

## CALL FOR APPLICATIONS

### 2019-2020 ERASMUS KA107 STUDENT MOBILITY FOR PLACEMENT (TRAINEESHIP/INTERNSHIP)

This document contains detailed information about the application procedure for students wishing to take part in student mobility for placement (traineeship/internship) **until 31.07.2020 Kosovo and Morocco.**

**Morocco:** International Relations, Political Science and Public Administration, Business Administration, Economics

All applications including from other departments are taken and evaluated according to the rules of National Agency, but if there is no application from these departments.

**Kosovo:** Faculty of Business Administration, Computer Science

If grant budget is confirmed by the National Agency, grants might be given (no certainty) for Jordan and Bosnia Herzegovina.

**Bosnia Herzegovina:** Faculty of Business Administration, Economics, Computer Science

**Jordan:** International Relations, Political Science and Public Administration, Business Administration, Economics, Computer Engineering, Electrical Engineering, Civil Engineering, Architecture, Interior Architecture

Student Mobility for Placement comprises a specified period where students receive vocational/professional training and/or gain work experience at a company or organization operating in one of the programme countries. During placement period, students acquire full-time work experience in the field they study.

In addition to the main Erasmus+ grant, up to 100% extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

Detailed information about Erasmus Student Mobility for Education and Internship will be given and all questions will be answered at the Erasmus Info Seminars. All students of Alınbař University are invited.

CAMPUS	PLACE	DATE	TIME	INFO LANGUAGE
Gayrettepe	B2 Conference Hall	October 23,2019 Wednesday	14:00-16:00	Turkish
Gayrettepe	B2 Conference Hall	October 24,2019 Thursday	14:00-16:00	English
Mahmutbey	Mehmet Alınbař Conference Hall	November 5,2019 Tuesday	15:00-17:00	Turkish
Mahmutbey	Mehmet Alınbař Conference Hall	November 6,2019 Wednesday	15:00-17:00	English

#### WHAT ARE THE APPLICATION DEADLINES?

You can apply for Erasmus student mobility for placement at Erasmus Office. Application period will take place until **08.11.2019**.

Deadline for Submission of Acceptance Letters is **06.12.2019**.

#### **WHERE WILL I DO MY TRAINEESHIP?**

Host Countries are: **Kosovo and Morocco**. (Bosnia Herzegovina and Jordan)

Host organisations for student placements may be enterprises, companies, training centres, research centres and other organisations that match the definition of enterprise stated in the [Erasmus + Programme Guide](#).

It is also possible to carry out a traineeship in a higher education institution located in one of the Partner Countries. However, the programme of the traineeship cannot consist of following courses, as that would be considered a study period and not a traineeship. Master and PhD students who completed their course load and are currently developing their theses should apply to Student Mobility for Studies (Learning Mobility), for studies (with credits) they will carry out working with an advisor, which do not make part of a traineeship. The following types of organisations are not eligible as receiving organisations for student traineeships: [EU institutions and EU agencies](#), organisations managing EU programmes, such as National Agencies.

#### **FINDING A TRAINEESHIP/INTERNSHIP**

It is primarily the student's responsibility to find a place for traineeship. However Altınbaş University Erasmus Office will try to support the students with CV and Placement Workshops.

Below there is list of Internship Databases and Listings:

<https://leonet.joeplus.org/>

[erasmusintern.org](https://erasmusintern.org)

<http://www.iagora.com/work/en/internships>

<http://www.praxisnetwork.eu/>

<https://graduateland.com/>

<https://www.mediamonks.com/>

<https://www.worldinternships.org/>

<http://euconnect.org/>

<https://www.monster.com/geo/siteselection>

<https://tr.indeed.com/>

#### **APPLICATION REQUIREMENTS**

- All **full-time students enrolled** in a higher education program (undergraduate, graduate, doctorate) offered by Altınbaş University are eligible to apply for student mobility for placement (**At the application phase and during the mobility**). **Actualizing mobility after being graduated is not possible. Students should be full time enrolled students, both at the time of application and during the mobility.**
- **Associate's (Vocational Schools) and undergraduate degree students** are required to have a minimum GPA of **2.20 out of 4.00**; **graduate students** are required to have a minimum GPA of **2.50 out of 4.00** unless a different criterion is specified in the bilateral agreement.
- In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting **more than 12 months** (For instance, if student has already participated in an Erasmus+ learning mobility of

9 months, his/her application to a student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-months placement mobility).

- Placement abroad can last from a **minimum of 2 months to a maximum of 12 months**. Applications will be accepted provided the mobility period stated in the acceptance/invitation letters do not last longer or less than the abovementioned durations.

## REQUIRED APPLICATION DOCUMENTS

1. **Erasmus Application Form** (Application form must be signed by Erasmus Department/Programme/Vocational School Coordinator)
2. **Transcript** (showing the grades received in Spring Semester of Academic Year 2018/2019)
3. **A headshot**
4. **Acceptance/Invitation Letter (Submission Deadline: December 6, 2019)**
  - Traineeship title and scope
  - Planned period of the mobility
  - Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
  - Main language of workClick [here](#) for a sample of the acceptance letter

*All students wishing to participate in Erasmus+ mobility for traineeship are free to apply to the programme, yet, only students who meet the minimum requirements shall be eligible to sit the English Proficiency Test.*

After having collected the required documents, applicant should submit them by hand to the Erasmus Office and complete/sign a Document Submittal List. In case there are any **missing documents**, and/or required documents are not **signed by Erasmus [Department/Programme Coordinator](#)**, such applications shall not be approved.

**Applicants must submit the application documents in person, with signature, to Erasmus Office, and fill in and sign a Document Submittal List.**

*Erasmus Office: Mahmutbey Campus, Building A, 1<sup>st</sup> floor*

**Important Notice:** Application period is carried out in two stages. First stage: Submission of applications no later than the deadline (08.11.2019). Second stage: Submission of acceptance letters to Erasmus Office no later than 06.12.2019. Failure to do so will result in denial of applications.

## ERASMUS ACADEMIC COORDINATORS

Please check [here](#) for Erasmus Academic Coordinators list:

<http://www.altinbas.edu.tr/en/erasmus-eng/contact>

## FOREIGN LANGUAGE PROFICIENCY

Students should take the **Foreign Language Placement Test** to be administered by Altınbaş University School of Foreign Languages following the application (applicants will be informed) or submit a valid English language certificate issued by KPDS, YDS, YÖKDİL, and TOEFL to Erasmus Office until the

announced deadline. Students are also responsible for keeping track of important announcements posted on Altınbaş University website and delivered to their inboxes.

**EXAM DATE:**

**November 11, 2019 - Monday – Class No: 103**

Proficiency Exam	Main exam	09:00-11:30
	Writing exam	13:00-14:15
	Speaking exam	14:30

Erasmus Foreign Language Placement Tests are valid for two years. Students who want to use the exam grades entered in previous years should indicate this issue in the relevant field of the application form.

**Other Languages:** B2 level certificates issued by Cultural Centres operating under the Embassies of relevant countries in accordance with the Common European Framework of Reference for Languages.

**Altınbaş University Proficiency Test Concordance Table**

TOEFL iBT	KPDS/ÜDS/YDS	PTE Academic	Altınbaş University Proficiency Test
120	100	90	100
114	95	87	95
108	90	84	90
102	85	81	85
96	80	78	80
90	75	75	75
84	70	71	70
78	65	67	65
72	60	55	60
66	55	50	55
60	50	45	50
54	45	38	45
48	40	30	40

**ASSESSMENT PROCESS**

- Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score. Erasmus score is an important factor when determining the partner University for Student Mobility and the amount of grant the student will receive. Students will be ranked in accordance with their Erasmus score on the basis of undergraduate/ graduate/vocational school programs.
- When calculating Erasmus Score, the following points will be added to or deducted from the overall score in accordance with applicant's status;

ERASMUS GRADE	+, -
Childrens of martyrs and veterans	+15
Students with disabilities	+10
Students receiving protection under the 2828 Social Services Law	+10
Multiple participations (per each previous participation to Erasmus program)	-10
Participation to Erasmus+ Mobility in the citizenship country	-10

Withdrawing from the program after the given deadline for withdrawal.	-10
Non-participation in spite of applying for English Proficiency Exam	-5
For selected students: Non-participation of orientations or meetings organized by the HEI without any excuse (effective on the applicant's next application)	-5

- **Minimum passing score for Erasmus is 54; minimum passing score for Language Test is 50.** In order to participate in Erasmus mobility, applicants must meet these two requirements.
- Announcement period consists of 4 stages:
  1. **Foreign Language Test Score:** Announcement of the Foreign Language Placement Test Results administered by School of Foreign Languages.
  2. **Erasmus Score:** Erasmus Score is calculated and announced following the language assessment.
  3. **Placement:** Acceptance/Invitation Letters are evaluated by a commission.
  4. **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.
- Any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility, Partner University and Altınbaş University may provide support.

## ERASMUS GRANTS

*If the grant allocate to our University by the National Agency, will not be enough for all applicants the following procedure will be implemented;*

- A grant will be allocated to the relevant Undergraduate School/Graduate School according to their academic performance.
- 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 firstly receive grant for two months.
- Request for extension of placement period abroad will be evaluated later.
- Within the framework of KA107 Project, an activity must be carried out entirely with or without grants, as there are is no option as partially funded mobility. Therefore, the activity period cannot be extended without grant.
- 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 European Commission for 28 EU member countries as shown in the table below.

## Individual Support Grant:

HOST COUNTRIES	DEPARTMENTS	QUOTA (Number of Students)	MONTHLY GRANT (EURO)
Kosovo	Faculty of Business Administration, Computer Engineering	2	700 €
Morocco	International Relations, Political Science and Public Administration, Faculty of Business Administration, Economics	2	700 €

**\*Grant transfer might be subject according to the budget.**

#### Travel Grant:

The travel grant is being calculate through the “distance calculator of the European Comission available in link below; [http://ec.europa.eu/dgs/education\\_culture/tools/distance\\_en.htm](http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm)

Distance in km	KM	Distance Band	Total Grant
Kosovo- İstanbul (Turkey)	663,94 km	500- 1999 km	275€
Morocco- İstanbul (Turkey)	3227,41 km	3000-3999 km	530 €

- Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to Altınbaş University, completing all required procedures and internship, and students’ academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.
- If the host institution/company is closed on holiday breaks/national holidays, there’s possibility that traineeship may be interrupted. In such case, grant payment will be made for the period where the host institution/company remains closed, however, but this duration won’t be considered as part of the period of activities. In order to carry out the activities within the planned period, you will need to inquire, prior to the beginning of your traineeship, about the dates during which the host institution will be closed, and make sure your stay in host country matches at least minimum days (except holidays) of the planned period of the mobility. Weekends holidays make part of the activity period.
- In case the activity is interrupted due to force majeure events, activities that, in the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting documentation as may be available to evidence such circumstances are provided and accepted by National Agency.
- Except in case of force majeure event, if student returns to his/her home country without completing the minimum period of mobility, activity shall be deemed null and void, and no grant payment shall be made.
- Students shall receive grants only during their mobility period abroad. In case student returns to his/her home country earlier than the specified end date of the exchange period, s/he shall receive grant only for the period s/he stayed in the destination country.
- Altınbaş University Erasmus Office 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 the financial support. However, it is not possible to extend the mobility initiated as a grant without grant.

#### **ERASMUS GRANT CUTS**

##### **In addition to the above rules of grant cuts;**

In the event that participants do not fill out the EU Survey Participant Report, a 5% cut will be imposed on grant allocated for total mobility period.