

## **“Erasmus+ Student Mobility for Traineeships” Application Announcement**

Within the scope of the project period 2019-2020, four projects are carried out by AYBU and this year 108 (undergraduate and graduate) students will be able to take part in the “Erasmus+ Student Mobility for Traineeships” programme to gain experience in Europe.

A preliminary information package about the programme was published on our website on February 14, 2020. The following announcement includes final application details. **Students who consider applying are required to find the host institution.**

Erasmus+ Student Mobility for Traineeships is not an activity that only students with compulsory internship/traineeship can apply, it is an EU programme to which all students who meet the application requirements below are able to apply.

### **Application Requirements**

- to be a full-time registered **undergraduate/graduate student at AYBU** (except special and preparatory students),
- a **min GPA of 2.20/4.00** for undergraduate and **min GPA of 2.50/4.00** for graduate students,
- Foreign Language Exam Result: Students whose official language of study is Turkish should have **min 50 points** and those whose language of study is English – **min 60 points**. Students who do not have a language proficiency document are encouraged to take the Erasmus Language exam on March 11, 2020 (*Please submit a Language Exam Petition by March 5, 2020 to the International Relations Office*). Applications without Foreign Language Exam document will not be accepted,
- You need to get an **Invitation/Acceptance Letter** from the institution of your traineeship.

## **Application Dates**

Application submissions are accepted between 3-31 March 2020 during the student consultation hours (between 10:00-11:30 and 14:00-16:30). You should submit your application personally to AYBU International Relations office. Applications submitted after the deadline will not be accepted.

## **Application Documents**

- 1. Application Form:** The application form published on our website should be filled out on computer and two (2) copies submitted to the office.
- 2. Transcript:** It must be signed and stumped. The transcript language can be either English or Turkish. The GPA will be considered during the evaluation process.
- 3. Foreign Language Certificate:** If you have any of the mentioned language certificates- YDS, E-YDS, YÖKDİL or TOEFL - and they are valid by the date of application, you can use the language score. If you have taken and passed the Erasmus Language Exam within a year, you can request its evaluation as a foreign language score too.

*If you do not have any document proving your language proficiency, you are encouraged to take the Erasmus Language Exam on March 11, 2020 at 14:00. In this case you need to submit a petition to the International Relations office by March 5, 2020. Link: <https://bit.ly/2TpkhC4> published on website before.*

- 4. Photo:** Only one is necessary for the application form.
- 5. Invitation/Acceptance Letter:** There is a sample in the announcement text published on our website. The letter should be obtained by email from the institution of traineeship. You should carefully plan the traineeship duration period. It should be **between June 1, 2020 and May 21, 2021**. It should be **at least 62 days** including weekdays and weekends.

The duration should be mentioned in the sent by the institution Invitation Letter. **Attention:** If the duration requirement is not fulfilled you may not get grants even if you have performed your activity. If after the evaluation you are accepted for the traineeship programme the max grant you can receive is for 62 days. Graduates can do a longer traineeship on the condition that they start on June 1, 2020 at the earliest. However, they have to cover the expenses of the time remaining over 62 days with their budget without any grants.

Erasmus+ Student Mobility for Traineeships is an activity that gives opportunity to students to gain work experience in the fields of their study. The place of traineeship can be any institution (university, research centre, company, hospital, etc) in Europe. It is not necessary for this traineeship activity to replace students' compulsory internships/traineeship.

**The following organizations are not eligible:**

- European Union institutions and EU agencies;
  - Organizations that carry out EU programs and receive grants in this context;
  - Our national diplomatic institutions in the host country such as the embassy;
  - No unit of our diplomatic representatives is eligible.
6. If you have any special situation such as disability, for example, you need to submit an official proving document together with the other required documents. Otherwise, the criterion will not be considered.
  7. If you are a child of a martyr/veteran you need to prove it with an official document for further consideration during the application evaluation period.
  8. If you are in the scope of the Social Services Law No. 2828, you need to submit an official document for further consideration during the application evaluation period.

### **Application Evaluation Criteria**

The overall grade average in the current transcript is converted to the YÖK system of 100 points (<https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>). To the 50% of the GPA is added the 50% of the English Proficiency Exam and a score is formed. In addition to the final score, in case of any of the special cases stated below, points can be added.

<b>Criterion</b>	<b>Score</b>
Academic success	50% (out of 100 points)
Language Proficiency	50% (out of 100 points)
Martyr and Veteran Children	+ 15 points
For students with disabilities	+ 10 points
Students covered by the 2828 Social Services Law	+ 10 points
Students who participated in the programme before	-10 points
Participation in the country of citizenship	-10 points
Students who did not submit petition for giving up their right to participate in time and not taking part in the activity even though they have been approved	-10 points
Students who apply to both Erasmus + activities at the same time (Study and Traineeship)	-10 points
For selected students: Students who do not attend mobility trainings/meetings without any excuse (for the next application)	-5 points
Students who submitted a petition for Language exam and without any excuse did not appear on the exam date (for the next application)	-5 points

### Quotas

108 students can benefit from the Erasmus+ Traineeship Programme with grants. This number may change.

**Associate/Undergraduate Students:** 96 (a fair distribution will be provided between faculties/departments).

**Graduate Students:** 12 (a fair distribution will be provided between faculties/departments). Detailed quota distribution is to be published in the application announcement.

### Countries and Grand Table

Country Groups	Host Mobility Countries	Monthly Grants (EURO)
<i>1. and 2. Group Programme Countries</i>	UK, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway, Germany, Austria, Belgium, France, Cyprus, the Netherlands, Spain, Italy, Malta, Portugal, Greece.	600 €
<i>3. Group Programme Countries</i>	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Serbia, Slovenia.	400 €

### **Announcement of Results, Objection to Results and Waiver Process**

Following the publication of the application results are planned to be announced on 15 April 2020, you can object the results in a written form in the following five work days. Objections after the five work days would not be considered. The published list will be the “candidate grant list”, the final list will be announced after the objection period.

Following the publication of the application results, the students can waive their rights during the relevant waiver dates (which will be published in the announcement notice). Students who miss the waiver deadline and do not participate in the activity will receive 10 points less in the next application.

### **Applications Without Grants**

Following the announcement of the application results, students who are not listed as grant receiving, can still benefit from the mobility programme without receiving grants from Erasmus+. To do this they need to apply to the International Relations Office. Their requests will be evaluated by AYBU Erasmus Committee. The students evaluated positively should follow the same procedure as the students with grants.

### **Application Address**

Applications should be submitted personally to the International Relations Office during the Office Hours (weekdays: between 10:00-11:30 and 14:00 16:30). Applications via email, fax, cargo, etc will not be accepted.

### **Contact**

**Telefon** : +90 312 9061331-1336-1344

**E-Mail** : erasmus@ybu.edu.tr

**Adres** : AYBÜ International Relations Office, Etlik Milli İrade Campus, Block-B, No:314, Ayvalı Quarter, Gazze Str. No: 7 Etlik, Keçiören – Ankara

### **Important Note**

The information given in the pre-application and application announcements for the “Erasmus+ Student Mobility for Traineeships” programme is organized according to Erasmus+ 2019 Programme Guide, Erasmus+ 2019 Practice Handbook, Related Projects Agreements and correspondences with Turkish National Agency. For further information, you are encouraged to read the relevant parts of the mentioned documents.