



CALL FOR APPLICATION
2023-2024 ACADEMIC YEAR – FALL AND SPRING SEMESTER
ERASMUS+ TRAINING MOBILITY ANNOUNCEMENT
ERASMUS PROJECT
2023-1-TR01-KA131-HED-000138215
2023-1-TR01-KA131-HED-000138717

ONLINE INFO SESSIONS *You can find Zoom Link in the announcement.	29.01.2024 – 10.00 – 11.00 (Turkish) 29.01.2024 – 11.30 – 12.30 (English)
DATE RANGE FOR MOBILITY	01.07.2024 – 30.07.2025
APPLICATION STARTS	12.02.2024
APPLICATION ENDS	12.03.2024
ENGLISH PROFICIENCY EXAM	30.01.2024
*ANNOUNCEMENT OF ERASMUS+ FOREIGN LANGUAGE EXAM RESULTS ON THE WEBSITE	06.02.2024
OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM	06.02.2024 – 11.02.2024
ANNOUNCEMENT OF OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM	11.02.2024
*ANNOUNCEMENT OF ERASMUS SCORES OF THE STUDENTS	18.03.2024

Please read all the information in this guideline carefully and regularly check all the Erasmus Office's announcements.

- After the application deadline, students can upload their acceptance letter until May 10th. Documents uploaded after this date will be considered invalid.

Estimated Quotas for 2024-2025 Academic Year Study Mobility: 43

It is the student's responsibility to submit a correct application.

This document provides information on the application procedure for students who want to participate in the Erasmus+ Traineeship Mobility Program.

Traineeship Mobility is a program that allows students to receive vocational or professional training and work experience at a company or organization in one of the program countries. **Students will gain full-time work experience in the field they study for a period ranging from 2 to 12 months.**

The internship should be related to the student's major field of study. Students who wish to participate in the program must apply while they are associate, undergraduate, or graduate (master or doctorate) degree, students. **Students who obtained a Graduation Certificate are not eligible to apply to the program.**

Contact: erasmus@uskudar.edu.tr

All selections and preferences made in the application are the responsibility of the students.



IMPORTANT NOTE: Students has to be an **ACTIVE** status student while they are applying and participating in the mobility program. Otherwise, mobility will be canceled. Students are also responsible for keeping track of important announcements posted on the Üsküdar University website and delivered to their inboxes.

APPLICATION REQUIREMENTS / ELIGIBILITY CRITERIAS

Who is eligible to apply?

1. **Minimum GPA of 2.20/4.00 for undergraduate/bachelor students** who are going to apply for Erasmus+ Internship Mobility
2. **Minimum GPA of 2.50/4.00 for graduate/master's degree/PhD students** who are going to apply for Erasmus+ Internship Mobility
3. Must be a full-time registered student and must not be graduating during the semester that the student will be on Erasmus Exchange,
4. If the student has already benefited from Erasmus+ Mobility Activities within the current education level, the total duration of the new activity should not exceed 12 months including the past Erasmus Study and Internship period.

APPLICATION PROCEDURE AND NECESSARY DOCUMENTS

Erasmus+ Internship Mobility applications will be made through "turnaportal.ua.gov.tr" The following documents are required:

1. Erasmus Application Form
2. Transcript (It must have been taken during the open call for application and should include the grades of the last term. Transcript must be e-signed or wet-signed)
3. Acceptance Letter*

* It must be written on a letterhead of at least one page (the institution logo and contact addresses must be included) The name-surname of the student who will do the internship and the start and end dates of the internship (day-month-year) must be clearly stated. The subject of your internship and the duties and responsibilities you are expected to perform during the internship should be mentioned item by item. The name-surname and contact information of the Mentor who will advise you during your internship should be included and the letter should be signed by this person. The stamp, the seal of the institution and the date of signature must also be indicated on the letter

****According to the latest notification made by the Turkish National Agency, Erasmus Academic Department Coordinators should check whether the acceptance letters received within the scope of internship mobility are directly related to the students' departments and inform the Erasmus office (e-mail, signature on the acceptance letter, etc.).**

4. Language Certificate

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USEFUL LINKS FOR FINDING A TRAINEESHIP/INTERNSHIP

It is primarily the student's responsibility to find a place for a traineeship. Below there is a list of traineeship Databases and Listings:

- <https://leonet.joeplus.org/>
- <https://erasmusintern.org/>
- <http://www.praxisnetwork.eu/>
- <https://www.wayup.com/>
- <https://www.internqueen.com/>
- <http://euconnect.org/>
- <https://www.monster.com/geo/siteselection>
- <https://tr.indeed.com/>
- <https://www.iagora.com/work/en/internships>
- <https://www.jobteaser.com/en/>
- <https://media.monks.com/>
- <https://www.worldinternships.org/>

The following types of organizations are not eligible as receiving organizations for student mobility for traineeships:

- EU institutions and other EU bodies including specialized agencies
- organizations managing EU programs such as Erasmus+ National Agencies

FOREIGN LANGUAGE PROFICIENCY

Applicants should have at least a **B2 level of the language** that they will study at partner University.

Students should take the Erasmus English Proficiency Exam to be administered by Uskudar University Coordinatorship of Foreign Languages or upload a valid English language certificate within last two years issued by **TOEFL, PTE** or a valid English language certificate within last five years issued by **YDS, YÖKDİL** to the [system](#) **between February 12th and March 12th, 2024**. Students are also responsible for keeping track of important announcements posted on website and delivered to their inboxes.

***Students who will use previous Erasmus English Proficiency Exam Scores obtained within 2 years must upload to the application portal between February 12th and March 12th, 2024.**

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TOEFL İBT	YDS / YÖKDİL	PTE Academic	Uskudar University Erasmus English Proficiency Exam
120	100	90	100
114	95	87	95
108	90	84	90
102	85	51	85
96	80	78	80
90	75	75	75
84	70	71	70
78	65	67	65
72	60	55	60

ASSESSMENT PROCESS

Erasmus's Score is calculated as follows: **50% of GPA + 50% of language test score**. Students will be ranked following their Erasmus score based on undergraduate/ graduate/vocational school programs.

While calculating Erasmus Score, the following points will be added to or deducted from the overall score under the applicant's status.

Erasmus Grade +,-	
Childrens of martyrs and veterans	+15
Students with disabilities (Applicants are required to +10 provide documents to prove disability when applying)	+10
Students receiving protection under the 2828 Social Services Law (Applicants are required to provide a letter issued by the Turkish Ministry of Family and Social Policies, proving that they are in need of protection, care, and housing in accordance with Social Work Act No. 2828)	+10
Providing an acceptance letter during application	+10
Traineeships to develop digital skills (DOTs) are prioritised.	+5
Prior Participation in Erasmus Student Mobility (as beneficiary or non-beneficiary)	-10
Doing a mobility period in your country of citizenship	-10
Renouncing participation after the predefined deadline without giving prior notice	-10
Simultaneous application to two types of mobilities	-10
Not entering the Language Proficiency Exam without a valid excuse despite your prior declaration that you would take it (effective on the applicant's next application)	-5
For selected students: Failure to participate in meetings/seminars on Erasmus mobility held by Turkish Council of Higher Education without a valid reason (effective on the applicant's next application)	-5

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ANNOUNCEMENT PROCESS

Announcement process consists of four stages:

1. Erasmus English Proficiency Exam: Announcement of the Erasmus English Proficiency Exam Results administered by Coordinatorship of Foreign Languages.
2. Erasmus+ Score: Erasmus Score is calculated and announced following the assessment.
3. Erasmus+ Grant: Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of intra-institutional budgeting, further details on grants are released.

While any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility, Uskudar University Erasmus Office may provide support.

ERASMUS GRANTS

The countries where student mobility activities can be carried out are divided into 3 groups according to their standard of living levels and monthly tuition and internship grants have been determined for the country groups. The country groups and the monthly grant amounts to be given to the students who will go to these countries are shown in the table below:

Country groups	Country	Monthly grant for Traineeship Mobility (Euro)	Monthly grant for Study Mobility (Euro)
1st and 2nd Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, The Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal. Greece	750	600
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	600	450

For the Erasmus+ Internship Mobilities between the program countries, students are not provided with additional support for round-trip travel.

Payments are made in two installments, with 80% of the total grant going before and 20% upon return.

The following amounts of Additional Grant Support can be provided according to the type of mobility within the budget possibilities, upon their request and provided that they document this situation, to the students who meet the above score.

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- Study mobility between 2 and 12 months: 250,00 € per month
- Short-term student mobility between 5-14 days*: 100,00 € in addition to the daily grant total
- Short-term student mobility between 15-30 days*: 150,00 € in addition to the daily grant total

Travel Distances	In case of standard travel	In case of green travel
Between 10 and 99 km	23 EUR per participant	
Between 100 and 499 km	180 EUR per participant	210 EUR per participant
Between 500 and 1999 km	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 km	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 km	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 km	820 EUR per participant	
8000 KM or more:	1500 EUR per participant	

Green travel is the use of public transportation with low carbon emissions. The use of buses, trains and car-sharing is included in the scope of green travel. To receive green travel support, green travel must be used on the way to and on the way back and more than half of the entire trip in terms of kilometers must be completed using green transportation.

Students who choose green travel will receive a one-time green travel support of 50 Euros. In addition, if necessary, an individual support grant for travel is provided for the number of days, up to a maximum of four days.

Green Travel is for students who are awarded with a grant.

ERASMUS GRANT DEDUCTION

1. In the event that participants do not fill out the EU Survey Participant Report, a 20% cut will be imposed on grant allocated for total mobility period.
2. In case it is reported that your travel to another country (outside the Programme Country where your Institution is located) for more than 7 days, your grant will be deducted in accordance with the total days you spent in Non-EU Programme Country/Countries.

INCLUSION SUPPORT

1. In addition to the main Erasmus+ grant, extra Erasmus+ funding is available for students with disabilities/special needs and accompanying persons. To get this support, it is sufficient for the student to present a document proving the disability at the application.
2. In addition to the monthly grant amounts, an additional 250,00 € grant is paid from the education mobility budget to economically disadvantaged students selected for learning mobility. To get this support, it is sufficient for the student to submit a document proving that;
3. Those who have a protection care or shelter decision by the Ministry of Family and social pursuant Law No 2828.

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4. Those who received an Orphan's benefits.
5. Children or Martyrs/Veterans
6. Those who are granted a needy benefit for themselves or their families (the students, his/her parents/guardians have received financial support from Municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.)

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

The following amounts of Additional Grant Support can be provided according to the type of mobility within the budget possibilities, upon their request and provided that they document this situation, to the students who meet the above score.

- Traineeship mobility between 2 and 12 months: 250,00 € per month

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