



İSTANBUL  
**GELİŞİM**  
**ÜNİVERSİTESİ**



# 2023 PROJECT YEAR ERASMUS+ INTERNSHIP MOBILITY APPLICATION GUIDE

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## 2023 PROJECT YEAR ERASMUS+ INTERNSHIP MOBILITY APPLICATIONS

### APPLICATION DATES

Applications for the students who would like to benefit from the 2023 Project Year Erasmus+ Internship Mobility will be accepted **ONLINE** through the portal system (<https://erasmusbasvuru.ua.gov.tr/giris?returnUrl=%2F>) between **3 July 2023 and 17 July 2023**. With the online application, the necessary documents will be uploaded to the system and the application will be completed. Applications of students who do not upload the required documents to the system or make incomplete/false statements in the application will be deemed invalid. Before applying, it is important to read the 2023 Project Year Erasmus+ Internship Mobility Application Guide. Please read the [Online Application Guide](#) on our website regarding the application system.

### ERASMUS+ LANGUAGE EXAM

Erasmus+ Foreign Language Exam will be held online between **25-28 July 2023** by Istanbul Gelisim University School of Foreign Languages via ALMS (<https://lms.gelisim.edu.tr/>). The written part of the exam will be held on **25 July 2023**. The speaking part of the exam will be held on **27 and 28 July 2023**. Exam times will be announced on the IGU School of Foreign Languages website. The camera and microphone must be turned on during the speaking test, please make sure your camera and microphone are working before the exam. The speaking exam of students whose cameras and microphones do not work will be deemed invalid. Students who score 19 points or less on the written exam will not be assigned a speaking exam. Don't forget to take your student cards with you when you take the exam.

The exam consists of 2 parts: Test and speaking. The test section contains multiple-choice questions in 3 parts: grammar, vocabulary and reading. Students are required to take the speaking test after the Test section. If both parts (test and speaking) are not completed, your exam will be invalid.

**NOTE:** International exams accepted as equivalent by YDS, YÖKDİL and ÖSYM are also accepted. During the application, you will need to upload documents proving that you have obtained at least 60 out of 100 from the relevant exams. Students who upload the relevant document will be exempt from the Erasmus+ Foreign Language Exam.

For details about the exam, you should follow the IGU Foreign Languages Web Page (<https://ydyo.gelisim.edu.tr/tr/akademik-anapage>).

## IMPORTANT NOTES

\* Students who are entitled to receive a grant within the framework of **Erasmus+ Internship Mobility** can receive a grant for up to 2 months. If they wish, students can continue their internship activities after 2 months without a grant.

\* **Erasmus+ Study and Internship Mobility** can be done for a total of 12 months at each education level (first level: associate degree, undergraduate; second level: master's degree; third level: doctorate, specialization in medicine). The total mobility period (study + internship) at each level with or without a grant cannot exceed 12 months.

In the case of applying to both **Erasmus Study and Erasmus Internship Mobility** at the same time, a -10 deduction will be made. If a student who has not benefited from mobility before applies for both study and internship mobilities at the same time, it is left to the student's choice in which mobility "-10 points" deduction will be applied. In this case, the students should specify which mobility they prefer as their first choice from the option in the online application form. -10 points will be applied to their second choice. If a student has previously benefited from mobility and applies for both study and internship at the same time, a deduction of "-10" points is applied for the type of mobility that they used before and "-20" points for the second type of mobility they applied for.

## WHO CAN APPLY?

1. Students participating in the mobility must be full-time students. Formal Education (1st and 2nd Education) Associate, Undergraduate and Postgraduate students and at least 1st-year students at Istanbul Gelisim University can apply for study and/or internship mobility.
2. A student enrolled in a Double Major/Minor Program can apply from only one major.
3. The students who are doing their master's degree without a thesis can apply for Internship Mobility.
4. Those who have carried out the Erasmus+ mobility activity at the same and/or previous education level can apply. However, it should not be forgotten that Erasmus+ study and internship mobility can be carried out for a total of 12 months at each education level.
5. Last year students can apply **for Erasmus+ Internship Mobility**. Last year students are required to complete the mobility within 12 months of graduation.

## WHO CAN NOT APPLY?

1. Students of English Preparatory, Scientific Preparation, Open, and Distance Education Programs, and special students can not apply for Erasmus+ Study and Internship Mobility.
2. Students can not apply through the minor program.
3. Students who continue their education at our University with any exchange program cannot apply.
4. Students who have not completed the registration renewal process in the relevant academic year can not apply.
5. Graduate students can not apply for the mobility.



6. Students enrolled in doctoral programs can not benefit from exchange programs at the following stages:

- a) For doctoral students who have not taken the doctoral qualifying exam, in the last semester for which the doctoral qualifying exam must be taken,
- b) In the last semester in which the thesis proposal defense must be entered,
- c) If there is a term restriction that will prevent "at least 3 successful thesis follow-up periods" among the doctoral graduation requirements,
- d) In the last semester of the maximum duration of the program.

## ERASMUS+ INTERNSHIP MOBILITY APPLICATION CONDITIONS

- 1- The student must be an active student enrolled in a higher education program at any of the formal education levels (Associate Degree, Undergraduate, Postgraduate) within the higher education institution.
- 2- a) For Undergraduate/Associate Degree students' GPA of at least 2.20/4.00  
b) For master's and doctorate students the GPA must be at least 3.00/4.00

*Students who do not meet these criteria can not apply. The student's unsuccessful course(s) are not an obstacle to the Erasmus+ study and internship mobility application.*

- 3- Within the current education level, the sum of the period of benefiting from higher education mobility activities during the Erasmus+ and Lifelong Learning (LLP) period and the period of study and internship that he/she will benefit from does not exceed 12 months.
- 4- To get at least 60 points out of 100 from the Erasmus+ Foreign Language Exam<sup>1</sup> (In order for the student with the criteria and base points to be considered successful, the Erasmus+ Program Grand Total Score must be 60/100)

*Except for the foreign language grade, students who meet the above-mentioned requirements will be able to apply at the first stage.*

## ATTENTION!

Candidates are required to check their education information and current academic average information over the data on the e-Devlet and application portal system. Candidates are personally responsible for the up-to-dateness and accuracy of the relevant information. If an application is made with incomplete or incorrect information, the application will be deemed invalid.

<sup>1</sup> Students who upload documents proving that they have obtained 60 out of 100 from the international exams accepted as equivalent by YDS, YÖKDİL and ÖSYM will be exempted from the Erasmus+ Foreign Language exam.

## SPECIAL TOPICS ABOUT THE ERASMUS+ INTERNSHIP MOBILITY

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

## EVALUATION CRITERIA

In the evaluation; 50% of the General Weighted Grade Point Average (GPA) and 50% of the Foreign Language Score are taken. The sum of these scores forms the final score (Erasmus+ Grand Total Score). In order for the student whose criteria and base points are met to be considered successful, the Erasmus+ Program Grand Total Score must be 60/100.

*Selection criteria and weighted scores to be used in evaluating applications:*

Criteria	Weighted Score
<i>Academic Achievement Level</i>	<i>%50 (out of a total of 100 points)</i>
<i>Language Level</i>	<i>%50 (out of a total of 100 points)</i>
<i>To the children of martyrs and veterans</i>	<i>+15 points<sup>2</sup></i>
<i>Students with disabilities (provided the disability is documented)</i>	<i>+10 points<sup>3</sup></i>
<i>Under the Social Services Law No. 2828 for students who have been given protection, care or accommodation decisions.</i>	<i>+10 points<sup>4</sup></i>
<i>Internships to develop digital skills (DOTs) are prioritized</i>	<i>+5 points<sup>5</sup></i>

<sup>2</sup> In addition to the combat veterans and their spouses and children, as well as the spouses and children of the war martyrs, according to Article 21 of the Anti-Terror Law dated 12/4/1991 and numbered 3713, "public officials are responsible for performing their duties at home and abroad or even if their titles have been removed and the spouses and children of those who were injured, disabled, killed or killed as the subject of terrorist acts due to the coup attempt and the terrorist act on 15 July 2016, in accordance with Article 7 of the Decree Law No. Spouses and children of those who lost their lives due to the actions or civilians who are disabled and their spouses and children are prioritized if they apply for Erasmus+ student mobility.

<sup>3</sup> For prioritization, the student must submit the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692.

<sup>4</sup> For prioritization, protection of the student from the Ministry of Family and Social Policies in accordance with Law No. 2828, must submit a letter stating that it is a care or accommodation decision.

<sup>5</sup> 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,



<i>Themselves or their first-degree relatives from AFAD recipients of disaster relief</i>	+10 points
<i>Submitting an acceptance letter at the time of application</i>	+10 points
<i>Earlier benefit (with or without grant)</i>	-10 points <sup>6</sup>
<i>Participating in mobility in the country of citizenship</i>	-10 puan
<i>Not participating in the mobility even though they selected</i>	-10 puan
<i>Applying two types of mobility at the same time (reduction is applied to the student's preferred type of mobility)</i>	-10 puan
<i>For students selected for mobility: Not attending meetings/training organized by the higher education institution on mobility without an excuse (student re-applying to Erasmus is applied)</i>	-5 puan
<i>Declaring that they will take the language exam without an excuse not to enter (applicable if the student re-applies to Erasmus)</i>	-5 puan

Placements made are final in terms of Erasmus+ Study mobility; however, it is a pre-selection in terms of grant distribution. The announced quotas are estimated, and the students who are placed in line with the quotas based on the Erasmus+ Grand Total Score will be in the status of "Candidate student" until the grant allocation is finalized.

Students who were selected in the previous year and could not be sent due to lack of grant and/or quota or other reasons cannot be sent directly to the next year by transferring them as an "earned right". They are evaluated and selected by providing all the necessary conditions for selection separately for each contract period.

## QUOTAS

Students are ranked according to the Erasmus+ Grand Total score and placed according to the order of preference and the quota of the universities. Grant allocation within the scope of the KA-131 project for the 2023 project year has not been realized yet. Therefore, the grant quotas are also unknown. However, in order to use the project time efficiently, it has been decided to distribute the Erasmus+ Student Mobility Estimated quota on the basis of the number of Faculty/School/Institute students on the basis of faculties/schools/institutes, taking into account the quota for the 2022 project year. In addition, in order to ensure a fair and transparent distribution between English and Turkish departments within the faculty, a distribution was made by considering the number of English and Turkish departments.

In line with the grants to be allocated by the Turkish National Agency, the number of Erasmus+ Internship Mobility quotas for the 2023 Project year may be less or more than the estimated quotas. For this reason, whether all students in the original list will receive a grant will be finalized after the Turkish National

data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings. General customer service, request creation, data entry or routine office duties do not count.

<sup>6</sup> For prioritization, protection of the student from the Ministry of Family and Social Policies in accordance with Law No. 2828, must submit a letter stating that it is a care or accommodation decision.



Agency grant allocation. Students who remain on the reserve list can participate in the mobility without a grant within the quotas of the universities we have contracted with.

<b>ERASMUS+ INTERNSHIP MOBILITY DISTRIBUTIONS BASED ON FACULTY</b>	
<b>FACULTY</b>	<b>2023 PROJECT YEAR ERASMUS+ STUDY MOBILITY ESTIMATED QUOTAS</b>
School of Physical Education and Sport	1
Faculty of Fine Arts	1
Faculty of Dentistry	1
Faculty of Economics, Administrative and Social Sciences	1
Istanbul Geliism Vocational School	1
Institute of Graduate Studies	1
Faculty of Engineering and Architecture	1
Faculty of Health Sciences	1
Vocational School of Health Services	1
Faculty of Applied Sciences	1
<b>TOTAL:</b>	<b>10</b>

## MONTHLY GRANT DISTRIBUTION ACCORDING TO THE RECEIVING COUNTRIES

The students in the main list are given the grant to help with the additional expenses arising from being abroad during their activity period abroad. Grants are only contributions and not intended to cover all of the students' activity-related expenses. A student can waive financial support. Countries where student mobility activities can be carried out are divided into 3 groups according to their standard of living and monthly/daily education and internship grants are determined for country groups. Country groups and monthly/daily grant amounts to be given to students going to these countries are given in the table below:

<b>Country Groups</b>	<b>The country which will be visited</b>	<b>Monthly Grant Internship (Euro)</b>
1st and 2nd Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxemburg, Malta, Norway, Portugal, Greece	750
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	600



## ADDITIONAL GRANT SUPPORT IN STUDENT MOBILITY

Additional grant support will be provided to participants with limited opportunities in addition to the grant they deserve. In addition for the grant in question to be granted, a participant with limited means is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories

- 1) Those who are subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services pursuant to Law No. 2828)
- 2) Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395
- 3) Those who have no other parent's income and receive an orphan/death pension
- 4) Children of martyrs/veterans
- 5) Those who are granted a pension for themselves or their families (the student, their parents or guardians), who prove that they have received financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) at the time of their Erasmus application. It is sufficient to submit a document.)
- 6) Disabled people<sup>7</sup>
- 7) Students who have one of their parents or their guardians, who are over 65, and who receive disability or needy pension within the scope of Law No. 2022, dated 01.07.1976 on the Pension Funding of the Needy, Powerless and Orphaned Turkish Citizens and the Disabled and Needy Turkish Citizens<sup>8</sup>
- 8) Those whom themselves or their first-degree relatives receive aid from AFAD. Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, an done-time aids are not considered within the scope of said financial aid.

The following amounts of Additional Grant Support are provided to students who meet the above scope, upon their request and on condition that they document their situation, depending on the type of mobility:

Mobility type	Additional Grant Support Amount
2-12 months student mobility	250 € per month

### Inclusion Support

Erasmus+ Program encourages the participation of the people with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state or

<sup>7</sup> Disabled persons with a disability rate of at least 50% documented by the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692

<sup>8</sup> <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>



health condition does not allow them to participate in the project/mobility activity 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 end of the contract. (For details, [see 2023 Contract Term Erasmus Implementation Handbook](#))

## GREEN TRAVEL SUPPORT FOR THE STUDENTS WHO DO NOT RECEIVE TRAVEL SUPPORT

If students prefer green travel, a one-time green travel support of 50 Euros is given. In addition, when necessary, a maximum of four days of individual support is given for the road, as many as the number of days. Green travel is carried out using low-carbon public transportation vehicles. The use of buses, trains and shared cars is included in the scope of green travel. In order to receive green travel support, green travel must be used on departure and return, and more than half of the entire journey must be made using green vehicles.

## THE IMPORTANT NOTES IN ERASMUS+ INTERNSHIP MOBILITY

- Please do not apply before reading the 2023 Project Year Erasmus+ Internship Mobility Application Guide and the text of the announcement.
- Applications of students who would like to benefit from the 2023 Project Year Erasmus+ Study Mobility will be received **ONLINE** through the portal system (<https://erasmusbasvuru.ua.gov.tr/giris?returnUrl=%2F>) between **3 July 2023 and 17 July 2023**. After the specified date, no application or document entry will be made into the system.
- You have to enter the application system with your e-devlet password.
- In the Foreign Language Information section, if you do not have a valid foreign language document (such as YÖKDİL, YDS, etc.), select the “I want to take the university language exam” tab.
- In the Contact Information section, please report your current e-mail address that you actively use. Our Office cannot be held responsible for any problems that may occur during the process due to an error in the e-mail statement.
- Please check your application form in the confirmation section. If there is no missing or wrong click on the "Complete the application" tab. Only completed applications can be seen by our Office.
- Please make sure that you have uploaded all the necessary documents, the application form and your approved up-to-date transcript as pdf to the system.
- In order to avoid any problems in the future, when choosing a university, please pay attention to points such as the application dates of the other university, the desired language level and course compatibility with the department and the visa processes of the preferred country.
- You can send an e-mail to [erasmus@gelisim.edu.tr](mailto:erasmus@gelisim.edu.tr) regarding the technical problems you experience with the applications.
- Applications will end on **17.07.2023**. Please do not leave your application until the last minute.
- Application Steps are included in the annex of the advertisement published in Turkish and English. In addition, due to the fact that the said platform is used for applications received for the first time



this year, online/online information meetings regarding the application process will be held for our students who would like to apply. Meeting dates will be shared later on the [dio.gelisim.edu.tr](http://dio.gelisim.edu.tr) website.

- Students are responsible and obliged to follow our [dio.gelisim.edu.tr](http://dio.gelisim.edu.tr) website and student e-mail addresses regularly in order not to miss any announcements or updates. It is recommended that you follow our [erasmus\\_igu](#) page in order to reach announcements and updates more easily.