

2021 CALL FOR ERASMUS+ TRAINEESHIP MOBILITY

WARNING: During Erasmus+ application process, please use only your e-mail addresses ending with **itu.edu.tr**. You will only be able to register into online application system with your **itu.edu.tr** addresses.

APPLICATION SCHEDULE

Application process will be conveyed online. Online Application system will be opened on March 15th, 2021 at 09:00 and will be closed on April 2nd, 2021 at 16.00. Application link and how to apply can be found at the end of this document,

APPLICATION DOCUMENTS

1) Acceptance letter or the confirmation e-mail for traineeship.

Students are supposed to choose a workplace for their traineeship activity and get an acceptance letter.

The letter must cover:

- The statement that mobility will be in the framework of Erasmus+ traineeship exchange
- Start and end date of the traineeship mobility
- Subject of Traineeship or traineeship position
- Name and place of firm that the traineeship would take place
- Name and position of responsible person and contact details

2) Current Transcript

Students who have just registered to MSc or PhD programs must bring the 2020-2021 spring transcript even if it does not include any scores. These students have to bring the transcript of their previous degree as well.

3) Language Proficiency

Even if the validity period is completed for your ITU Proficiency, you could use your score during the applications. Please consider that your host institution might require some other language scores during recruitment process. No other certificate, diploma, or language test other than [this list](#) will be accepted.

4) Application Form

It will be gathered from online application system.

APPLICATION CRITERIA

- Anyone who is registered as a full-time student at ITU (except undergraduate students in English preparatory class)
- Previously selected students who did not engage in any Erasmus student exchange and cancelled (withdrew) their applications by following the required cancellation procedure. (However, based on the rules of the National Agency, the students, who were selected for an earlier selection period at the same education level (i.e., cycle 1, cycle 2, cycle 3) but could not/did not participate in Erasmus exchange without proving any force majeure, are subjected to 10 points of reduction on their final application scores for each exchange they did not participate.)
- Students who applied for Erasmus exchange in a previous application period but were not selected/placed
- Students, who participated in Erasmus exchange with grant support in a different education level, can participate in Erasmus exchange once again without facing any

penalties. However, based on the rules of the National Agency, the students, who were selected for an earlier selection period at the same education level (i.e., cycle 1, cycle 2, cycle 3) and participated in Erasmus exchange (regardless of either in a student mobility or a traineeship mobility), are subjected to 10 points of reduction on their final application scores for each exchange they have participated. The rule of “10 points reduction” is not applied to the students who took part in an Erasmus exchange while they were studying in a previous education level. It is applied for students who previously participated in Erasmus exchange at the same education level.

NOTA BENE: Due to the outbreak of COVID-19, some students who had been entitled to the 2019-2020 and 2020- 2021 Academic Years Erasmus+ Mobility, could have not started their mobility or forced to return to Turkey after they started the mobility in the host institutions, or had to complete the mobility online extraordinarily. Those students are exempt from -10 reduction, according to Turkish National Agency Decision. It is important for students in this situation to contact our office immediately if they see a -10 reduction of their final application points during the application process.

- For the students who intend to participate in Erasmus exchange in the country of their citizenship, 10 points will be deducted from their final scores.
- Disabled students: 10 points will be added to those students who provide official health report from the hospitals authorized by Turkish Ministry of Health during their application
- Children of martyrs/veterans: According to Article 21 of Anti-Terror Law (Act No: 3713 on 12.04.1991), 15 points will be added to the final scores of those students who can provide both the original and the copy of the official Martyr/Veteran Family card issued by the Ministry of Family and Social Policy.
- 10 points will be added to those students who are entitled to protection, care or shelter within the scope of Social Services Law No. 2828. Those students must provide official documents issued by the Ministry of Family, Labour and Social Service during their applications to ITU Erasmus Office.
- GPA score must be minimum 2.20 out of 4.00 for undergraduate students and 2.50 out of 4.00 for graduate students.
- Foreign language score must be at least 45. Language proficiency document must be one of the documents announced in the [link](#):
- Students should consider that the applications would be made along with the [General Principles of Internship at ITU](#).
- Provided that the student apply before graduation, Erasmus+ traineeship mobility right can be used within 12 months following your graduation.

IMPORTANT INFORMATION ABOUT DURATION AND PLACE OF THE TRAINEESHIP

Duration of the traineeship

- 1) Traineeship Mobility can last for at least two months, 60 consecutive days, and up to 12 months. ITU will fund maximum of three months, 90 consecutive days, of the mobility.
- 2) Traineeship mobility has to end latest on 31 May 2022.

- 3) The decision of how long of bachelor student's voluntary or compulsory traineeship will be recognized and how long he/she can do traineeship at most will be given by Faculty Board of Directors. Recent graduate students are exempt from this procedure.

Place and context of the traineeship

Training programs must be related to the department/program that the student is registered and should contribute to students' expected professional life. **Learning Agreement for Traineeship** has to be confirmed by **Erasmus Program Coordinator** for graduate students and the **Head of Faculty Traineeship Commission and Erasmus Departmental Coordinator** for undergraduate students. For this reason, please choose the place you will do your traineeship by considering this. Having the signature on learning agreement does not guarantee that the Erasmus traineeship will be recognized in place of compulsory traineeship at ITU. Therefore, when choosing your place of traineeship training section, you should certainly consult the traineeship commission of your faculty to find out whether they will recognize the traineeship or not.

"Internship" is the process of a beneficiary gaining professional training and / or working experience within a business or organization in another country participating in the program. Internship activity cannot be used to conduct studies such as research assignments and analysis studies related to academic studies conducted within the scope of a specific curriculum. Please be aware that ***graduate students cannot participate in the mobility with the aim of doing their thesis research/study.*** Doing thesis research during master or doctorate is supposed to be in the framework of student study exchange.

Based on the feedback we have received from our students up to the present day, we highly recommend you to take following suggestions into consideration before applying to the mediators:

- You can search for an institution by chatting with competent people in your field, searching on the internet with the names of the institutions related to your profession and the country / city names you plan to go to.
- Try to receive a letter of acceptance by sending one or several types of application e-mails to these institutions that include your CV and motivation to apply to the relevant institution.
- We also think it would be useful to consult the ITU Alumni Relations Office and the ITU Career Center.

You can access the list of the institutions where ITU students had internships within the scope of Erasmus + in previous years, the internship place advertisements and the networks that can guide you in the planning of your internship process, via clicking [this link](#).

The institutions, which are listed down below, are not suitable for planning your traineeship in the framework of Erasmus+: [European Union Institutions](#) and EU Agencies, National Agencies.

PLACEMENT AND DECLARATION OF THE RESULTS

Student placement would be done according to 2020 Erasmus+ handbook, published by Turkish National Agency and ITU Senate Decisions. Erasmus student selection is made by ranking the scores from the highest to the lowest, taking into account the evaluation

criteria and weighted scores announced by Turkish National Agency, among the students who have applied by meeting the minimum requirements. All students who meet the minimum application requirements can go to internship mobility within the scope of Erasmus + traineeship mobility.

Distribution of the Grant: Maximum 30% of the announced 'to be granted' students quota will be awarded to graduate students **where 70% of it will be awarded to undergraduate** students. The quotas are not distributed among departments.

The final placement score to be used in the evaluation of the applications for 2021 Erasmus+ traineeship mobility will be calculated by taking the average of the academic achievement level and the foreign language grade. 2021 Erasmus+ **final score** of the applicants would be evaluated according to the criteria below:

2021 Erasmus Traineeship Mobility Candidate Students List will be announced at <http://www.erasmus.itu.edu.tr/> including final scores of the students latest on **April 16, 2021**. The most successful **13** students according to the criteria above and considering the quota distribution between undergraduate and graduate will be funded. The rest of the list will be called as reserve list. The students in reserve list could make traineeship in the framework of Erasmus+ without having fund, regardless of their order in the list.

If the permanent candidate students cancel their mobility or the amount of grant that can be allocated to the internship increases, the students who have gone to the mobility without grant can be granted.

According to Turkish National Agency rules, + and/or - scores will be applied according to the conditions mentioned below.

Participation :The rule of "10 points reduction" is applied to the students who took part in Erasmus exchange while they were studying in the same education level.

For the students who intend to participate in Erasmus exchange in the country of their **citizenship, 10 points** will be deducted from their final scores.

Disabled students: 10 points will be added to those students who provide official health report from the hospitals authorized by Turkish Ministry of Health during their application.

10 points will be added to those students who are entitled to **protection, care or shelter** and provides official documents.

Children of martyrs/veterans: 15 points will be added to the final scores of those students who can provide related documents.

GRAND DISTRIBUTION ACCORDING TO THE COUNTRIES

Country Groups	Hosting Countries	Monthly Grant in Euro
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1. and 2. Group Program Countries	UK, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece	600
3. Group Program Countries	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	400

APPLICATION PROCEDURES

- [The online application](#) could only be completed by uploading the online application form to the system back.

ONLINE APPLICATION MANUAL

STEP 1: SYSTEM LOGIN

Click [here](#) to go to the application page.

→ First of all, click on “İTU Hesabı ile Giriş Yap” button and you will be directed to ITU Portal. Log in with your ITU username and password and wait to be redirected back to the application page (it may take up to a minute).

→ Click on “Make a New Application” button on upper left corner and choose “Erasmus+” KA103, “Student” and “Outgoing Student” in succession.

→ Choose your department and registration type as ‘traineeship’.

→ The Application Period will be defined as ‘2021-2022 Tüm yıl (staj)’ automatically. Your preliminary application will be completed, saving this box.

→ Please complete your preliminary application, pushing the “Save” button. Your application status will be updated as “Online Registered”

STEP 2: PERSONAL INFORMATION FOR APPLICATION

→ **Essential Information and Documents** Please fill all the essential information asked and upload your transcript*, language certificate** and the documents which shows your special situation, to the related places in this page.

* You can print out your transcript from ITU Student Registry System:

<http://www.sis.itu.edu.tr/>

* If you are applying with your ITU Proficiency score, you can upload your exam score from: <http://www.ydy2.itu.edu.tr/yeterlilik/>. For the validity of this document, please add your exam date on the PDF before uploading it.

STEP 3: COMPLETE APPLICATION FORM

Click on the box for confirmation of student declaration and click “Complete The Application Form”. After that, your application form will be created and your status will be updated as ‘In process’. You can not make any changes after completing your application. If you have any mistake during on-line application, please contact Erasmus Office immediately. Keep in mind that solving problems will take time.

→ Application Form

You should see the “**Outgoing Student Application Form**” button on the right side after completing your application. You can save the form or directly print it. You must sign the form first and get it signed by your department/programme coordinator. Please be aware that your application will not be taken **unless your application form is signed**.

LAST STEP: UPLOADING THE APPLICATION FORM

Please upload your application form which has been signed by all the parties to the related place, in the page where you get your form. This procedure is obligatorily should be completed until the last day of application calendar, at 16:00.