students should apply for Erasmus+ Student Mobility for Studies.

### 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 centers, research centers, and other public and private organizations that fit the description of an enterprise.

**Enterprise definition:** Companies, higher education institutions, research centers, freelancers, family businesses and all kinds of organizations that engaged in economic activity on a regular basis are included. In order to consider an institution as an enterprise, the determining factor is not its legal entity but its economic activity.

### 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**
- ✦ Under the Law of Social Services numbered 2828, students (for prioritization students must obtain a document from Family and Social Politics Ministry that indicates the relevant person is under the protection, care, and to be sheltered under Law of 2828) who are decided to keep under the protection, care or to be sheltered, **+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 printed on the letterhead paper by the host institution stating the details and scope of the traineeship.

**NOTE:** The company you will perform your internship mobility has to be approved by the academics in Internship Committee of your department/faculty. In graduate programs, this approval should be taken by the relevant head of the department.

- 📁 Transcript (can be obtained from Student Affairs Office).
- 📁 IUE Proficiency in English Exam (PIE) result document
  - If you want to use your PIE score conducted by IUE School of Foreign Languages and if this score is displayed on your transcript, then you do not need to submit any document.
  - If you took part in English exam held for Erasmus+ mobility applicants in the last couple of years in order to increase your PIE score, then you have to mention the exam date and score on your application form.
  - If you transferred to IUE from closed universities, you have to take English exam that will be held for Erasmus+ applicants before the applications close.
  - If you have transferred to IUE by the university that were closed down under KHK, you can present the signed paper which states your English Proficiency Exam grade from your previous university. If your document gets an exemption approval from the School of Foreign Languages, you can use this grade in your application. If you do not have any exam result which you can present it as a formal document, you should have taken the English Proficiency Exam prepared by IUE and you should present the result of it.

#### Documents to be submitted prior to departure

- 📁 Learning agreement for Traineeship-Before Mobility
- 📁 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
- 📁 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 <sup>st</sup> and 2 <sup>nd</sup> Group of Program Countries	Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, United Kingdom, Iceland, Luxembourg, Germany, Belgium, Cyprus, Greece, The Netherlands, Spain, Malta, Portugal	600
3 <sup>rd</sup> Group of Program Countries	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovak Republic, Slovenia, Croatia Macedonia, Czech Republic	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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