



2022-2023 ACADEMIC YEAR
APPLICATION FOR ERASMUS+ TRAINEESHIP MOBILITY ANNOUNCEMENT
ERASMUS PROJECT - 2022-1-TR01-KA131-HED-000064006
CONSORTIA PROJECT - 2022-1-TR01-KA131-HED-000064039

Traineeship Mobility

Erasmus Student Mobility for Traineeship is an internship opportunity for students who are registered in a higher education institution. Thanks to this type of mobility, students get vocational training and work experience in an institution, research center or in a laboratory abroad. Attending courses in a higher education institution cannot be regarded as a part of this mobility.

Mobility duration can be between 2 and 12 months and the total duration benefitted from the program is calculated separately for each study cycle. Traineeship mobility can be carried out any year of study and graduate students have to complete their mobility within 12 months after their graduation date. Only the registered vocational school, undergraduate and graduate degree students can apply for the programme even if they want to carry out their mobility after they graduate. Graduate students cannot apply for the programme.

The traineeship mobilities that are going to be carried out after graduation must be completed within 12 months after the graduation date. Recent graduates who have joined the army to complete their obligatory military service will be provided with extra time for the period of their military service duty. The total duration of the mobilities including the after-the-graduation internship student carried out cannot exceed 12 months in one study cycle.

Postgraduate Mobility

To create equality in opportunity and provide a channel for fulfilling the needs of the students, Ph.D. candidates are offered long-term or short-term physical study and traineeship mobilities. In this mobility type, it is possible to combine a virtual mobility component with physical mobility.

Eligible Participating Organisations

Any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation located in one of the programme countries may be chosen as the host institution. For example, such organisation can be:

- a public or private, a small, medium or large enterprise;
- a public body at local, regional or national level;
- embassies or consular offices of the sending country;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;



- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGOs
- a body providing career guidance, professional counselling and information services;
- a HEI from an EU Member State or third country associated to the Programme awarded with an ECHE, or a HEI from a third country not associated to the Programme recognised by competent authorities that has signed inter-institutional agreements with their partners from an EU Member State or third country associated to the Programme, before the mobility takes place.

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

- EU institutions and other EU bodies including specialised agencies (the list is available on the website http://europa.eu/european-union/about-eu/institutions-bodies_en)
- organisations managing EU programmes such as Erasmus+ National Agencies

Suspension of Study (Students who froze their registration)

Students who suspended their studies (froze their registration) cannot carry out their traineeship mobility in the academic semester they suspended their studies. However, they can apply for the program in the semester they suspend their studies.

Duration of the Traineeship Mobility

The mobility activities are carried out in accordance with the minimum and maximum mobility duration set by the European Union Commission.

The minimum eligible duration for traineeship mobility activity is 2 months while the maximum duration is 12 months. The mobility period may not be interrupted.

Doctoral candidates can participate in short-term mobility that lasts 5 to 30 days or long-term physical mobility that lasts 2 to 12 months. Long-term mobility for doctoral candidates may include a complementary traineeship program. Long-term mobility for doctoral candidates can be carried out as blended mobility.

For traineeships, an enterprise/organization holiday is not considered an interruption period. The grant is maintained during that holiday. The weekends are not considered interruption and are not deducted from the mobility duration.

In the case that the traineeship is interrupted due to a force majeure and the force majeure is certified by an official report, the mobility is regarded as valid and the grant will be awarded to the



student for the duration that was completed. The student is supposed to contact our office as soon as a force majeure happened.

Except for the cases where students had to end their mobilities earlier than expected due to a Force majeure, the mobility activity whose duration is less than the minimum duration requirement is considered void and the grant will not be paid to the participant.

Total Eligible Duration Per Study Cycle

The same student may participate in mobility periods totalling up to 12 months of physical mobility maximum per each cycle of study (undergraduate, graduate and postgraduate programs) between 2014-2022 and 2021-2027 Erasmus terms. Even if the student is not awarded a grant, the total duration of the mobilities the student participates in cannot exceed 12 months. Recent graduates cannot apply for the programme. Only registered/active students can apply for the programme and carry out their mobilities after their graduation in if they are entitled to benefit from the programme.

Extending the Duration of the Mobility Period

Erasmus Office and the Faculty/Department the student registered at evaluate the student's request regarding extending the duration of his/her mobility. The mobility may be extended depending on the approval of this request by the host institution and the student's academic situation. The student is supposed to notify Erasmus office and the other related parties about his request to extend the duration of the mobility at least 1 month before the planned end date of his/her mobility.

Minimum Eligibility Criteria

The students should meet the criteria listed below to participate in the programme:

1. The participant must be a full-time student registered in a first, second or third-cycle study programme offered by our higher education institution;
2. a) The cumulative grade point average of the short-cycle and first-cycle students (associate/undergraduate degree) must be at least 2.20 out of 4.00,
b) In the case the student does not have a GPA at the time of the application;
-The graduation GPA of undergraduate students who are transferred from associate degree programs must be at least 2.20 out of 4.00;
- The graduation GPA of the first-year students must be at least 75/100.
c) The cumulative grade point average of the second and third-cycle students (graduate and postgraduate degree) must be at least 2.50 out of 4.00.
3. The total duration of the mobilities carried out in one study cycle between 2014-2020 and 2021-2027 project terms must not exceed 12 months.
4. Double major students can apply to the program from only one of their majors.



Selection Criteria

The selection criteria and the weighted scores are given in the table below:

Criteria	Score
Academic Achievement	50% (out of 100)
Language Score	50% (out of 100)
Children of martyr and veteran people	+15 points*
Disadvantaged students (a doctor's report about health status is required together with the application form)	+10 points**
Students whose protection, care or accommodation is secured within the scope of Social Services Law No. 2828	+10 points***
Digital Opportunity Traineeships (DOT) are prioritized	+5 points****
Previous participation in the Erasmus + program in the same study cycle (with or without grant)	-10 points
Mobility in the country of origin	-10 points
Not participating in the mobility without notifying the Erasmus Office and submitting the withdrawal petition within the given period.	-10 points
Applying to different mobility types at the same time (the reduction is applied to the mobility that the student prefers)	-10 points
The selected students who haven't attended the informative emails/training without justifying their excuse for absence (the reduction will be applied in the case the same student applies to the programme in the following years)	-5 points
Not attending the Language Exam without any excuse (the reduction will be applied in the case the same student applies to the programme in the following years)	-5 points

* According to the 21st Article of the Anti-Terror Law dated 12/4/1991 and numbered 3713, as well as the war veterans and their spouses and children, and the wives and children of the war martyrs; "Officials while performing their duties at home and abroad, or even if their title is removed, the spouses and children of those who were injured, became disabled, died or killed due to terrorist acts and the coup attempt carried out on 15 July 2016, pursuant to Article 7 of Decree-Law No. 667 of 23 July 2016, and The spouses and children of those who lost their lives due to the actions or the disabled civilians and their spouses and children are prioritized if they apply for Erasmus + student mobility.

** The applicant must submit the Disability Report prepared by the Medical Board as stated in the "Regulation on Assessment for Adults with Disabilities" released on the Official Gazette of Turkey dated February 20, 2019 and numbered number 30692.



******* The applicant must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or accommodation decision in accordance with Law No. 2828.

******** *Digital Opportunity Traineeships: Any student traineeship will be considered as a “traineeship in digital skills” when one or more of the following activities are practised by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.*

In cases where two or more applicants get the same overall score, the one who has the highest GPA will be prioritized. If the students have the same cumulative GPA as well, the one who is younger in age will be given the opportunity to participate in the programme.

Transcript of Records

The GPA of the student should meet the minimum criteria at the time of the application. The latest transcript of Records will be considered while detecting the student’s cumulative GPA. In cases where the graduate (M.A.) students have not completed their first semester yet and do not have cumulative GPA, the graduation grade that they obtained from their previously completed study programme (undergraduate programme) will be taken into account.

Similarly, in cases where the undergraduate (B.A.) students have not completed their first semester yet and do not have cumulative GPA, the graduation grade that they obtained from their previous completed study programme (high school) will be taken into account. Internal and external transfer students may use their latest transcript issued by the former higher education institution if they have not completed their first semester yet and do not have a cumulative GPA in our institution.

Estimated Quotas

Erasmus Traineeship Mobility Quotas will be determined by the Selection Commission appointed by the Rectorate and according to the criteria stated below along with the rules mentioned in the Implementation Guideline published by the National Agency of Turkey:

- The total amount of 2022 Erasmus+ Project fund Üsküdar University was awarded by the National Agency of Turkey,
- Erasmus Scores

!! Erasmus Office reserves the right to re-determine the number of quotas according to the success of the students after the English exam.

Total Quota: 37

*In cases that confirmed students withdraw their application, the place will be given to the substitute students with the highest Erasmus Score regardless of their institute/faculty/vocational school.



The Amount and Duration of the Grants

The students are awarded grants that constitute only a contribution to their expenses for the mobility period they spent abroad. Grants are not aimed to cover all the expenses of mobility but support students financially to some extent.

The countries students can participate in the mobilities in are divided into 3 groups according to the living costs and different monthly/daily study/traineeship mobility grant amounts are set for each category.

Please see the table below for the country groups and grant amounts that will be awarded to the participants:

Country Groups	Host Country	Monthly Grant for Study Mobility (Euro)	Monthly Grant for Traineeship Mobility (Euro)
Group 1 and 2	Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Holland, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
Group 3	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	450	600

***The students who are entitled to participate in the program will be awarded a grant for 2 months in maximum.**

Top-up Amount in the Student Mobility

Students with fewer opportunities are able to receive a top-up amount to the individual support of their EU Erasmus+ grant. Students with fewer opportunities are defined as participants with economically and socially underprivileged students fitting into one of the categories below:

1. Students who are subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services pursuant to Law No. 2828);
2. Students for whom protection, care, or accommodation decision has been taken within the scope of Child Protection Law No. 5395;
3. Students who receive orphan's pension;
4. Students of martyrs/veterans
5. Students who receive a needy allowance for themselves or for their families (It is sufficient to submit the document proving that the student, his/her parents or guardians have received financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) at the time of their Erasmus application.
6. Students with disabilities^{14,15};
7. Students whose one of their parents is over 65 years old, poor, or orphan;



8. Students who receive a disability or needy allowance on the basis of Law No. 2022 “Regarding the Monthly Allowance for Turkish Citizens with Disabilities and Turkish Citizens in Need” dated 01.07.1976.

¹⁴ Students with disabilities with a minimum 70% disability rating certified by a Disability Report prepared by the Medical Board as stated in the “Regulation on Assessment for Adults with Disabilities” released in the Official Gazette of Turkey dated February 20, 2019, and numbered number 30692

¹⁵ Students who participate in the mobility with the 2021 Erasmus Project can benefit from the top-up amounts aforementioned.

¹⁶ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

Mobility Type	Top-Up Amount
Student Mobility between 1-12 Months	€250 Euro per month
Short-term Student Mobility between 5-14 Days*	€100,00 in addition to the daily grant
Short Term Student Mobility between 15-30 Days*	€ 150,00 in addition to the daily grant

*Students are not awarded with a top-up amount in these cases.

Higher Education Credit and Hostels Institution scholarships and similar scholarships, other grants, aids, and scholarships in the nature of success scholarships or one-time grants are not considered within the scope of additional grant support/financial aid.

The top-up amounts above will be awarded depending on the type of mobility and upon the request of the students who fit into one of the categories listed above. The students must submit an official reports/documents that prove their situation.

Participants Without Grant (Zero Grant)

Students are able to participate in the programme without receiving a grant. The same procedures are applied to the students without a grant as to the students with a grant. The difference between these two statuses is that students without grant are not included in the budgetary accounts and are not supported financially. The same selection procedure is carried out even if the student do not receive a grant.

Travel Support

The following participants will receive the below amounts of travel support to support them in covering their travel costs:

- Students with fewer opportunities on short-term mobility.

Travel Distances ¹⁷	In Case of Standard Travel (Euro)	In Case of Green Travel (Euro)
--------------------------------	-----------------------------------	--------------------------------



Between 10 and 99 km	23	
Between 100 and 499 km	180	210
Between 500 and 1999 km	275	320
Between 2000 and 2999 km	360	410
Between 3000 and 3999 km	530	610
Between 4000 and 7999 km	820	
8000 km or more	1500	

¹⁷ Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Green Travel Support for Recent Graduates/Students without Travel Grant

Students and recent graduates who opt for green travel will receive up to 4 days of additional individual support in addition to a one-time additional grant in the amount of 50 Euros if they choose green travelling.

Inclusion Support

A student with fewer opportunities (who faces personal, physical, mental, or health-related conditions that make participation in the project/mobility action not possible) can be awarded Inclusion Support. Students with fewer opportunities are expected to contact the Erasmus+ Office providing them the supporting documents. For example, if a student requests Inclusion Support because of his/her disability, the student must submit the disability card or a doctor's report (with an issue date no older than 3 months) including the details regarding the student's disability and disability rating and a doctor's report for chronic diseases. In the case that the student is entitled to participate in the programme, Erasmus+ Office will apply for Inclusion Support on behalf of the student as requested by the National Agency of Turkey and the application result will be awaited.

English Language Exam

- The students who meet the criteria will take the English Exam that will be held by Üsküdar University Coordinatorship of Foreign Languages at campus on **28 February 2023**.

For the details of the English exam, you can contact hazirlikbilgi@uskudar.edu.tr.

- The minimum required exam score is **60** out of 100 which corresponds to B2 level of English on CEFR scale. The minimum required exam score for the faculties and departments may be altered according to the decision taken by the Rectorate in accordance with the regulation of the National Agency of Turkey.

The applications of the students whose English Language Score is below 60 **will not be evaluated**.



- The students who had previously taken the English Language Exam for Erasmus held by Üsküdar University Coordinatorship of Foreign Languages on **18 March 2022** will be able to use their scores for this application call as well. English Language Exam scores obtained from any other Erasmus exams older than the one held on 18 March 2022 will not be considered/valid.

The students who want to use the English Exam Score they obtained in the Erasmus Exam on 18 March 2022 must upload the exam score announcement file to the relevant area in the application system.

- Students who have taken YDS/YÖKDİL exam within 5 years must upload their valid test report including their exam score (**70 points minimum**) to the relevant area in the application system.

Points to Consider During the Applications

1. The applications with any missing required document will not be evaluated.
2. In the case the student is entitled to participate in the programme for this call, it should be taken into consideration that the total duration of the Erasmus mobilities including the previous and planned mobilities cannot exceed 12 months (360 days) in one study cycle.
3. Students must submit their latest transcript of records, application form accessed on <https://erasmusbasvuru.ua.gov.tr/giris>, and language exam score (if the student has any).

IMPORTANT!!

Application Method:

Students **must apply from two different platforms** if they want to participate in the Erasmus programme:

<https://erasmusbasvuru.ua.gov.tr/giris>

and

<https://erasmusexchange.uskudar.edu.tr/Account/Login.aspx?pld=2035&ReturnUrl=%2F>

Students must upload their application forms they obtained from <https://erasmusbasvuru.ua.gov.tr/giris> upon completing their application to <https://erasmusexchange.uskudar.edu.tr/> (KION application portal) as well.

Required Documents for Application:

1. Latest Transcript of Records,
2. A stamped and signed official acceptance letter that includes the exact mobility dates (day/month/year) and issued by the host organization/university in one of the the Programme Countries including EU member countries and third countries associated to the programme,
3. The application form that will be obtained after an application is completed on <https://erasmusbasvuru.ua.gov.tr/giris>.



Application Dates:

Application Start Date: 13 January 2023, Friday, 10.00 a.m.

Application Deadline: 15 February 2023, Wednesday, 05:00 p.m. (17:00)

English Language Exam: 28 February 2023*

*Date and place of the exam will be announced later. The date of the exam is subject to change in accordance with the schedule of the Coordinatorship of Foreign Languages. Students are responsible to check out the latest announcements published on <https://erasmus.uskudar.edu.tr/kategori/duyuru>.

**All announcements will be uploaded to the Announcements section of our website <https://erasmus.uskudar.edu.tr/> during the application period and students will be contacted via their student mail addresses with @st.uskudar.edu.tr extension.*

***The students are responsible for any loss of right to apply to the programme due to missing or wrong notification/file or incomplete application..*

**** Center for EU Education and Youth Programs 2022 Programme Guideline will be taken as a reference for the issues that are not mentioned in this announcement.*

