
*SMAL STEPS BIG RESULTS AND AYBU
CONSORTIUM*

MOBILITY APPLICATION GUIDE

ISTANBUL GELISIM UNIVERSITY

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ISTANBUL GELISIM UNIVERSITY

*SMALL STEPS BIG RESULTS and ANKARA YILDIRIM BEYAZIT
UNIVERSITY (AYBU) CONSORTIUM PROJECTS STUDENT MOBILITY
APPLICATION GUIDE*

APPLICATION DATES

The applications of our students who would like to benefit from 2021 Project Year Small Steps Big Results (2021-1-TR01-KA131-HED-000030980) and AYBU (2021-1-TR01-KA131-HED-000007621) Consortium Project Student Traineeship Mobility Applications will be received **ONLINE** between **7 February – 28 February, 2022**. You can find the Erasmus+ Internship 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+ Internship 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 **Consortium Internship Mobility** can receive grants for up to 2 months. If they wish, they can continue their traineeship mobilities after 2 months without grant.

* **Consortium Internship 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 Consortium 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 **Consortium Internship Mobility**. Final year students should take part in the Erasmus+ Mobility Program within 12 months of graduation.

During the application to the **Consortium Project Internship Mobility**, you will see three choices: "I want to apply for the Small Steps Big Results Project", "I want to apply for the Ankara Yıldırım Beyazıt University (AYBU) Project" and "I want to apply for both". You can choose the one that suits you best from these options. If you are eligible, you will be able to carry out your mobility between 1 May 2022 and 31 May 2024.

Who Can't Apply?

English Preparatory, Scientific Preparation, Open and Distance Education students **cannot apply** to **Consortium Internship 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+ Internship 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 Consortium Internship 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+ Internship 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 internship 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 Consortium Internship 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!

During the application, you will be presented with three choices for consortium internship mobility.

- I would like to apply for the Small Steps Big Results Project.
- I want to apply to Ankara Yıldırım Beyazıt University (AYBU) Project.
- I want to apply for both.

You can choose the one that suits you best from these options. If you are eligible, you will be able to carry out your mobility between 1 May 2022 and 31 May 2024.

Evaluation Criteria

It will be taken into consideration 50% of the 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 Consortium Internship Mobility.**

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

Selection criteria and weighted points to be used in evaluating applications

Standard	Weighted Score
<i>Academic achievements level (GPA)</i>	<i>%50 (over 100 hundred score)</i>
<i>Language Level</i>	<i>%50 (Over 100 hundred score)</i>
<i>Martyr and Veteran Children</i>	<i>+15 score*</i>
<i>Disabled students (provided that the disability is documented)</i>	<i>+10 score</i>
<i>The students who have been decided to protect, care or shelter under the Social Services Law No. 2828</i>	<i>+10 score**</i>
<i>Submitting an internship acceptance letter during the application</i>	<i>+10 score</i>
<i>Internships to Develop Digital Skills (DOTs) are prioritized</i>	<i>+5 score***</i>
<i>Benefit before (with or without grant)</i>	<i>-10 score</i>
<i>Participating in mobility in the country of citizenship</i>	<i>-10 score</i>
<i>The student who has given up to participate in Erasmus Mobility the previous year without a valid reason although he/she was qualified.</i>	<i>-10 score</i>
<i>Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)</i>	<i>-10 score</i>
<i>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)</i>	<i>-5 score</i>
<i>Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)</i>	<i>-5 score</i>

*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.

**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.

*** This includes internships experiencing one or more of the following activities: 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. This does not include general customer service, request creation, data entry or routine office duties.

In addition to the average of academic achievement and foreign language scores; When calculating the Erasmus selection score of students who have benefited from higher education student or internship mobility within the scope of Erasmus+ (2014-2020 or 2021-2027) within the same education level, a deduction of 10 points is applied for each mobility previously participated in (without any distinction between education and internship).

QUOTAS

According to the success ranking, for the 2021 project year consortium applications across the university, there are 4 students within the scope of Small Steps Big Results Consortium Project and 2 students within the scope of Ankara Yıldırım Beyazıt University (AYBU) Consortium Project, a total of 6 people. Students who remain in reserve can participate in the mobility without a grant, provided that they submit a petition.

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 Consortium Internship 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,	750 Euro
3rd Group of Program Countries	Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	600 Euro

Additional Grant for Students who have Limited Economic Opportunities

Students who have economic problems that are chosen for the Consortium Internship Mobility Program are paid 100 euro additionally from the Study Mobility budget. Students who have indigence salary for their parents or for themselves under the 29.05.1989 dated Encouragement of Collaboration and Solidarity Article 2 Law No. 3294, can benefit from additional grant opportunities for those with limited economic opportunities. In order to benefit from the additional grant, before signing the Grant agreement the student has to submit a document to the Erasmus Office that is shown from the Provincial Directorate of Family, Labor and Social Services.

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 CONSORTIUM INTERNSHIP MOBILITY APPLICATION PROCESS

**2021 Project Year Consortium Internship 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.

Consortium Internship Mobility Calendar

7 February-28 February 2022	Announcement from the website and receiving preliminary applications for Consortium Intership 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.)

IS

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
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Mechatronics Engineering	Assist. Prof. Kenan ŞENTÜRK	ksenturk@gelisim.edu.tr
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The Faculty of Economics, Administration and Social Sciences

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School of Applied Sciences

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School of Health Sciences

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Istanbul Gelisim Vocational School

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