

**Call for Applications**  
**for the 2019-2020**  
**Erasmus+ Student Mobility for Placement/Traineeship**

**APPLICATION DEADLINE: 8 APRIL 2019, MONDAY**

**ERASMUS+ ENGLISH PROFICIENCY EXAM: 11 APRIL 2019, THURSDAY**

Dear Students,

The applications for **Erasmus+ Student Mobility for Traineeship** program for the **2018-2019 Academic Year** must be submitted to the Office of International Relations, Biruni University between **11 March 2019 – 8 April 2019**.

The participants are expected to spend **at least 2 months** at the host organization/institution and should complete their activities no later than **May 31, 2020**.

The applicants will be ranked according to their GPAs and language skills.

- Available funds will be allocated among students with **Acceptance Letter** depending on the Faculty/Department Performance.

**MINIMUM REQUIREMENTS**

- 1) You must be currently registered as a student at Biruni University.
- 2) Vocational School students and undergraduate students must have completed at least one regular semester (prep. class excluded) with a minimum **GPA of 2.20**. (Faculty of Medicine and Dentistry students are not eligible to apply in their first year.)
- 3) Graduate students must have completed at least one regular semester with a minimum **GPA of 2.50**
- 4) Traineeship/Internship period has to be **at least 2 months**.
- 5) Students who have failed courses from previous years may also apply.

**APPLICATION DOCUMENTS:**

1. **[Erasmus SMP Application Form](#)** - (completed, with a picture, valid e-mail address which must contain the student's name and surname and signed)
2. **Official Invitation Letter** from the company/institution/organization you are planning to do your internship. The letter should be printed on official letterhead, stamped and signed, and should include the planned dates. (Must be submitted until **30.05.2019**)
3. **Learning Agreement for Outgoing Traineeships**: Filled by the Program Coordinator of the host institution and approved by Erasmus Institutional Coordinator at Biruni University.
4. A copy of your up-to-date Transcript of Records (English).
5. Europass CV  
<https://europass.cedefop.europa.eu/documents>  
<https://europass.cedefop.europa.eu/tr/documents/curriculum-vitae/examples>
6. Turkish ID Copy
7. If the student has one of the International English Proficiency Examinations listed below;

TYPE OF EXAM	SCORE
TOEFL	75
YDS	60
YÖKDİL	60
TIPDİL	60
ERASMUS ENGLISH PROFICIENCY EXAM*	60

*\*If the student has taken the Erasmus+ English Proficiency Exam within the last 2 years.*

## WHAT IS ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS?

Erasmus+ supports traineeships (work placements, internships) abroad for students currently enrolled in higher education institutions in Programme Countries at Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates.

The internship does not necessarily have to be a mandatory component of the student's educational program, although the economic sector the student works at, should be closely related to it. Wherever possible, the traineeships should be an integrated part of the student's study program.

**The students have to find their work placements by themselves!**

### WHAT ARE THE OBJECTIVES OF STUDENT PLACEMENTS?

- To help students to adapt to the requirements of the EU-wide labour market;
- To enable students to develop specific skills including language skills and to improve understanding of the economic and social culture of the country concerned in the context of acquiring work experience;
- To promote cooperation between higher education institutions and enterprises;
- To contribute to the development of a pool of well qualified, open-minded and internationally experienced young people as future professionals.

Student mobility for traineeships enables students at higher education institutions to spend a placement (traineeship/internship) period between 2 months and 12 months in an enterprise or organization in another participating country.

### **DURATION**

Traineeship period has to be **at least 2 months**. Traineeships that are terminated before two full months are considered incomplete and are not funded; students who terminate their traineeships before two full months have to return all the funding they have received.

### **WHERE DO TRAINEESHIPS TAKE PLACE?**

Host (receiving) organizations for student traineeships may be any public or private organization active in the labour market or in the fields of education.

Activities may not take place at **European Union Institutions** and other EU bodies including specialized agencies, organizations managing EU programs, and national diplomatic representations (embassy and consulate) of the home country of the student.

The following types of organizations are not eligible as receiving organizations for student traineeships:

- EU institutions and other EU bodies including specialized agencies
- Organizations managing EU programmes such as national agencies.

## HOW TO FIND INTERNSHIP PLACES?

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

<https://ec.europa.eu/eures/public/homepage>

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

<https://leonet.joeplus.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/>

<https://globalplacement.com>

<https://www.goabroad.com/intern-abroad>

<http://www.ihipo.com/>

<https://www.ispo.co.uk/>

<http://placement-uk.com/>

<https://europe-internship.com/>

<http://www.european-funding-guide.eu/internship>

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

<http://jobs.euractiv.com/experiences/internships>

<http://www.internship-uk.com/>

<https://www.ratemyplacement.co.uk/>

<https://berlinstartupjobs.com/internships/>

## GRANTS

Country Groups Based on Cost of Living	Host Countries of the Mobility	Monthly Student Grant for Internship (Euro)
1 <sup>st</sup> and 2 <sup>nd</sup> Group	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, South Cyprus, Netherlands, Spain, Italy, Malta, Greece, Portugal	600 €
3 <sup>rd</sup> Group	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey, Serbia	400 €

The grants are paid in two instalments. The first instalment (80% of the total grant) is paid within 30 days of signing the mobility grant contract (which has to be signed by the participant and the Erasmus Institutional Coordinator). The remaining 20% is paid after the participant returns and upon delivery of all the required final placement documents.

No funds will be provided for the durations the participant is absent from the host country for reasons other than those related to the traineeships activities. If the mobility has to be terminated by the participant before completing the minimum duration of placement due to an adverse and unexpected event that could not have been mitigated, she/he might still receive the amount of funds corresponding to the real duration of the placement. In the case of an early termination (before two months) under any other circumstances, the participant will not be entitled to any funding and will have to pay back the amount already received.

There is no connection between the Erasmus+ grants and other grants and/or scholarships. You should expect to continue to receive your previously existing grants and scholarships during the time you spend abroad as part of Erasmus+ program.

### REQUIREMENTS REGARDING VISA AND RESIDENCE PERMIT

Erasmus+ program participants from non-European Union countries who are going to the EU countries have to apply for a visa to enter the relevant receiving country. In addition, they may also need a long-term visas or a residence permit for the duration of their stay. **It is a student's responsibility** to ensure that (short- or long-stay visa or residence permit) required are in order before the planned activity takes place. It is strongly recommended that the students well planned, since the process may take several weeks.

### SPECIAL NEEDS SUPPORT

The grant support of a person with special needs may be higher than the maximum individual grant amounts set out above.

Source: <https://europa.eu/>

<http://int.biruni.edu.tr/index.php/2017/09/14/erasmus-special-needs-support/>

For more detailed information about the documentation that needs to be provided in case of applying for extra support please contact: [erasmus@biruni.edu.tr](mailto:erasmus@biruni.edu.tr) - <https://int.biruni.edu.tr/>

**Contact Number:** 444 8 276 ext: 1382 – 1378