



İZMİR EKONOMİ ÜNİVERSİTESİ

OFFICE OF INTERNATIONAL AFFAIRS

**2022 ERASMUS+ KA131 PROJECT PERIOD
(2022-1-TR01-KA131-HED-000054738)**

**ERASMUS+ TRAINEESHIP MOBILITY
2nd CALL**

APPLICATION GUIDE

CALL FOR APPLICATION

FEBRUARY 28, 2023

DEADLINE FOR APPLICATION

APRIL 03, 2023



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 days)**

When planning a placement in 2020 project period, please keep in mind that it should be completed by **no later than July 31, 2024.**

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?

Students must first meet the following minimum requirements to participate in the activity:

1. Being a full-time student enrolled in a higher education program at any of the **formal education** cycles (first, second or third cycle) within the higher education institution,
2. a) Having a minimum of 2.20/4.00 CGPA for first cycle (undergraduate) students,
b) 1-The associate degree graduation grade being minimum of 2.20/4.00 for students who have transferred from the associate degree, whose transcript has not been prepared yet at the application stage, 2- High school graduation grade being minimum of 75/100 for first year students,
c) Having a minimum of 2.50/4.00 CGPA for second and third cycle (graduate) students,
3. The total period not exceeding 12 months with the new activity if the applicant has benefited from higher education mobility activities in the 2014-2020 and/or 2021-2027 Erasmus+ periods within the current education cycle.

In addition to the average of success and foreign language scores, when calculating the Erasmus selection score of students who have previously benefited from higher education student or internship mobility within the scope of Erasmus+ (2014-2020 or 2021-2027) within the same education cycle, a deduction of 10 points is applied for each activity previously utilized (regardless of between study-internship distinction).

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

Criteria	Weighted Score
Academic success	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 disability (documentation of provided that disability is documented)	+10 points
Students for whom protection, care or accommodation decision has been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395	+10 points
Previous participation in the program (with or without grant)	-10 points
Participating in the mobility in the country of citizenship	-10 points
Nor participating in the mobility despite being selected for mobility, without giving notice of waiver in due time.	-10 points

Additionally,

Applying to two types of mobility at the same time (reduction is applied to the type of mobility the student prefers)	-10 points
For students selected for mobility: Not participating in meetings/trainings about mobility held by higher education institution without excuse (applicable in case of reapplication of student to Erasmus)	-5 points
Declaring to do so but not taking the language exam without excuse (applicable in case of reapplication of student to Erasmus)	-5 points

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

IMPORTANT NOTE: Students who will graduate at the end of the 2022-2023 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.

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

Students **will not be selected** before an institution for placement is designated.

Erasmus+ Grant Quotas on the Basis of Faculties/Schools/Graduate School

Due to the limited grant quotas, the available quotas were not distributed on the basis of faculty/school/graduate school. The applications coming from all academic programs will be evaluated according to their Erasmus scores.

The priority will be given to the students those who have not benefited from the mobility, and to the students who benefited less from the mobility compared to other faculties/schools/graduate schools.

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.

The process and documents required for application

The processes of application and placements will be conducted online through <https://erasmusbasvuru.ua.gov.tr/giris?returnUrl=%2F> which was launched by Turkish National Agency. Students who are planning to apply for this call will visit the web site above with their e-state username and password and complete the application accordingly.

Required documents should be uploaded to the related section of Application Portal. In order for the online application processes to be carried out and the application documents to be uploaded online, applicants must strictly adhere to the specified deadline.

Application Documents:

- **Up-to-date IUE transcript:** The students who will apply for this mobility should upload the barcoded transcript, which will be downloaded from E-State Platform. However, the information on this documents should be compared with the information on the current transcript that appears on OASIS. If the transcript on E-State Platform is outdated, an update must be requested via e-mail to IUE Student Affairs Directorate (student@ieu.edu.tr). After the update, the barcoded transcript should be uploaded to the application portal.
- **English Language Certificate:** Regarding the English language certificate, applicants should pay attention to the following:
 - If you are going to use the result of the **Proficiency in English Exam (PIE)** held by IUE before starting the 1st year and this score is shown on the transcript, your transcript is sufficient for application. If this exam result is not shown on the transcript, the approved document showing the exam result must be uploaded to the system.
 - For students who want to participate in the Erasmus+ program and improve their PIE results, if you have taken the English exam held on different dates and you want to use this exam result, you must upload the document showing this exam result to the system. You can request this document by e-mail from the Office of International Affairs (oia@ieu.edu.tr), specifying the date of the exam you attended.
 - If you transferred to IUE from a university that was closed by decree, you need to submit a document showing the English proficiency test result you took at the university that was closed. If the School of Foreign Languages of IUE approves the exemption from taking the PIE test, you can use this result in your application. You must upload the relevant document to the application system.
 - If there is no exam result that you can submit in an official letter, you must have taken the Proficiency in English Exam held by IUE and submit this exam result.
 - Students studying in undergraduate programs whose medium of instruction is Turkish must have taken the Proficiency in English Exam that will be offered by IUE in the previous semesters or during these applications, and upload the result of this exam to the system.
 - Applications of students who do not have an English language certificate will not be evaluated.
- **The acceptance/invitation letter received from the receiving institution, which was signed and printed on the traineeship company's letterhead paper.**
 - **Erasmus Traineeship Company Approval Form:** The institution that sent an invitation letter for Erasmus+ traineeship should be approved by the faculty/department's traineeship commission. At the graduate programs, it should be approved by the relevant head of the department. The signed version of this form should be uploaded to "Other Documents" area on the application platform.
 - **Other Documents:** Documents which are subject to evaluation and may affect the weighted distribution of Erasmus points, and/or documents basing the request of additional grant support should also be uploaded to E-State Application Portal.

2022 Project Period Grant Amount per Month According to Countries

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	750
3rd Group of Program Countries	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovak Republic, Slovenia, Croatia Macedonia, Czech Republic	600

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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April 03, 2023

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