
ERASMUS+ TRAINEESHIP
MOBILITY APPLICATION GUIDE

ISTANBUL GELISIM UNIVERSITY

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ISTANBUL GELISIM UNIVERSITY

*ERASMUS+ 2020-1-TR01-KA103-081560 PROJECT TRAINEESHIP
MOBILITY ADDITIONAL APPLICATIONS*

APPLICATION DATES

The applications of our students who would like to benefit from Erasmus+ 2020-1-TR01-KA103-081560 Project Traineeship Mobility Program in the 2021-2022 Academic Year will be received **ONLINE** between **7 February – 28 February, 2022**. You can find the Erasmus+ Traineeship Mobility Application Form under the **Documents / Forms** menu **in your OBIS**.

ERASMUS+ ENGLISH LANGUAGE EXAM

Erasmus+ English Language Exam will be held between the dates of 7 March and 9 March 2022 by the School of Foreign Languages at Istanbul Gelisim University F Block English and Russian Preparatory School. You can find the sample exam questions from the following link: <https://ydyo.gelisim.edu.tr/en/content/erasmus-13704>

Participation in the exam is mandatory for Erasmus+ Traineeship Mobility. Requirements are minimum **50 points** for Erasmus+ Traineeship Mobility Program from the English Foreign Language Exam.

ATTENTION!

Language exams such as YDS, TOEFL, IELTS are not accepted. It is compulsory for every student to take the language exam held by our University.

Details about the exam will be announced later.

Necessary Points:

*Students who are entitled to receive a grant within the framework of **Erasmus+ Traineeship Mobility** can receive grants for up to 2 months. If they wish, they can continue their traineeship mobilities after 2 months without grant.

* **Erasmus+ Traineeship Mobility** can be held up to a total of 12 months at each level of education (first degree: associate degree, bachelor degree; second degree: Master degree; third-degree: doctorate, specialization in medicine).

Who Can Apply?

Students who are at the 1st and 2nd grades of Formal Education (1st and 2nd Education) Associate, Undergraduate and Postgraduate students at Istanbul Gelisim University can apply for traineeship mobility.

Students enrolled in the Double Major / Minor Program can only apply from a one Major.

Those who have previously carried out **Erasmus+ Mobility Program** at the same and/or previous level of education can apply. However, it should not be forgotten that Erasmus+ Traineeship Mobility can be done up to 12 months in total at each education level.

Students who are still abroad for Erasmus+ Mobility Program also can apply; but in the period of the foreign language exam, students are required to take part in the exam in Turkey. Students who are staying abroad on the exam date will not be regarded as a force majeure.

Final year students can apply for **Erasmus+ Traineeship Mobility**. Final year students should take part in the Erasmus+ Mobility Program within 12 months of graduation.

Who Can't Apply?

English Preparatory, Scientific Preparation, Open and Distance Education students **cannot apply** to **Erasmus+ Traineeship Mobility**.

Students who freeze their registration **cannot apply**.

Students who continue their education at our University **with any exchange program** cannot apply.

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

Erasmus+ Traineeship Mobility Application Requirements

1- An active student enrolled in a higher education program at any of the formal education levels (Associate, Undergraduate, Graduate) within the higher education institution can apply:

- 2- a) Students must have at least 2.20 / 4.00 of GPA for Bachelor/ Associate Degree
- b) GPA must be at least 2.50 / 4.00 for the Master
- c) Doctorate students must have at least 2.50/ 4.00 GPA

Students who haven't met these criteria cannot apply.

It doesn't prevent to take part in Erasmus+ Traineeship Mobility Program, if the students have the failed courses.

3-

The total duration of Traineeship Mobility that will be benefited from the higher education mobility activities during the Erasmus+ and Lifelong Learning (LLP) period within the current education level cannot exceed 12 months.

4- Graduate and Ph.D. students, who will apply for the first semester and have not yet had a transcript in our university, can apply with a graduation grade obtained at the previous higher education institution. Similarly, for students who have transferred from another higher education institution and haven't got yet achieved a grade point average, the grade averages in the transcript they receive from the higher education institution they take are taken into consideration.

ATTENTION!

Before the **APPLICATION PROCESS**, students have to make sure that their General Weighted Grade Point Average (GPA) is up-to-date and correct in the OBIS system. As the GPA on the OBIS system takes into consideration, the students have to enter OBIS and if they have the missing course or course grade, have to be corrected by the Student Affairs Office. Arrangements to be made after the application process will not be taken into consideration.

Erasmus+ Traineeship Mobility Program Application Particular Points

Important Note: “Traineeship” is the process of professional training and/or work experience within a business place or organization in another country participating in the program. Traineeship activity cannot be used to conduct studies such as research assignments and analysis studies related to academic studies carried out within a specific curriculum. **Traineeship activity is the student's practical work experience in the field of his/her vocational education.** Organizations that will host the traineeship can be; businesses center, education centers, research centers, chambers of commerce and associations, schools, foundations, non-profit organizations, career guidance organizations, professional advisory and guidance organizations, higher education institutions, and other organizations listed in the Erasmus+ Program Guide. In this context, regardless of their size, legal status and the economic sector in which they operate, it is an enterprise engaged in all kinds of economic activities, including any private or public institution and social economy.

- The place of the traineeship should be found by the student.
- The traineeship locations selected must be related to the education fields of the students.
- Final Year students can apply for Erasmus+ Traineeship Mobility. Final year students must perform the mobility within 12 months after the graduation.
- [Click here](#) for a list of institutions where traineeship mobility has already been carried out, in order to help you find a traineeship place.

ATTENTION!

If you are selected for the 2020 Internship Mobility Additional Applications, you will be able to perform your mobility between **May 1, 2022, and May 31, 2023.**

Evaluation Criteria

It will be taken into consideration 50% of the Erasmus+ English Language Score and 50% of the General Weighted Grade Point Average (GPA). The sum of these points constitutes the final score (Erasmus+ Score).

According to the evaluation criteria stated below, the student's final score (Erasmus+ Score) must be **a minimum of 50 for Erasmus+ Traineeship Mobility.**

Reminder: The threshold for passing the Erasmus+ English Language exam is minimum 50 points for Erasmus+ Traineeship Mobility.

Selection criteria and weighted points to be used in evaluating applications

Standard	Weighted Score
Academic achievements level (GPA)	%50 (over 100 hundred score)
Language Level	%50 (Over 100 hundred score)
Martyr and Veteran Children	+15 score*
Disabled students (provided that the disability is documented)	+10 score **
the students who have been decided to protect, care or shelter under the Social Services Law No. 2828	+10 score***
Benefit before (with or without grant)	-10 score
Participating in mobility in the country of citizenship	-10 score
The student who has given up to participate in Erasmus Mobility the previous year without a valid reason although he/she was qualified.	-10 score
Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)	-10 score
For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student reapplies to Erasmus)	-5 score
Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)	-5 score

*According to Article 21 of the Anti-Terrorism Law dated 12/4/1991 and numbered 3713, as well as the combat veterans and their spouses and children, as the wives and children of the war martyrs, they were obliged to perform these duties even if they were performing their duties at home and abroad. The coup attempt and terrorist action carried out on 15 July 2016 and the continuation of this action in accordance with Article 7 of the Decree Law No. 667 of 23 July 2016 and the spouse and children of those who were injured, became disabled, died or killed in connection with terrorist acts due to terrorist acts. spouses and children of disabled persons or civilians with disabilities due to actions and their spouses and children are prioritized if they apply for Erasmus + student mobility.

** Assessment in the mobility of the application, the application is made by the decision of the Unit Commission and in the mobility of the internship, by the decision of the Erasmus Institutional Coordination Commission.

***In order to prioritize, the student must submit a letter from the Ministry of Family and Social Policies regarding the protection, care or shelter in accordance with Law No. 2828 during the application period.

QUOTAS

The quotas are distributed on a faculty basis and are detailed in the table below. If there is no application from any faculty, all applicants will be ranked in order of success and the student of the faculty with the highest score will be given the right. Students who remain in reserve can participate in the mobility without a grant, provided that they submit a petition within the specified time.

2020 ERASMUS+ INTERNSHIP MOBILITY ADDITIONAL APPLICATIONS QUOTA DISTRIBUTION	
Faculty	Quota
School of Physical Education and Sports	1
Faculty of Fine Arts	1
Faculty of Dentistry	1
The Faculty of Economics, Administration and Social Sciences	3
Istanbul Gelisim Vocational School	2
Graduate Schools	2
Faculty of Engineering and Architecture	2
Faculty of Health Sciences	2
Vocational School of Health Services	1
Faculty of Applied Sciences	2
TOPLAM:	17

Grant Amounts According to the Visited Countries

Grants are given to students to help them with their additional expenses resulting from being abroad during their study period abroad. Grants are only for contribution, not intended to cover all of the student's mobility costs. For Erasmus+ Traineeship Mobility, students are not supported for round-trips journey.

The countries where student mobility activities can be carried out were divided into 3 groups according to their living standards, monthly traineeship grants were determined for the country groups. The country groups and monthly grants are given in the table below for the students who will go to these countries:

The group of countries	Host Countries in Mobility	Grant Amounts per Month (Euro)
1st and 2nd Group of Program Countries	Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	600 Euro
3rd Group of Program Countries	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	400 Euro

Erasmus + Program Special Needs Support

Additional grant can be given to students with disabilities within the framework of Erasmus + project in order to be able to take an active part in the education areas. If you need detailed information please contact Erasmus Office.

IMPORTANT POINTS MUST BE TAKEN INTO CONSIDERATION IN ERASMUS+ TRAINEESHIP MOBILITY APPLICATION PROCESS

**2020 Project Year Erasmus Traineeship Mobility applications will be taken ONLINE via OBIS between February 7, 2022 and February 28, 2022. Applications will not be accepted after the relevant dates.*

** In academic matters, students should contact the Erasmus Department Coordinators regarding all questions.*

**You can send an e-mail to erasmus@gelisim.edu.tr regarding the technical problems you face regarding the applications.*

Students who submit their applications by making an incorrect or incomplete application do not have the right to change their applications again. Therefore, you should be careful while applying.

Erasmus+ Traineeship Mobility Calendar

7 February-28 February 2022	Announcement from the website and receiving preliminary applications for Erasmus+ Traineeship Mobility via the OBIS system
7-9 March 2022	FOREIGN LANGUAGE EXAM that is organized by the School of Foreign Languages for the Erasmus selection (English)
It will be announced later	Announcement of the language exam results by the School of Foreign Languages and Erasmus Office
It will be announced later	Objection to foreign language exam results (Appeals by petition will be made to the School of Foreign Languages).
It will be announced later	Announcement of Placement Results (Announcement of the Main and Back-Up Lists for Students Eligible for Erasmus+ Mobility)
It will be announced later	Deadline for waiving
April 2022 (Orientation)	It is mandatory to attend the Orientation meeting. (The date, place and time of the meeting will be announced later on the website.)

Erasmus+ Departmental Coordinator List

Faculty of Engineering and Architecture

Department	Department Coordinator	e-mail
Faculty Erasmus Coordinator	Assist. Prof. Sevcan KAHRAMAN	sekahraman@gelisim.edu.tr
MMF Faculty Vise-Erasmus Coordinator	Assist. Prof. Serap Yeşilkir BAYDAR	syesilkir@gelisim.edu.tr
Computer Engineering	Assist. Prof. Elham PASHAEI	epashaei@gelisim.edu.tr
Electrical Electronics Engineering	Dr.Öğr.Üy. Yusuf Gürçan Şahin	ygsahin@gelisim.edu.tr
Industrial Engineering	Prof.Dr. Tarık Çakar	tcakar@gelisim.edu.tr
Civil Engineering	Assist. Prof. Ahmet Yücel ÜRÜŞAN	ayurusan@gelisim.edu.tr
Mechatronics Engineering	Assist. Prof. Kenan ŞENTÜRK	ksenturk@gelisim.edu.tr
Architecture (Turkish)	Assist. Prof. Önder ÇELİK	oncelik@gelisim.edu.tr
Architecture (English)	Assist. Prof. Erdem ÜNDÜR	eungur@gelisim.edu.tr
Aircraft Engineering	Prof. Dr. Osman Ergüven Vatandaş	oevatandas@gelisim.edu.tr

The Faculty of Economics, Administration and Social Sciences

Faculty Erasmus Coordinator	Asist. Prof. Gizem Uzuner	guzuner@gelisim.edu.tr
Economy and Finance (Turkish-English)	Reseach Asistant Burçin Çakır Research Assist. Ercan Tugay	bucakir@gelisim.edu.tr
English Language and Literature	AKI	etaki@gelisim.edu.tr
Aviation Management (English)		
Civil Air Transportation Management (Turkish) (English)	Research Asistant. Büşra Önler	bonler@gelisim.edu.tr
Public Relations and Publicity	Research Asistant. Merve BOYACI	mboyaci@gelisim.edu.tr
Business Administration (English-Turkish)	Research Assist. Cansu TÜRKER	cturker@gelisim.edu.tr
Logistic Management (English)	Research Asistant. Kerem YURDUSEV	kyurdusev@gelisim.edu.tr
Logistic Management (Turkish)	Research Asistant. Orcan ÇETİNKAYA	orcetinkaya@gelisim.edu.tr
Psychology (Turkish-English)	Assist. Prof. Aman Sado Elemo	aselemo@gelisim.edu.tr
Radio, TV and Cinema	Research Assist. Bilge GÖKÇE	bgokce@gelisim.edu.tr
Political Science and Public Administration	Research Assist. Bahri Mert DEMİR	bmdemir@gelisim.edu.tr
Political Science and International Relations (Turkish-English)	Research Assist.Güçlü KÖSE	gkose@gelisim.edu.tr
Sociology	Research Assist. Aysun Körlü TOPAN	akorlu@gelisim.edu.tr
Tourism Guidance	Research Asist. Onur AKGÜL	onakgul@gelisim.edu.tr

Turkish Language and Literature	Research Assist. Remzi SOYTÜRK	rsoyturk@gelisim.edu.tr
International Business and Trade	Research Assist. Cengizhan GÜLER	ceguler@gelisim.edu.tr
International Logistics and Transportation (Turkish- English))	Research Assist. Sezer RAMAZAN	sramazan@gelisim.edu.tr
International Trade (Turkish-English)	Research Assist. Cengizhan GÜLER	ceguler@gelisim.edu.tr
New Media	Research Assist. Emre YÜKSEL	eyuksel@gelisim.edu.tr
Management Information Systems	Research Assist. Merve VURAL	mvural@gelisim.edu.tr
Advertising Design and Communication	Research Assist. Aydan ÜNLÜKAYA	aunlukaya@gelisim.edu.tr

School of Applied Sciences

Faculty Erasmus Coordinator	Associate Prof. Ebru NERGİZ	energiz@gelisim.edu.tr
Banking and Insurance	Research Assist. İlknur Külekçi	ikulekci@gelisim.edu.tr
Gastronomy	Research Assist. Gizem HÜLAĞA	ghulaga@gelisim.edu.tr
Gastronomy (English)	Research Assist. Oğuzhan KÖKLÜ	okoklu@gelisim.edu.tr
Public Relations and Advertising	Research Assist. Nevra ÜÇLER	ncelikkol@gelisim.edu.tr
Aviation Management in English and Turkish	Research Assist. Rabia ŞENTÜRK	rsenturk@gelisim.edu.tr
Business Information Management	Research Assist. Ahmet Esad YURTSEVER	aeyurtsever@gelisim.edu.tr
Logistics	Research Assist. Onur TÜRKER	oturker@gelisim.edu.tr
Media and Communication Systems	Research Assist. Türkan Öykü BÜYÜKÇELOK	tobuyukcelikok@gelisim.edu.tr
Translation and Interpretation (English)	Research Assist. Niger HACI	nihaci@gelisim.edu.tr
Restoration and Conservation	Research Assist. Esra SAYIN	esayin@gelisim.edu.tr
Social Service	Research Assist. Gamze ÇAKIR	gcakir@gelisim.edu.tr
TV Journalism and Programming	Research Assist. İlker KAFALI	ikafali@gelisim.edu.tr
Aircraft Mechanic-Engine Maintenance	Research Assist. Ahmet Devlet ÖZÇELİK	adozcelik@gelisim.edu.tr
International Trade	Research Assist. Nuran AKDAĞ	nakdag@gelisim.edu.tr
New Media and Journalism Information Management	Research Assist. Metehan ÖZIRMAK	mozirmak@gelisim.edu.tr
Management Information Systems	Research Assist. Berika Akçay	bakcay@gelisim.edu.tr
Management Trade Electronics	Research Assist. Naim Göktaş	ngoktas@gelisim.edu.tr

School of Health Sciences

Faculty Erasmus Coordinator	Assist. Prof. Berrak DUMLUPINAR	baltinsoy@gelisim.edu.tr
Nutrition and Dietetics (English-Turkish)	Research Assist. Tuğba TÜRKCAN	tturkcan@gelisim.edu.tr

Child Development (Turkish-English)	Research Asist. Hatice Zelal BİNGÖL	hzbngol@gelisim.edu.tr
Ergotherapy	Research Assist. Beyza Aslı BİLSEL	babilisel@gelisim.edu.tr
Physiotherapy and Rehabilitation (English-Turkish)	Research Asist. Öznur KAYA	oznkaya@gelisim.edu.tr
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Audiology	Research. Assist. Çağla TÜRK	cturk@gelisim.edu.tr
Orthesis-Prothesis	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
Perfusion	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
Health Management	Research Assist. Ebru DURUSOY	edurusoy@gelisim.edu.tr
Speech Language Therapy	Research Assist. Rümeyza Nur AKBAŞ	rnakbas@gelisim.edu.tr
Social Services (English-Turkish)	Research Assist. Ümran Altundal	ualtundal@gelisim.edu.tr

Faculty of Fine Arts

Faculty Erasmus Coordinator	Assist. Prof. Murat DOĞAN	mdogan@gelisim.edu.tr
Gastronomy and Culinary Arts	Assist. Prof. Murat DOĞAN	mdogan@gelisim.edu.tr
Graphic Design	Assist. Prof. Metin KUŞ	mkus@gelisim.edu.tr
Interior Architecture	Assist. Prof. Zerrin Funda ÜRÜK	zfuruk@gelisim.edu.tr
Interior Architecture and Environmental Design	Assist. Prof. Zerrin Funda ÜRÜK	zfuruk@gelisim.edu.tr
Communication Design	Research Assist. Çağlayan Hergül	chergul@gelisim.edu.tr
Fashion and Textile Design	Lecturer Nihal EKİCİ	nekici@gelisim.edu.tr
Cinema and Television	Assist. Prof. Ali Kemal ÇİPE	akcipe@gelisim.edu.tr

Vocational School of Health Services

Physiotherapy	Lecturer Tuğçe Bilgiç	tuyilmaz@gelisim.edu.tr
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Gerontology	Lecturer Fatma Sıla AYAN	fsayan@gelisim.edu.tr

Istanbul Gelisim Vocational School

Faculty Erasmus Coordinator	Lecturer Emrah Özcan	eozean@gelisim.edu.tr
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Faculty Erasmus Coordinator	Lecturer Özgür DOĞAN	ozgdogan@gelisim.edu.tr
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Exercise and Sport Sciences for the Disabled	Research Assist. Şeyma Öznur CESUR	socesur@gelisim.edu.tr
Exercise and Sport Sciences	Research Assist. Ali Kaya	akaya@gelisim.edu.tr
Coach Training	Research Assist. Gamze Ceyhan	gceyhan@gelisim.edu.tr
Sports Management	Research Assist. Mustafa DEMİR	mudemir@gelisim.edu.tr

Faculty of Dentistry

Faculty Coordinator	Assist. Prof. Edibe EGİL	eegil@gelisim.edu.tr
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Graduate Schools

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Child Development	Research Assist. Hatice Zelal BİNGÖL	hzbngol@gelisim.edu.tr
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Electrical and Electronics Engineering	Doc. Dr. Indrit MYDERRIZI	imyderrizi@gelisim.edu.tr
Electrical and Electronics Engineering (English)	Doc. Dr. Indrit MYDERRIZI	imyderrizi@gelisim.edu.tr
Civil Engineering	Assist. Prof. Ahmet Yücel ÜRÜŞAN	ayurusan@gelisim.edu.tr
Mechatronic Engineering	Assist. Prof. Kenan ŞENTÜRK	kenturk@gelisim.edu.tr
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Aeronautical engineering	Prof. Dr. Osman Ergüven VATANDAŞ	oevatandas@gelisim.edu.tr
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Visual communication design	Assist. Prof. Melis BOYACI	meboyaci@gelisim.edu.tr
Movement and Training Sciences	Research Assist. Gamze CEYHAN	gceyhan@gelisim.edu.tr
Sports Management	Research Assist. Gamze CEYHAN	gceyhan@gelisim.edu.tr
Psychosocial Areas in Sports	Research Assist. Gamze CEYHAN	gceyhan@gelisim.edu.tr
Visual communication design	Asist. Prof. Melis BOYACI	meboyaci@gelisim.edu.tr
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