



**İZMİR UNIVERSITY
OF ECONOMICS**

OFFICE OF INTERNATIONAL AFFAIRS

**2020 KA 103 ERASMUS+ PROJECT PERIOD
(2020-1-TR01-KA103-081003)**

CALL FOR ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS

APPLICATION GUIDELINE

CALL FOR APPLICATION

MAY 07, 2021

DEADLINE FOR APPLICATION

JUNE 15, 2021



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 2020 project period, please keep in mind that it should be completed by **no later than May 31, 2022.**

While determining the internship dates, the academic calendar has to be taken into consideration and internship mobility should not be planned simultaneously during the periods when the courses and exams continue.

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**

IMPORTANT NOTE: *Students who will graduate at the end of the 2020-2021 academic year spring semester can also benefit from Erasmus + internship mobility within the first 18 months following of their graduation. Students in this situation are required to submit their applications between the dates specified in the announcement before graduating.*

Unlike Erasmus+ Student Mobility, students does not have to be in their second year of education in order to apply for Erasmus+ Traineeship Mobility. For the application of first year students, their academic grade point averages at the end of the first semester will be taken into account.

Receiving a disciplinary punishment or having to retake a failed course poses no obstacle to apply. 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/Schools/Graduate School

Faculty	Grant Quota
Faculty of Engineering	5
Faculty of Business	5
Faculty of Fine Arts and Design	5
Faculty of Communication	4
Faculty of Arts and Sciences	3
Faculty of Law	3
Faculty of Medicine	6
Faculty of Health Sciences	1
School of Applied Management Sciences	2
Vocational School	1
Vocational School of Justice	1
Vocational School of Health Services	1
School of Graduate Studies	3

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.

According to the flow of the pandemic and partner country's regulations, the mobility can start physically and can turn into a virtual mobility.

According to this; students who will participate in the mobility must be aware of the fact that,

- In the frame of pandemic, some financial obligations may occur due to, not to be able to enter-leave the country, visa issues, accommodation situations etc.
- During the period of study at the partner university in the pandemic period, if any health problems are encountered, the health insurance to be used should cover the "pandemic".
- There will be no financial support offered except for the Erasmus grant.
- Student accepts that Erasmus grant payments and other academic transactions will be made within the scope of the "Erasmus and other international exchange programs directive" and the "Erasmus Grant Agreement" which is signed by the participant.

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 (The Office of International Affairs will directly receive transcripts from the Student Affairs Office).
- IUE Proficiency 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.
- There may be additional calls in case of insufficient number of applications.
- In order for the application to be successfully submitted, signed application form and internship invitation letter have to be submitted to Office of International Affairs via oia@ieu.edu.tr until **June 15, 2021 at 05.00 pm**
- If the Office of International Affairs tries to contact the student via phone number/ e-mail /OASIS about having any missing information in the application and if there is no response from the student until deadline, the application will not be evaluated.
- Application form should be completed on computer. Hand- filled forms will not be accepted.
- Approval of the internship place should be directly sent to oia@ieu.edu.tr by the relevant academician.

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 and pandemic)
- 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

Country Groups according to living expenses	Mobility Countries	Student Grant per Month (€)
1st and 2nd 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
3rd 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.
- Pursuant to Article 2 of Law on the Promotion of Social Assistance and Solidarity [Law no. 3294 dated 29/5/1986]], students, who, or whose parents receive neediness subsidy, may qualify to

receive €100 monthly from the student mobility budget in addition to monthly grants stated in Table-2 for the economically disadvantaged. Students, who qualified for the mobility, need to get a letter stating that they receive neediness subsidy from the Provincial Directorate of Family, Labor, and Social Security and submit it to the Office of International Affairs in order to benefit from the additional grant.

- 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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