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# **ERASMUS+ TRAINEESHIP MOBILITY APPLICATION GUIDE**



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**ERASMUS+ 2021-1-TR01-KA131-HED-000006491 PROJECT  
TRAINEESHIP MOBILITY ADDITIONAL  
APPLICATIONS**

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**APPLICATION DATES**

The applications of our students who would like to benefit from Erasmus+ 2021-1-TR01-KA131-HED-000006491 Project Traineeship Mobility Program will be received **ONLINE** between **10 March, 2023 – 2 April, 2023**. You can find the Erasmus+ Traineeship Mobility Application can be found in [erasmusbasvuru.ua.gov.tr](http://erasmusbasvuru.ua.gov.tr).

**ERASMUS+ ENGLISH LANGUAGE EXAM**

Erasmus+ English Language Exam will be organised by the School of Foreign Languages at Istanbul Nisantasi University. The exact timing will be announced later.

Participation in the exam is mandatory for Erasmus+ Traineeship Mobility. Requirements are minimum **50 points** for Erasmus+ Traineeship Mobility Program from the English Foreign Language Exam.

**ATTENTION!**

Language exams such as YDS, TOEFL, IELTS are not accepted. It is compulsory for every student to take the language exam held by our University.

**Details about the exam will be announced later.**

**Necessary Points:**

\*Students who are entitled to receive a grant within the framework of **Erasmus+ Traineeship Mobility** can receive grants for up to 2 months. If they wish, they can continue their traineeship mobilities after 2 months without grant.

\*Within the scope of this announcement the duration of the project numbered 2021-1-TR01-KA131-HED-000006491 is limited to the **31<sup>st</sup> of October 2023 (31.10.2023)**. Students must have completed their internship mobility by this date.

\* **Erasmus+ Traineeship Mobility** can be held up to a total of 12 months at each level of education (first degree: associate degree, bachelor degree; second degree: Master degree; third-degree: doctorate, specialization in medicine).

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**Who Can Apply?**

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Students who are at the 1st and 2nd grades of Formal Education (1st and 2nd Education) Associate, Undergraduate and Postgraduate students at Istanbul Nisantasi University can apply for traineeship mobility.

Students enrolled in the Double Major / Minor Program can only apply from a one Major.

Those who have previously carried out **Erasmus+ Mobility Program** at the same and/or previous level of education can apply. However, it should not be forgotten that Erasmus+ Traineeship Mobility can be done up to 12 months in total at each education level.

*Students who are still abroad for Erasmus+ Mobility Program also can apply; but in the period of the foreign language exam, students are required to take part in the exam in Turkey. Students who are staying abroad on the exam date will not be regarded as a force majeure.*

Final year students can apply for **Erasmus+ Traineeship Mobility**. Final year students should take part in the Erasmus+ Mobility Program within 12 months of graduation.

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### ***Who Can't Apply?***

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English Preparatory, Scientific Preparation, Open and Distance Education students **cannot apply** to **Erasmus+ Traineeship Mobility**.

Students who freeze their registration **cannot apply**.

**Students** who continue their education at our university **with any exchange program** cannot apply.

**Attention: Students who do not renew their registration cannot apply.**

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### ***Erasmus+ Traineeship Mobility Application Requirements***

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1- An active student enrolled in a higher education program at any of the formal education levels (Associate, Undergraduate, Graduate) within the higher education institution can apply:

- 2- a) Students must have at least 2.20 / 4.00 of GPA for Bachelor/ Associate Degree
- b) GPA must be at least 3,00 / 4.00 for the Master and Doctorate students

*Students who haven't met these criteria cannot apply.*

*It doesn't prevent to take part in Erasmus+ Traineeship Mobility Program, if the students have the failed courses.*

3- The total duration of Traineeship Mobility that will be benefited from the higher education mobility activities during the Erasmus+ and Lifelong Learning (LLP) period within the current education level cannot exceed 12 months.

4- Graduate and Ph.D. students, who will apply for the first semester and have not yet had a transcript in our university, cannot apply.

5- Those who have transferred from another higher education institution and haven't got yet achieved a grade point average, the grade averages in the transcript they receive from the higher education institution they take are taken into consideration.

### **ATTENTION!**

Before the **APPLICATION PROCESS**, students have to make sure that their General Weighted Grade Point Average (GPA) is up-to-date and correct in the OBIS system. As the GPA on the OBIS system takes into consideration, the students have to enter OBIS and if they have the missing course or course grade, have to be corrected by the Student Affairs Office. Arrangements to be made after the application process will not be taken into consideration.

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## **Erasmus+ Traineeship Mobility Program Application Particular Points**

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**Important Note:** “Traineeship” is the process of professional training and/or work experience within a business place or organization in another country participating in the program. Traineeship activity cannot be used to conduct studies such as research assignments and analysis studies related to academic studies carried out within a specific curriculum. **Traineeship activity is the student's practical work experience in the field of his/her vocational education.** Organizations that will host the traineeship can be; businesses center, education centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional advisory and guidance organizations, higher education institutions, and other organizations listed in the Erasmus+ Program Guide. In this context, regardless of their size, legal status and the economic sector in which they operate, it is an enterprise engaged in all kinds of economic activities, including any private or public institution and social economy.

- The place of the traineeship should be found by the student.
- The traineeship locations selected must be related to the education fields of the students.
- Final Year students can apply for Erasmus+ Traineeship Mobility. Final year students must perform the mobility within 12 months after the graduation.

### **ATTENTION!**

If you are selected for the 2020 Internship Mobility Additional Applications, you will be able to perform your mobility between **June 19, 2023, and October 31, 2023.**

## Evaluation Criteria

It will be taken into consideration 50% of the Erasmus+ English Language Score and 50% of the General Weighted Grade Point Average (GPA). The sum of these points constitutes the final score (Erasmus+ Score).

According to the evaluation criteria stated below, the student's final score (Erasmus+ Score) must be **a minimum of 50 for Erasmus+ Traineeship Mobility.**

**Reminder:** The threshold for passing the Erasmus+ English Language exam is minimum 50 points for Erasmus+ Traineeship Mobility.

*Selection criteria and weighted points to be used in evaluating applications*

| Standard                                                                                                                                                                                              | Weighted Score                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <i>Academic achievements level (GPA)</i>                                                                                                                                                              | <i>%50 (over 100 hundred score)</i> |
| <i>Language Level</i>                                                                                                                                                                                 | <i>%50 (Over 100 hundred score)</i> |
| <i>Martyr and Veteran Children</i>                                                                                                                                                                    | <i>+15 score*</i>                   |
| <i>Disabled students (provided that the disability is documented)</i>                                                                                                                                 | <i>+10 score **</i>                 |
| <i>the students who have been decided to protect, care or shelter under the Social Services Law No. 2828</i>                                                                                          | <i>+10 score***</i>                 |
| <i>Benefit before (with or without grant)</i>                                                                                                                                                         | <i>-10 score</i>                    |
| <i>Participating in mobility in the country of citizenship</i>                                                                                                                                        | <i>-10 score</i>                    |
| <i>The student who has given up to participate in Erasmus Mobility the previous year without a valid reason although he/she was qualified.</i>                                                        | <i>-10 score</i>                    |
| <i>Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)</i>                                                                                | <i>-10 score</i>                    |
| <i>For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student reapplies to Erasmus)</i> | <i>-5 score</i>                     |
| <i>Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)</i>                                                                                         | <i>-5 score</i>                     |

\*According to Article 21 of the Anti-Terrorism Law dated 12/4/1991 and numbered 3713, as well as the combat veterans and their spouses and children, as the wives and children of the war martyrs, they were obliged to perform these duties even if they were performing their duties at home and abroad. The coup attempt and terrorist action carried out on 15 July 2016 and the continuation of this action in accordance with Article 7 of the Decree Law No. 667 of 23 July 2016 and the spouse and children of those who were injured, became disabled, died or killed in connection with terrorist acts due to terrorist acts. spouses and children of disabled persons or civilians with disabilities due to actions and their spouses and children are prioritized if they apply for Erasmus + student mobility.

\*\* Assessment in the mobility of the application, the application is made by the decision of the Unit Commission and in the mobility of the internship, by the decision of the Erasmus Institutional Coordination Commission.

\*\*\*In order to prioritize, the student must submit a letter from the Ministry of Family and Social Policies regarding the protection, care or shelter in accordance with Law No. 2828 during the application period.

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## QUOTAS

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The quotas are distributed on a faculty basis and are detailed in the table below. If there is no application from any faculty, all applicants will be ranked in order of success and the student of the faculty with the highest score will be given the right. Students who remain in reserve can participate in the mobility without a grant, provided that they submit a petition within the specified time.

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### Grant Amounts According to the Visited Countries

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Grants are given to students to help them with their additional expenses resulting from being abroad during their study period abroad. Grants are only for contribution, not intended to cover all of the student's mobility costs. For Erasmus+ Traineeship Mobility, students are not supported for round-trips journey.

The countries where student mobility activities can be carried out were divided into 3 groups according to their living standards, monthly traineeship grants were determined for the country groups. The country groups and monthly grants are given in the table below for the students who will go to these countries:

| The Group of the countries              | Hosted Countries for Mobility                                                                                                                                                | Monthly Grant Education (Euro) | Monthly Grant Internship (Euro) |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------|
| <b>First and Second Group Countries</b> | Denmark, Finland, Ireland, Island, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Cyprus, Netherlands, Italy, Malta, Portugal, Sweden, Greece, Spain, | 600                            | 750                             |
| <b>Third Group Countries</b>            | Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey                                   | 450                            | 600                             |

#### Erasmus + Program Special Needs Support

Additional grant can be given to students with disabilities within the framework of Erasmus + project in order to be able to take an active part in the education areas. If you need detailed information please contact Erasmus Office.

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## IMPORTANT POINTS MUST BE TAKEN INTO CONSIDERATION IN ERASMUS+ TRAINEESHIP MOBILITY APPLICATION PROCESS

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*\*2021 Project Year Erasmus Traineeship Mobility applications will be taken ONLINE via [erasmusbasvuru.ua.gov.tr](http://erasmusbasvuru.ua.gov.tr) between March 10, 2023 and April 3, 2023. Applications will not be accepted after the relevant dates.*

*\* In academic matters, students should contact the Erasmus Department Coordinators regarding all questions.*

*\*You can send an e-mail to [erasmus@nisantasi.edu.tr](mailto:erasmus@nisantasi.edu.tr) regarding the technical problems you face regarding the applications.*

*Students who submit their applications by making an incorrect or incomplete application do not have the right to change their applications again. Therefore, you should be careful while applying.*

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