

## **2024-1-TR01-KA131-HED-000213018 Project Period Internship Mobility Application Announcement**

Applications under the Erasmus+ **2024 Project Period** for our students who wish to do internship abroad within the framework of the Erasmus+ Exchange Programme will be accepted **between the dates 17.12.2024 – 01.02.2025 (Until 15:30 PM)**. No applications or documents will be entered into the system after the specified date.

### **Application Conditions;**

1. **Student Status:** Students participating in the activity must be full-time students. Students enrolled in formal education at FVM Işık University as Associate or Undergraduate students and at least in their first year can apply for study and/or internship mobility
2. **Academic Grade Point Average:**
  - a. Undergraduate/Associate Degree students must have a cumulative GPA of at least 2.20/4.00.
  - b. Master's and Doctoral students must have a cumulative GPA of at least 2.50/4.00.**Students whose transcript is not yet available during the application process;**
  - a. Students who are registered at a bachelor's degree programme through vertical transfer must have a GPA of at least 2.20/4.00
  - b. Students who have a graduation score of High School Diploma at least 75/100 (for first-year students)
3. **ECTS Credit:** To be eligible for the Student Mobility for Studies, students must have the required workload of ECTS (30 ECTS Credits per Academic Term, 60 ECTS Credits per Academic Year and 20 ECTS for one term in three-semester Education).
4. **Total Duration:** For those students who participated in the 2014-2020 mobility, the total duration of the mobility activities including the new period cannot exceed 12 months within the same cycle of study.
5. **Freezing Enrollment:** Students can apply for internship mobility during the **frozen period**. However, they cannot perform their compulsory internship during the period of freezing their registration.

### **Who are not Eligible to Apply for the Mobility;**

1. Students at the Preparatory Programme are not eligible to apply.
2. Double Major students can apply for only one of their Majors.
3. Minor students can apply for their major department.

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

**Internship Mobility;** Compulsory or optional full-time internships recognized by the higher education institution as part of the student's study programme.

1. For a diploma programme, a traineeship is not compulsory. However, students must do their traineeship in an institution or organisation whose sectoral activities are relevant to their study programme.

2. Full-time internship is the internship that the student does during the activity period on a full-time basis. The full working day should be determined by taking into account the weekly working hours of the full-time employees in the destination country.
3. The suitable workplaces for a traineeship include the following, but not limited to:
  - a public body at local, regional or national level;
  - embassies or consular offices of the sending Programme 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, non-governmental organisation;
  - a body providing career guidance, professional counselling and information services;
  - a higher education institution (The receiving institution located in a Programme Country must be awarded with an ECHE.)
4. Students can participate in the Student Mobility for Traineeship each year of their studies, and senior students can participate in the mobility within 12 months following their graduation. Senior students who wish to participate in the mobility after graduation must apply before they graduate, when they are still active students in their degree programme (Associate, bachelor's or Doctoral Degree). Graduates cannot apply for the Student Mobility for Traineeships.
5. Inter-institutional agreement is not required for Internship Mobility
6. The minimum duration for internship mobility is 2 full months, and the maximum duration is 12 full months.

### **Required Documents for Application;**

1. Transcript (up-to-date and certified)
2. Additional Documents (\* Documents basing the request for additional grant support should also be uploaded to the system as PDF.)

### **Important Notes:**

1. Barcoded documents issued on the E-Government will be valid.
2. If the date on the Transcript is at least 15 days before and/or not the same as the application dates, the application will be deemed invalid.
3. Incomplete or incorrect applications will be viewed as invalid, and those students who submitted such application will not be able to take the Erasmus Language Proficiency Exam.
4. If the student is a dual citizen, it is obligatory to upload the front side of both IDs or passports.

### **English Proficiency Exam for Exchange Programms;**

For students wishing to study or intern under the Erasmus+ Exchange Program, a written exam will be held on **January 9, 2025**, followed by an oral exam on **January 10, 2025**.

The first session of the Erasmus+ language exam, the written exam (75%), aims to assess the student's reading, listening, and writing skills, while the second session, the oral exam (25%), aims to assess the speaking skills. The language exam will be held in person, and no additional make-up exam will be conducted. In case the relevant dates overlap with final exam dates, students will be able to request an excuse for their final exams.

Instead of taking the language exam administered by the university, students may submit alternative scores, such as **KPDS/ÜDS/YDS**: Minimum of 70 points or international exams deemed equivalent by ÖSYM (e.g., **TOEFL IBT, PTE Academic, CPE, CAE**). The relevant score certificates must be uploaded to the system during the application process. Documents submitted after the application deadline will **not** be accepted.

**EXIT Exam certificates** obtained from FMV Işık University are valid for **4 years** (previous results are also valid).

### Selection Criteria;

Criteria and weighted scores to be used in evaluating applications:

<b>Criteria</b>	<b>Weighted Score</b>
<i>Academic achievement level</i>	<i>50% (out of 100 points)</i>
<i>Language level</i>	<i>50% (out of 100 points)</i>
<i>Martyr and veteran children*</i>	<i>+15 points</i>
<i>Students with disabilities (During Application, the required document(s) must be submitted to the Erasmus Office)**</i>	<i>+10 points</i>
<i>Students for whom there is a court ruling concerning protection, care or housing under the Social Work Act no. 2828***</i>	<i>+10 points</i>
<i>Submitting an acceptance letter for traineeship during application</i>	<i>+10 points</i>
<i>Those who receive aid from AFAD for themselves or their first-degree relatives</i>	<i>+10 points</i>
<i>Internships (DOTs) to develop digital skills are prioritized****</i>	<i>+5 points</i>
<i>Students who have previously benefited from the same type of project (with or without a grant)*****</i>	<i>-10 points</i>
<i>Participating in mobility in the country of citizenship*****</i>	<i>-10 points</i>
<i>Despite being admitted, not participating in the Student Mobility without informing in time about renunciation</i>	<i>-10 points</i>
<i>Applying for two Mobility Programmes at the same time (The points are applicable to the Mobility Programme the students will prefer.)</i>	<i>-10 points</i>
<i>For those who are admitted to the Student Mobility: Not participating in the meetings or trainings organised by the higher education institution regarding the Student Mobility without giving any justifiable excuse (Only applicable if they reapply for the Erasmus Programme)</i>	<i>-5 points</i>
<i>Not taking the language exam without giving any justifiable excuse (Only applicable if they reapply for the Erasmus Programme)</i>	<i>-5 points</i>

\*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, “public officials should not perform their duties while performing their duties at home and abroad or even if their titles have been removed. The spouses and children of those who were injured, became disabled, died, or killed due to terrorist acts and the coup attempt and the terrorist act 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.

\*\*For prioritization, the student must submit the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692.

\*\*\* For prioritization, the student 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.

\*\*\*\*One or more of the following activities which includes internships experiencing: digital marketing (eg. social media management, web analytics), digital graphics, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings. Customer service, request creation, data entry or routine office duties cannot develop digital skills.

\*\*\*\*\* If he/she has the citizenship of the country he will choose, the student who does not provide information at the time of application and who is entitled as “**ADMITTED**” will be deprived of his/her right if the citizenship status is revealed later.

\*\*\*\*\*It is applied only once. If a student is selected, the application will not be reconsidered for subsequent applications. However, if the student is not selected, additional points will continue to be applied to future applications.

\*The student can apply for both mobility. However, it is obligatory to upload the '**Priority Petition**' during the application. (the student should write a petition stating the mobility that he/she wants to be reduced by -10 points)

Students are ranked according to their total scores and placed in accordance with their preference lists and quotas of the universities. If the total scores calculated by considering all criteria are equal; the priority will be given to the student with a high academic success grade, in case of equal high academic success grade priority will be given to the younger student by age.

If they wish, students can renounce their right to claim financial support (grant). Students who are not eligible to receive a grant can benefit from the programme as a “zero-grant” student.

### \* Additional Grant Support;

Additional grant support to be included in the amount of grant is available for the disadvantaged participants. To apply for the additional grant support, the disadvantaged participants must have fewer financial and social opportunities and meet the following conditions:

1. Being subject to Law no. 2828 (for whom there is a court ruling concerning protection, care or housing made by the Ministry of Family and Social Policy under 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. Receiving orphan's pension
4. Becoming a child of a veteran or martyr
5. Receiving survivor benefits (orphan's pension or disability pension), or if one of the applicant's family members (mother, father or guardian) receives survivor benefits, they are eligible to apply (The applicant must submit a document issued by some institutions such as the ministries, social assistance and solidarity foundations, Directorate General of Foundations, Turkish Red Crescent, AFAD (Disaster and Emergency Management Center) to prove that they are receiving survivor benefits at the time they apply for the mobility programme.)
6. Disabled Persons (Disabled persons with a disability rate of at least 70% documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692)
7. Students whose parents or their guardians over the age of 65, who receive disability or needy pension within the scope of the Law No. 2022 dated 01.07.1976 on Pensions for Needy, Powerless and Orphan Turkish Citizens and Disabled and Needy Turkish Citizens.
8. Those who receive aid from AFAD for themselves or their first-degree relatives

Those students who meet the above-mentioned conditions and provide documentary evidence can receive Additional Grant Support as described below, depending on the type of mobility:

Type of Mobility	Amount of Additional Grant Support
Student mobility for 2-12 months	250 € per month

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

Following the devastating earthquake on February 6, 2023, and the subsequent declaration of a state of emergency (OHAL) in **Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa** provinces (Presidential Decree No. 6785, dated February 8, 2023), as well as the designation of **Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and Gürün** district of Sivas as disaster-affected regions by the AFAD Presidency, the following measures, flexibilities, and practices have been introduced to mitigate the impact on KA 131 projects:

### Priority for Affected Students:

1. Students reside in the above-mentioned 17 provinces and 1 district and are enrolled in higher education institutions with ECHE in different provinces and who receive aid

from AFAD for themselves or their first-degree relatives are prioritized with +10 points in their applications to Erasmus+ student mobility. Students who make more than one application in the same selection calendar are applied +10 for only one application of their choice.

2. Students who are registered in Higher Education Institutions with ECHE in the above-mentioned 17 provinces and 1 district and whose first-degree relatives receive disaster relief aid from AFAD will be given additional grant support (**Inclusion Support**) if they winner a grant.

### **Green Travel Support;**

Green Travel Support refers to travel conducted using low-carbon emission public transportation methods such as buses, trains, and carpooling. To be eligible for Green Travel Support, participants must use green travel methods for both the outbound and return journeys, and more than half of the total travel distance must be completed using these environmentally friendly transportation options.

<b>Travel Distance Standard</b>	<b>Travel Grant Amount (Euro)</b>	<b>Green Travel Grant Amount (Euro)</b>
<b>10 to 99 KM</b>	28	56
<b>100 to 499 KM</b>	211	285
<b>500 to 1999 KM</b>	309	417
<b>2000 to 2999 KM</b>	395	535
<b>3000 to 3999 KM</b>	580	785
<b>4000 to 7999 KM</b>	1188	1188
<b>8000 KM or more</b>	1735	1735

### **Erasmus+ Programm Inclusion Support;**

Erasmus+ promotes the participation of people with special needs in the programme. People whose physical, mental or health-related conditions are such that their participation in Erasmus+ would not be possible without extra financial support are potential participants.

Students must submit their request including the report for Erasmus+ Additional Grant to the Erasmus+ Office (For instance, if they request an Additional Grant Support due to a disability, they must attach the medical report (the report must be issued within 3 months before the application) which includes the necessary information about the disability and the level of the disability, or a copy of their disability ID card. A medical report is also required for those with chronic diseases.)

Once found eligible, students must attach the necessary documents (including that the receiving higher education institution is informed of the guest student/staff member is a participant with special needs and the institution's undertaking that it has the necessary equipment to host the participant with special needs) to the form. The additional grant amounts and the grounds for such request must be explained in detail in the form as requested.

**Important Note:** The documents required in the relevant article must be uploaded to the application system. Documents submitted after the application will not be evaluated.



## Quota;

Students are ranked based on their total points and placed according to their preferences and the available quotas at universities. For the 2024-1-TR01-KA131-HED-000213018 Project Period, our university has been allocated 9 slots for study mobility. The slots will be distributed by the Erasmus+ Evaluation Committee, with a maximum of one or two quotas per Faculty/School.

**Based on the Senate decision dated 20.11.2024 and numbered 2014/18, the following faculties were prioritized for the fair distribution of the grant.**

**The grant distribution will be done fairly based on the following criteria:**

- Departments/programs that have not participated in mobility activities before
- Faculties with a higher number of English-language programs
- Faculties/Schools with a larger number of departments/programs
- Faculties with a higher number of students

Waitlisted students (unable to receive a grant) can participate in the mobility with “0” grants (without grants) within the quotas of the universities we have agreement with.

**Erasmus+ Internship Mobility;** Students who will be eligible for a grant within the framework of Erasmus+ Internship Mobility can receive a grant for a minimum of 2 months, depending on the grant amount to be allocated by the National Agency. Students, if they wish, can continue their internship activities after 2 months with "0" grant (no grant).

**Erasmus+ Learning ve Internship Mobility;** Can be done up to a total of 12 months in each education level (associate degree, bachelor's degree). The total mobility period (study + internship) in each level cannot exceed 12 months.

**Monthly Amounts of Grant Based on the Countries Travelled within the scope of the 2024 Erasmus Project.**

Grants are given to students to help them with additional expenses arising from being abroad during their activity abroad. Grants are only a contribution, not intended to cover the full costs of the student's mobility.

Country Groups	Host Country	Monthly Amount of Grant (Euro) for Studies	Monthly Amount of Grant (Euro) for Traineeships
1st and 2nd Group Countries	Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Republic of Cyprus, Slovakia, Slovenia, Spain, Sweden	600	750

3rd Group Countries	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	450	600
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### Travel Support;

To contribute to students' travel expenses, the distance between the starting point of the mobility and the location where the activity will take place should be determined using the distance calculator provided by the European Commission. The travel grant should be calculated using the table below. The distance value obtained from the calculator corresponds to the round-trip grant amount in the table, and it should not be multiplied by two.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10 to 99 KM	28	56
100 to 499 KM	211	285
500 to 1999 KM	309	417
2000 to 2999 KM	395	535
3000 to 3999 KM	580	785
4000 to 7999 KM	1188	1188
8000 KM or more	1735	1735

### **NOTE:**

- 1. If you encounter any technical problems during the application process, you can contact us at [erasmus@isikun.edu.tr](mailto:erasmus@isikun.edu.tr) . Students who have uploaded incorrect or incomplete application cannot revise their application. Therefore, please be careful while during the application process.**