



**CALL FOR APPLICATION**  
**2024-2025 ACADEMIC YEAR**  
**ERASMUS+ TRAINEESHIP MOBILITY ANNOUNCEMENT**  
**ERASMUS PROJECT**  
**2024-1-TR01-KA131-HED-000204451**  
**2024-1-TR01-KA131-HED-000225488**

<b>Project Number</b>	<b>2024-1-TR01-KA131-HED-000204451</b> <b>2024-1-TR01-KA131-HED-000225488</b>
<b>PROJECT END DATE</b>	<b>31.07.2026</b>
<b>ONLINE INFO SESSIONS</b>	<b>06.02.2025 – 14.00 – 15.00 (Turkish)</b> <b>06.02.2025 – 15.30 – 16.30 (English)</b> <b>*You can find Zoom Link in the announcement.</b>
<b>DATE RANGE FOR MOBILITY</b>	<b>15.07.2025 – 30.07.2026</b>
<b>ENGLISH PROFICIENCY EXAM</b>	<b>03.02.2025</b>
<b>*ANNOUNCEMENT OF ERASMUS ENGLISH EXAM RESULTS ON THE WEBSITE</b>	<b>10.02.2025</b>
<b>OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM</b>	<b>10.03.2025 – 14.03.2025</b>
<b>ANNOUNCEMENT OF OBJECTION OF ERASMUS+ ENGLISH LANGUAGE PROFICIENCY EXAM</b>	<b>20.03.2025</b>
<b>APPLICATION STARTS</b>	<b>21.02.2025</b>
<b>APPLICATION ENDS</b>	<b>07.04.2025</b>
<b>*ANNOUNCEMENT OF ERASMUS SCORES OF THE STUDENTS</b>	<b>15.04.2025</b>

Please read all the information in this guideline carefully and check regularly all the Erasmus+ Coordinatorship announcements and your student e-mail inboxes.

- After the application deadline, students can upload their acceptance letter until May 9th 2025. Documents uploaded after this date will be considered invalid.

**Estimated Quotas for 2024-2025 Academic Year Traineeship 45 Mobility:**

It is the student's responsibility to submit a right 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 Traineeship 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 get a Graduation Certificate/Diploma are not eligible to apply to the program.**

**IMPORTANT NOTE:** Students have to be an **ACTIVE** status student while they are applying to the mobility program. Otherwise, mobility will be cancelled. Students are also responsible for keeping track of important announcements posted on the Üsküdar University Erasmus+ Coordinatorship's website and delivered to their student e-mail 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+ Traineeship Mobility
2. **Minimum GPA of 2.50/4.00 for graduate/master's degree/PhD students** who are going to apply for Erasmus+ Traineeship Mobility
3. Must be a full-time registered student, except Preparatory School.
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 Traineeship period.

**Note:** The fact that you have failed or failed courses does not prevent you from applying for Erasmus.

## APPLICATION PROCEDURE AND NECESSARY DOCUMENTS

Erasmus+ Traineeship Mobility applications will be made through "[turnaportal.ua.gov.tr](http://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** \*The document taken from OBS system is not valid.)
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 Traineeship and the start and end dates of the Traineeship (day-month-year) must be clearly stated. The subject of your Traineeship and the duties and responsibilities you are expected to perform during the Traineeship should be mentioned item by item. The name-surname and contact information of the Mentor who will advise you during your Traineeship 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 Departmental Coordinators should check whether the acceptance letters received within the scope of Traineeship mobility are directly related to the students' departments and inform the Erasmus+ Coordinatorship's (e-mail, signature on the acceptance letter, etc.).**

4. English Language Certificate/Score

### USEFUL LINKS FOR FINDING A TRAINEESHIP

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://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://tr.linkedin.com/>

**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

Students should take the Erasmus English Proficiency Exam to be held 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 21st and March 21st, 2025**. 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 21st and March 21st, 2025. These documents can be found from Foreign Languages Coordinatorship.**



TOEFL iBT	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

#### Important Notes:

- 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 and within the last five years issued by YDS, YÖKDİL to the application system when the applications are started.
- Students who took the Erasmus English Proficiency Exam held by the Foreign Languages Coordinatorship Office within the last 2 years can apply Erasmus Mobility with their exam results if they wish.
- The student's English Proficiency Exam Result with the highest score will be taken into consideration in the Erasmus Application Evaluation.
- Previous Erasmus English exam scores of students who have taken the Erasmus English exam during their undergraduate period, but who are currently in their master's degree or have changed their department to another department will not be accepted.
- The preparatory exam scores that you had before will not be accepted.



## 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
Those who themselves or their 1st degree relatives receive disaster aid from AFAD	+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 (reduction applies to the type of mobility chosen by the student)	-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



## 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.**

## 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 Traineeship 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 <u>Traineeship Mobility</u> (Euro)
<b>1<sup>st</sup> and 2<sup>nd</sup> Group Program Countries</b>	Germany, Austria, Belgium, Czech Republic, Denmark, Finland, Estonia, France, Cyprus, The Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece, Slovenia, Slovakia	<b>750</b>
<b>3<sup>rd</sup> Group Countries</b>	Bulgaria, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye	<b>600</b>

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



- Students are ranked in a descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
- Grants may not be allocated to each student.
- Students are allowed to undertake Erasmus activity by their own financial means.
- Monthly Erasmus rates are determined by the National Agency prior to the beginning of Academic Year in accordance with national priority and criteria.
- The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
- The rate of grant is set by the European Commission for 27 EU member countries as shown in the table above. The amount of grant varies according to your destination country's cost of living and quality of life indexes.
- In case a student returns to his/her home country earlier than the specified end date of the exchange period, the student shall receive grant only for the period the student stayed in the destination country. In case student stays abroad longer than the specified end date of the mobility semester, the student shall not receive any additional grant for the extended period.
- Uskudar University Erasmus+ Coordinatorship may ask student to provide a copy of his/her passport for the determination of the period spent abroad if deemed necessary.
- Students can, if they wish, renounce financial support.

### **ERASMUS GRANT DEDUCTION**

- 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.
- In case of not being physically attended, deductions are made on a daily basis.
- In Traineeship mobility, the Traineeship may be interrupted if the company where the Traineeship is carried out is closed due to a public holiday. The grant payment is made for the period when the institution is closed, but the period of being closed is not added to the mobility period. In order to ensure the minimum mobility period, it is necessary to make sure that the dates on which the Traineeship placement will be closed are checked in advance and that the minimum duration is ensured even after the holiday period is subtracted. Weekend holidays are not considered as holiday periods to be subtracted from the mobility period.
- If the mobility is interrupted due to force majeure (any exceptional situation or event beyond the control of the two parties that prevents either party from fulfilling its commitment), provided that the force majeure can be documented, the activities for which the minimum period cannot be completed are accepted and a grant is given for the time spent.



- If the students return before the minimum period is completed, except for force majeure, the activity is considered invalid and the grant is not paid.

## TRAVEL SUPPORT CALCULATIONS

### **Green Travel Support and Travel Support is for students who are awarded with a grant.**

In order to support students' travel costs, the distance between the starting point of the mobility and the place where the activity takes place should be determined using the distance calculator provided by the European Commission and the travel grant should be calculated using the table below.

The grant equivalent in the table below of the kilometers in the distance band calculator is the round-trip amount and this amount is not multiplied by two.

Travel Distances	Standard Travel Grant Support (EURO)	Green Travel Grant Support (EURO)
Between 10 and 99 km	28	56
Between 100 and 499 km	211	285
Between 500 and 1999 km	309	417
Between 2000 and 2999 km	395	535
Between 3000 and 3999 km	580	785
Between 4000 and 7999 km	1188	1188
8000 KM or more:	1735	1735

As a general rule, participants are expected to travel by low-emission transport for distances for under 500 kilometers. Green travel is the use of public transport with low carbon emissions. The use of buses, trains, shared cars are included in the scope of green travel. In order to receive green travel support, green travel must be used on the way there and back and more than half of the entire trip must be made using green vehicles.





Where necessary, individual support grants can be awarded for travel time before and after the activity, with a maximum of two days for travel days and a maximum of six days if green travel is used.

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.

## **INCLUSION SUPPORT**

### **(Additional Grant Support)**

Additional Grant Support will be provided to disadvantaged participants in addition to the grant to which they are entitled. In order to be eligible for the grant, a disadvantaged participant is defined as an individual who is economically and socially disadvantaged and meets the following subcategories.

- 1) Those who are subject to Law No. 2828 (those who have a protection, care or shelter decision by the Ministry of Family and Social Services in accordance with Law No. 2828)
- 2) Students for whom a protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395
- 3) Those who are granted orphan/death pension
- 4) Spouses and children of martyrs/veterans and veterans themselves
- 5) Those who have been granted a needy pension to themselves or their family (it is sufficient to submit a document proving that the student has received financial support from municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.) at the time of Erasmus application.
- 6) People with Disabilities
- 7) Students whose one of their parents or guardian receives a disabled or needy pension within the scope of the Law No. 2022 dated 01.07.1976 on the Granting of Monthly Allowance to Needy, Powerless and Destitute Turkish Citizens and Disabled and Needy Turkish Citizens who have reached the age of 65 and students who receive a disabled or needy pension
- 8) Those who themselves or their 1st degree relatives receive disaster victim support from AFAD.



Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the form of merit scholarships, one-time aids are not accepted within the scope of this financial aid.

Additional Grant Support will be provided in the following amounts according to the type of mobility to the students who meet the above scope, upon their request and provided that they document this situation.

<b>Mobility Type</b>	<b>Additional Grant Support</b>
Student mobility between 2-12 months	250 € Monthly
Short-term student mobility between 5-14 days	100 € in addition to the daily grant total
Short-term student between 15-30 days mobility	150 € in addition to the daily grant total