

Dear Students,

Within the scope of the 2022 Contract Term, to increase meritand competence in employment, and to share job/internship announcements with the public in an effective, transparent and reliable way Erasmus Program applications will be carried out for the first time this year through the E-Government Career Gate Platform structured by the Presidency Human Resources Office, with e-Government integration. Within the scope of this centralization-based new application system, for our students who want to apply to the Erasmus Program; the information meetings regarding the application process, online and face-to-face, will be held by Erasmus Experts of our institution in different time periods. The place, time and participation link of the meetings are detailed in the application calendar attached to the announcement. We would like to remind you that your participation in the meeting and reading the "Useful Documents" in the application announcement with great care are of great importance for an error-free and complete application process.

Necessary:

*The earliest project starting date for the 2021 contract year is expected to be **01 September 2022**. Therefore, it is not possible to determine the mobility starting date for an internship, study, and staff mobility before this date in terms of grants to be allocated under the 2022 contract.*

**2022-2023 ACADEMIC YEAR
ERASMUS + INTERNSHIP
MOBILITY APPLICATION GUIDE BOOK**

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**2022/2023 ACADEMIC YEAR FALL/FALL+SPRING/SPRING
TERMS INTERNSHIP MOBILITY APPLICATIONS**

APPLICATION DATES

The applications of our students who want to benefit from the 2021 - 2022 Academic Year Erasmus + Internship Mobility will be accepted ONLINE between **25 April 2022 – 27 May 2022** through <https://portal.ua.gov.tr> system.

ERASMUS+ FOREIGN LANGUAGE EXAM

You will be able to apply to the Erasmus + Studying with your Erasmus + Foreign Language Exam Result, which is going to be carried out on **June 13-25, 2022**. The foreign language exam will be held at Istanbul Gelisim University F Block English and Russian Preparatory School. For sample language exams you can click the link: <https://ydyo.gelisim.edu.tr/en/content/erasmus-13704>

In order to apply for Erasmus + Internship Mobility, you must have obtained a minimum of **50 points** from the exam held on the relevant dates.

ATTENTION!

Language tests such as YDS, YÖKDİL, TOEFL, IELTS are not accepted. All of our students who will apply within the scope of the Erasmus Program must participate in the Erasmus English Proficiency Exam organized by the School of Foreign Languages of our university and get the minimum score determined for the relevant mobility type from the exam

Details about the exam will be announced later.

Important Points:

* Students who are entitled to receive grants within the framework of **Erasmus + Internship Mobility** can only receive grants for 2 months. Students can benefit from the mobility without grant after 2 months, if they wish.

***Erasmus + Studying and Internship Mobility** can be done up to a total of 12 months in each education level (first level: associate degree, bachelor's degree; second degree: master's; third-degree: doctorate, specialization in medicine). The total mobility period (study + internship) in each level cannot exceed 12 months.

WHO CAN APPLY?

Students who will participate in the mobility program must be full-time students at Istanbul Gelisim University, Formal Education (1st and 2nd grade), Associate, Undergraduate and Postgraduate students who are at least 1st grade can apply for studying and/or internship mobility.

Students enrolled in the Double Major / Minor Program can apply from only **one main major**.

Non-thesis Master's students can only apply for **Erasmus + Internship Mobility**.

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

Final year students can apply for **Erasmus+ Internship Mobility**. Final year students are required to Carry out the mobility within 12 months of graduation.

In case of applying for **both Erasmus Studying and Erasmus Internship Mobility** at the same time, -10 points are applied for them. In the event that a student, who has not benefited from mobility before, applies for both studying and internship mobilities at the same time, a decrease of “-10 points” event is left to the student's choice, so the students can decide themselves which mobility will be applied - 10 point. In this case, the student must indicate which mobility he/she prefers as the first choice in the online application form. -10 point will be deducted from the second choice. If a student who has previously benefited from mobility applies for both studying and internship mobilities at the same time, a "-10" point reduction from the first mobility previously benefited, and a "-20" point reduction from the second mobility type are applied.

WHO CANNOT APPLY?

Students of English Preparatory, Scientific Preparation, Open and Distance Education Programs cannot apply for **Erasmus + Studying and 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 Conditions

1-The student being an active student enrolled in a higher education program in any of the formal education levels (Associate Degree, Undergraduate, Postgraduate) within the institution of higher education.

2-

- a) For Undergraduate / Associate Degree, students' GPA must be at least 2.20 / 4.00
- b) At the application stage, a transcript of which has not been prepared yet. 1-For students who have transferred from associate degree, minimum 2.20/4.00 for associate degree graduation; 2-For first year students, a high school graduation grade of at least 75/100,
- c) For Masters and doctoral students' GPA must be at least 2.50 /4.00

*Students who cannot meet these criteria **cannot apply**. The student's unsuccessful course (s) does not prevent the Erasmus + study and internship mobility application.*

- 3- Within the current education level, the students benefiting from Erasmus+ and Lifelong Learning (LLL) higher education mobility activities, the total duration of Study and Internship mobilitis does not exceed 12 months.
- 4- Graduate and Doctorate students who will apply in the first semester and whose transcripts have not yet been created at our university can apply with the graduation grade obtained in the previous higher education level. Similarly, for students who have transferred from another higher education institution and have not yet achieved a grade point average, the grade point averages on the transcript from the higher education institution they came from are taken into consideration.

ATTENTION!

Candidates are required to check their current academic average information over the data on the e-government. Candidates are personally responsible for the up-to-dateness and accuracy of the relevant information..

Erasmus+ Staj Hareketliliğine Başvuru İle İlgili Özel Hususlar

Important: Special issues regarding the Erasmus+ Internship Mobility Application will be announced after the Turkish National Agency 2022 Contract Term Higher Education Institutions Implementation Manual is announced.

- The internship place must be found by the student.
- The internship places must be related to the education fields of the students.
- There is no requirement to submit an acceptance letter during the Erasmus+ Internship Mobility application for. However, in order to benefit from **+10** points, students must submit their acceptance letter to the system during the application.

Evaluation Criteria

In the evaluation; 50% of the General Weighted Grade Average (GANO) and 50% of the Foreign Language scores are taken. The sum of these scores constitutes the final score (Erasmus + Score).

In order for the student to be considered successful according to the evaluation criteria stated below, the final score (Erasmus + Score) must be a **minimum of 50 for Erasmus Internship Mobility**.

Reminder: *The threshold for passing the Erasmus English Language Exam is a minimum of 50 points for Erasmus Internship Mobility.*

Criteria and weighted scores to be used in evaluating applications:

Criteria	Weighted Point
<i>Academic achievement level</i>	<i>%50 (out of 100 points total)</i>
<i>Language level</i>	<i>%50 (out of 100 points total)</i>
<i>the children of martyrs and veterans</i>	<i>+15 point*</i>
<i>Disabled students (provided that the disability is documented)</i>	<i>+10 point</i>
<i>Within the scope of the Social Services Law No.2828, for the students whose protection, care or accommodation decision is taken</i>	<i>+10 point **</i>
<i>Submitting an internship acceptance letter during application</i>	<i>+ 10 puan</i>
<i>If you have already benefited from the mobility before (with or without grant))</i>	<i>*** -10 point</i>
<i>participating in the mobility in the country that you have citizenship</i>	<i>-10 point</i>
<i>Not participating in the mobility without giving waiver notification during the selected period</i>	<i>-10 point</i>
<i>Applying to two types of mobility at the same time (reduction to the student's preferred type of mobility)</i>	<i>-10 point</i>
<i>For students selected for mobility: not attending the meetings/training organized by Higher Education institution regarding mobility without an excuse (applies if the student applies again to Erasmus)</i>	<i>-5 point</i>
<i>Declaring that he will take the language exam. However not to attend without an excuse (if the student applies again to Erasmus)</i>	<i>-5 point</i>

According to the 21st Article of the Anti-Terror Law dated 12/4/1991 and numbered 3713, as well as the war veterans and their spouses and children, and the wives and children of the war martyrs, "public officials should not perform their duties while performing their duties at home and abroad or even if their titles have been removed. The spouses and children of those who were injured, became disabled, died, or killed due to terrorist acts and the coup attempt and the terrorist act carried out on 15 July 2016, pursuant to Article 7 of Decree-Law No. 667 of 23 July 2016, and The spouses and children of those who lost their lives due to the actions or the disabled civilians and their spouses and children are prioritized if they apply for Erasmus + student mobility.

** For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care, or accommodation decision in accordance with Law No. 2828.

*** In addition to the average of academic achievement and foreign language scores; While calculating the Erasmus selection score of the students who have benefited from higher education studying or internship mobility within the scope of Erasmus + (2014-2020 or 2021-2027) within the same education level, 10 points are deducted for each mobility (no matter it is study or internship).

Placements are final in terms of Erasmus + Studying and Internship mobility; however, it is a pre-selection in terms of grant distribution. The announced quotas are estimated, and the students who get sufficient points from the Erasmus Proficiency Exam and who are placed in line with the quotas will be in the status of "Candidate student" until the grant allocation is finalized. Students who wish can benefit from the Erasmus + Internship Mobility Program without grant.

Students who were selected in the previous year and could not be sent due to insufficient grant and/or quota or other reasons cannot be sent directly to the next year by transferring them as "vested rights". They are evaluated and selected individually for each contract period, meeting all the conditions required for selection.

Quotas

Students are ranked according to the total score obtained and placed according to their preference order and the quota of the universities. The new term project application made by our university has not yet been finalized, and the grant amount to be allocated to our university has not been finalized. Therefore, grant quotas are not confirmed as well. However, the estimated number of grant quotas for Erasmus Internship Mobility is 10 people and the quotas will be distributed on the basis of Faculty / School / Institute by the Erasmus Commission. In line with the grants to be allocated by the Turkish National Agency, the number of quotas for 2022-2023 Erasmus+ Studying and Internship Mobility may be less or more than the estimated quotas. For this reason, it will be certain whether all students on the main list will receive a grant or not after the Turkish National Agency grant allocation. Students who are on the backup list can participate in the mobility without a grant, providing that they submit a "without grant participation" petition.

2022 ACADEMIC YEAR ERASMUS+ STUDY MOBILITY QUOTA DISTRIBUTION	
Faculty	Quota
Beden Eğitimi ve Spor Yüksekokulu(BESYO)	1
Güzel Sanatlar Fakültesi(GSF)	1
Diş Hekimliği Fakültesi	1
İktisadi, İdari ve Sosyal Bilimler Fakültesi(İİSBF)	1
İstanbul Gelişim Üniversitesi Meslek Yüksekokulu(İGÜMYO)	1
Yüksek Lisans Enstitüsü(LEE)	1
Mühendislik ve Mimarlık Fakültesi(MMF)	1
Sağlık Bilimleri Fakültesi(SBF)	1
Sağlık Hizmetleri Meslek Yüksekokulu(SHMYO)	1
Uygulamalı Bilimler Fakültesi (UBF)	1
TOTAL:	10

Monthly Grant Amounts by Preferred Countries

Grants are given to students to help them with additional expenses arising from being abroad during their mobility abroad. Grants are only a contribution, not intended to cover the full costs of the student's mobility.

The table of individual support grant amounts to be applied when sending students / new graduates to program countries is as follows:

Country groups	Host Country	Monthly Grant Amount for Study (Euro)	Monthly Grant Amount for Internship (Euro)
1. ve 2. Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
3. Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	450	600

Additional Grant Support for Student / New Graduate Student Mobility

Disadvantaged participants may receive additional grant support in addition to the grant they deserve. In order to give the mentioned grant, the disadvantaged participant has been defined as the individual who has limited economic and social opportunities and meets the following sub-categories.

1. Those subject to Law No. (Those who have protection, care, or accommodation decision by the Ministry of Family and Social Policies in accordance with Law No 2828.2)
2. Those who have protection, care or accommodation decisions within the scope of Child Protection Law No. 5395.
3. Those who receive orphans' pension
4. Martyr / Veterans children

5. Those who are granted a needy pension to themselves or their families (a student who proves that the student received financial support from municipalities, public institutions, and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.) submitting a document is sufficient.)

Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, and one-time aids are not considered within the scope of the said financial aid.

Students who meet the above-mentioned issues can be provided with the following amount of additional grant support, depending on the type of mobility, upon their request and on the condition of documenting their situation:

Type of Mobility	Amount of Additional Grant Support
Student mobility for 2-12 months	250 € per month

Inclusion Support

Erasmus+ Program encourages the participation of the students with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility unless there is additional financial support. Additional grant requests can be made within the contract period, but in any case, up to 60 days before the contract end date. (For details, see the 2021 Contract Term Erasmus Operational Handbook)

Issues to be Considered During the Application Process for Erasmus + Internship Mobility

**2022- 2023 Period Erasmus + Study and Internship Mobility applications will be made ONLINE through <https://portal.ua.gov.tr> system between 25 April 2022- 27 May 2022. After the specified date, no application or document entry will be made to the system.*

** There is no requirement to submit an acceptance letter during the Erasmus+ Internship Mobility application. However, in order to benefit from +10 points, students must submit their acceptance letters to the system during the application.*

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

Applications steps both in Turkish and English are attached to the announcement. In addition, since the mentioned system is going to be used for the first time this year, application process information meetings will be held for students who want to apply. The meetings will be held face-to-face and online alternatively on 29/04/2022 between 14.00-16.00 online via Zoom (<https://zoom.us/j/95340238730>) and also at the university on 18/05/2022 between 14.00-16.00.

Students are responsible and obliged to follow our dio.gelisim.edu.tr website in order not to miss any announcements or updates. You are also recommended to follow our Instagram page @erasmus_igu in order to reach announcements and updates more easily.

2022-2023 Academic Year Erasmus + Studying and Internship Mobility Application Calendar



21 April 2022

Announcement on our web page dio.gelisim.edu.tr and the portal page (<https://portal.ua.gov.tr>).



29 April 2022 - 14.00-16.00
<https://zoom.us/j/95340238730>
18 May 2022 - 14.00-16.00

Erasmus+ Presentation ve Briefing Meeting
 (Face-to-face and Online alternatively)

25 April 2022- 27 May 2022

Receiving the applications
 (Applications will be taken through [https://www.turkiye.gov.tr/ E-government](https://www.turkiye.gov.tr/E-government) portal.)

13-15 June 2022

The Exact Timing of Erasmus English Language Proficiency Exam which will be organised Foreign Language School
 (It will be announced on the web pages of <https://ydyo.gelisim.edu.tr/anasayfa> and <https://dio.gelisim.edu.tr/>)

17-21 June 2022

Announcement of Erasmus English Language Proficiency Exam Results
 (The results will be announced on (<https://ydyo.gelisim.edu.tr/anasayfa> and <https://dio.gelisim.edu.tr/> web pages)

22-29 June 2022

Receipt of Objections to Erasmus English Language Proficiency Exam Results.

30 June - 7 July 2022

Evaluation of Objections and Announcement of Objection Form Results
 (Objection results will be announced on <https://ydyo.gelisim.edu.tr/anasayfa> web page)

29 July 2022

Announcement of the Main and Backup Lists for Study and Internship Mobility within the Scope of 2022 Project Period

30 July- 5 August 2022

Receipt of Objections to Placement Results
 (Objection will be sent to erasmus@gelisim.edu.tr email address)

8-12 August 2022

Evaluation of Objections

12-22 August 2022

Receipt of Participation Commitment and Waivers
 (Participation commitments and waiver forms will be sent to erasmus@gelisim.edu.tr email address)

It will be announced later.

Orientation Program

