



**ERASMUS+ CONSORTIUM
INTERNSHIP MOBILITY
GUIDE**





ERASMUS+ CONSORTIUM INTERNSHIP MOBILITY APPLICATIONS FOR THE 2023 PROJECT YEAR

APPLICATION DATES

Applications for students who wish to benefit from the 2023 Project Year Erasmus+ Consortium Internship Mobility will be accepted **ONLINE** from **02-22 May** through the portal system (<https://erasmusbasvuru.ua.gov.tr/giris?returnUrl=%2F>). Necessary documents should be uploaded to the system to complete the application process. Applications of students who fail to upload the required documents or provide incomplete/incorrect information will be considered invalid. It is crucial to read the 2023 Project Year Erasmus+ Consortium Internship Mobility Application Guide before applying. Please refer to the Online Application Guide for information regarding the application system

ERASMUS+ FOREIGN LANGUAGE EXAM

Erasmus+ Foreign Language Exam will be held between **29-31 May 2024** by Istanbul Gelişim University Foreign Languages School. The written part of the exam will be held on **29 May 2024**. The speaking part of the exam will be held on **31 May 2024**. Exam times will be announced on the IGU School of Foreign Languages website. Students who score 19 points or less on the written exam will not be assigned for speaking exam. Do not forget to take your student cards with you when you take the exam.

The exam consists of two parts: Test and speaking. The Test section includes multiple-choice questions covering three parts: Grammar, vocabulary, and reading. It is mandatory for students to take the speaking exam after completing the Test section. If both parts (Test and speaking) are not completed, your exam will be considered invalid. Sample exam questions can be found at <https://ydyo.gelisim.edu.tr/tr/akademik-icerik-ornek-sinavlar>. To pass the Erasmus+ Foreign Language Exam, you need to score at least 60 points. Students who declare that they will take the Foreign Language Exam but do not take it will have a deduction of -5 points in their next application.

NOTE: International exams recognized by YDS, YÖKDİL, and ÖSYM are also accepted. During the application, you will need to upload a document proving that you have scored at least 60 out of 100 in the relevant exams. Students who upload the relevant document will be exempt from the Erasmus+ Foreign Language Exam. For detailed information about the exam, please follow the Istanbul Gelişim University School of Foreign Languages website (<https://ydyo.gelisim.edu.tr/tr/akademik-anasayfa>)

IMPORTANT POINTS

Students who are eligible for grants under the **Erasmus+ Consortium Internship Mobility** can receive grants for up to 2 months. Students may choose to continue their internship activities without a grant after the initial 2 months.



Under the **Erasmus+ Consortium Internship Mobility**, mobility can be carried out for a total of up to 12 months at each level of education (first cycle: associate degree, bachelor's degree; second cycle: master's degree; third cycle: doctoral, medical specialization). The total duration of mobility (study + internship) with or without a grant cannot exceed 12 months at each level.

If a student applies for **Erasmus Study Mobility, Internship Mobility, and Erasmus Consortium Internship Mobility** simultaneously, a deduction of -10 points will be applied. The student can choose in which activity the deduction will be applied. In the case of a student who has not previously benefited from mobility applying for study, internship, and consortium internship activities simultaneously, no points will be deducted from the first choice, -10 points will be deducted from the second choice, and -20 points will be deducted from the third choice. In this case, the student must add a priority declaration form indicating their preferences to the system. If a student who has previously benefited from mobility applies for both study and internship activities simultaneously, a deduction of -10 points will be applied to the mobility type previously benefited from, and a deduction of -20 points will be applied to the second mobility type applied for..

WHO CAN APPLY?

1. Students must be full-time students to participate in the activity. Students enrolled in associate, undergraduate, and postgraduate programs at Istanbul Gelişim University in formal education (1st and 2nd cycles) and are at least in their first year of study can apply for internship mobility.
2. Students enrolled in a Double Major/Minor Program can only apply from one major.
3. Non-thesis Master's students can apply for Erasmus+ Consortium Internship Mobility.
4. Those who have previously participated in Erasmus+ mobility activities at the same and/or the previous level of education are eligible to apply. However, it's important to note that the total duration of Erasmus+ mobility for both study and internship cannot exceed 12 months at each level of education.
5. Senior year students can apply for Erasmus+ Consortium Internship Mobility. Senior year students must complete the mobility within 12 months after graduation.
6. Students who have not renewed their registration in the relevant academic year and students who have frozen their registration can apply, but cannot participate in the mobility.
- 7.

WHO CAN NOT APPLY?

1. Students enrolled in English Preparatory, Scientific Preparatory, Distance Learning, and Open Education Programs, as well as special students, cannot apply for Erasmus+ Consortium Internship Mobility.
2. Students cannot apply through the minor program.
3. Students who continue their education at our University with any exchange program cannot apply.
4. Graduated students cannot apply for mobility
Students enrolled in doctoral programs cannot benefit from exchange programs at the following stages:
 - a) For doctoral students who have not taken the doctoral qualifying exam, in the last semester in which the doctoral qualifying exam must be taken,
 - b) In the last semester in which the thesis proposal defense is required,
 - c) In case of a semester restriction that will prevent “at least 3 successful thesis monitoring periods” among the doctoral graduation requirements,
 - d) In the last semester of the maximum duration of the program
7. Students enrolled in Master's programs with thesis cannot benefit from exchange programs at the following stages.
 - a) During the period when they are at the thesis stage and are entitled to take their thesis defense,
 - b) In the last semester of the maximum duration of the program

ERASMUS+ CONSORTIUM 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, Undergraduate, Graduate) within the higher education institution.
- 2- a) For Undergraduate/Associate Degree, students must have a GPA of at least 2.20/4.00
c) GPA must be at least 3.00/4.00 for master's and doctoral programs

Students who cannot meet these criteria cannot apply. Having failed course(s) does not prevent the student from applying for Erasmus+ study and consortium internship mobility.

- 3- The total duration of the period of higher education mobility activities during the Erasmus + and Lifelong Learning (LLP) period within the current education level and the total duration of the Learning and Internship period to be benefited does not exceed 12 months,
- 4- To have at least 60 points out of 100 from the Erasmus+ Foreign Language Exam (In order for the student whose criterion and base score consists of criteria and base score to be considered successful, the Erasmus+ Program General Total Score must be 60/100).



Students who meet the above-mentioned conditions, except for the foreign language grade, will be able to apply in the first stage.

SPECIAL CONSIDERATIONS

- The selected internship places must be related to the students' fields of study.
- The place of internship must be found by the student.
- There is no acceptance letter requirement for Erasmus+ Consortium Internship Mobility. However, students who have been accepted must add the acceptance letter to the system during the application in order to benefit from +10 points.

ATTENTION!

Candidates are required to check their education information, current academic average information through the data on E-government and the application portal system. Candidates are personally responsible for the currency and accuracy of the relevant information. In case of application with incomplete or incorrect information, the application will be deemed invalid.

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 constitutes the final score (Erasmus+ Overall Total Score). In order for the student, whose criteria and base score is formed, to be considered successful, the Erasmus+ Program Overall 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>Children of martyrs and veterans</i>	<i>+15points¹</i>
<i>Students with disabilities (provided that the disability is documented)</i>	<i>+10 points²</i>

¹In addition to combat veterans and their spouses and children and the spouses and children of war martyrs, according to Article 21 of the Anti-Terrorism Law No. 3713 dated 12/4/1991, the spouses and children of "public officials who have been wounded, disabled, killed or killed by acts of terrorism while performing their duties at home or abroad or due to the performance of these duties even if their titles have been removed", and according to Article 7 of the Decree Law No. 667 dated July 23, 2016. Pursuant to Article 7 of the Decree Law No. 667 dated July 23, 2016, the spouses and children of those who lost their lives due to the coup attempt and terrorist act carried out on July 15, 2016 and the acts that are a continuation of this act, or civilians who are disabled and their spouses and children are prioritized if they apply for Erasmus+ student mobility..

² For prioritization, the student must submit the Disability Health Board report in the "Regulation on Disability Evaluation for Adults" published in the Official Gazette dated February 20, 2019 and numbered 30692.



<i>Under Law No. 2828 on Social Services students for whom a protection, care or accommodation decision has been taken</i>	+10 points ³
<i>They or their first-degree relatives will receive a grant from AFAD disaster relief recipients</i>	+10 points
<i>Digital skills development internships (DOTs) are prioritized</i>	+5 points ⁴
<i>Providing a letter of acceptance from the internship place at the time of application</i>	+10 points
<i>Previous utilization (with or without grant)</i>	-10 points ⁵
<i>Participation in mobility in the country of citizenship</i>	-10 points
<i>Waiving the mobility in due time despite being selected for mobility not participating in the mobility without notifying</i>	-10 points
<i>Applying for two mobility types at the same time (reduction is applied to the mobility type preferred by the student)</i>	-10 points
<i>For students selected for mobility: Unexcused non-participation in meetings/trainings organized by the higher education institution related to mobility (student's re-application to Erasmus applied in the case)</i>	-5 points
<i>Dil sinavına gireceğini beyan edip mazeretsiz girmeme (öğrencinin Erasmus'a tekrar başvurusu halinde uygulanır)</i>	-5 points

Students who were selected in the previous year and could not be sent due to insufficient grants and/or quotas or for other reasons, cannot be sent directly to the following year as a “vested right”. They are evaluated and selected for each contract period separately by fulfilling all the requirements for selection.

QUOTAS

For the 2023 project year, the quota for consortium applications is a total of **12** people, comprising **10** individuals at the faculty level under the Small Steps Big Consortium Project with project number 2023-1-TR01-KA131-HED-000146917, and **2** individuals for the Ankara Yıldırım Beyazıt University (AYBU) Consortium Project with project number 2023-1-TR01-KA131-HED-000147173 for the university as a whole. Students on the reserve list can participate in mobility without a grant provided they submit a petition on time.

³ For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that he/she has a protection, care or shelter decision in accordance with Law No. 2828.

bakım veya barınma kararı olduğuna dair yazıyı ibraz etmesi gerekir.

⁴ This includes internships that experience one or more of the following activities: digital marketing (e.g. social media management, web analytics), digital graphic, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of IT systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. This does not include general customer service, request generation, data entry or routine office tasks

⁵ In addition to the average of academic achievement and foreign language scores; while calculating the Erasmus selection score of students who have previously benefited from higher education student or internship mobility within the scope of Erasmus + (2014-2020 or 2021-2027) within the same education level, 10 points are deducted for each activity previously benefited (without making a distinction between study-internship).

**SMALL STEPS BIG RESULTS PROJECT FACULTY-BASED QUOTA
DISTRIBUTION**

FACULTY	2023 PROJECT YEAR ESTIMATED QUOTA FOR ERASMUS+ CONSORTIUM INTERNSHIP MOBILITY
School of Physical Education and Sports	1
Faculty of Fine Arts	1
Faculty of Dentistry	1
Faculty of Economics, Administrative and Social Sciences (İİSBF)	1
İstanbul Gelişim Vocational School (İGÜMYO)	1
Institute of Graduate Studies (LEE)	1
Faculty of Engineering and Architecture (MMF)	1
Faculty of Health Science (SBF)	1
Vocational School of Health Services (SHMYO)	1
Faculty of Applied Sciences (UBF)	1
TOPLAM:	Total:10

GRANT AMOUNTS BY COUNTRIES VISITED

The shortlisted students are awarded grants to assist with the additional costs of their stay abroad for the duration of their activity abroad. The grants are not intended to cover the full costs related to the activity, but only as a contribution. Students can waive the financial support if they wish. Countries where student mobility activities can be carried out are divided into 3 groups according to the standard of living levels and internship grants are determined for country groups. The country groups and the monthly/daily grant amounts to be given to the students going to the countries are given in the table below:

Country Groups	Country of Hosting	Monthly Grant Internship (Euro)
1. ve 2. Grup Ülkeler	Germany, Austria, Belgium, Denmark, Finland, France, South Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece.	750
3. Grup Ülkeler	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.	600

ADDITIONAL GRANT SUPPORT FOR STUDENT MOBILITY

Grants will be provided to underprivileged participants in addition to the grant to which they are entitled. In order to be eligible for the grant, an underprivileged participant is defined as an individual who is economically and socially underprivileged and meets the following sub-categories

- 1) Those subject to Law No. 2828 (Individuals who are under protection, care, or accommodation decisions by the Ministry of Family and Social Services in accordance with Law No. 2828)
- 2) Students who have been granted protection, care, or accommodation decisions under the scope of Law No. 5395 on Child Protection.
- 3) Those who do not have any other parental income but receive orphan's/survivor's pension.
- 4) Children of martyrs/veterans.
- 5) Those who receive a livelihood allowance for themselves or their families (It is sufficient to present a document proving that the student, his/her parents, or guardians receive financial support from municipalities, public institutions and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Turkish Red Crescent, AFAD, etc.) at the time of applying for Erasmus).
- 6) Disabled individuals.⁶
- 7) Students who receive a disability or allowance under Law No. 2022 dated 01.07.1976 on the Granting of Allowance to Needy, Weak, and Orphaned Turkish Citizens Over the Age of 65 and Disabled and Needy Turkish Citizens.⁷
- 8) Those who themselves or their first-degree relatives receive disaster aid from AFAD. Scholarships from the Credit and Dormitories Institution (KYK) and similar scholarships, other grants of a scholarship nature, assistance, and scholarships, one-time assistance are not considered within the scope of financial aid.

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Additional Grant Support is provided in the following amounts according to the type of mobility, upon request of the students who meet the above scope and provided that they document this situation:

Type of mobility	Additional Grant Support Amount
Student mobility between 2-12 months	Monthly 250 €

Inclusion Support

The Erasmus+ Programme encourages the participation of people with special needs. A person with special needs is a potential participant whose personal physical, mental or health condition does not allow them to participate in the project/mobility activity without additional financial support. The

⁶ Individuals with a disability rate of at least 50%, documented by a Disability Health Board report as stated in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, and numbered 30692.

⁷ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>



request for an additional grant can be made during the contract period, but in any case up to 60 days before the end of the contract. (For details see Erasmus Implementation Handbook for the 2023 Contract Period)

GREEN TRAVEL SUPPORT FOR STUDENT NOT RECEIVING TRAVEL SUPPORT

Students receive a one-time green travel grant of €50 if they choose to travel green. In addition, an individual support grant is provided for the number of days of travel, up to a maximum of four days, if necessary. Green travel is the use of public transportation with low carbon emissions. The use of buses, trains, shared cars are included in the scope of green travel. In order to receive green travel support, green travel must be used on the way to and on the way back and more than half of the entire trip must be made using green vehicles.

POINTS TO BE CONSIDERED DURING THE APPLICATION PROCESS FOR ERASMUS+ CONSORTIUM INTERNSHIP MOBILITY

- 2023 Project Year Erasmus+ Consortium Internship Mobility Please do not make your application without reading the Application Guide and the announcement text.
- 2023 Project year Erasmus+ Consortium Internship Mobility applications will be received **ONLINE / ONLINE** through the portal system (<https://turnaportal.ua.gov.tr/giris>) between **May 2, 2024** and **May 22, 2024**. No application or document entry will be possible after the specified date.
- You need 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 certificate (such as YÖKDİL, YDS, etc.), select the “I want to take the university language exam” tab.
- In the Contact Information section, please provide your current e-mail address that you actively use. Our Coordination Office cannot be held responsible for any problems that may occur during the process due to errors in the e-mail declaration.
- Please check your application form in the confirmation section. If it is not missing or incorrect, click on the “Complete application” tab. Only completed applications can be seen by our Coordination Office.
- Please make sure that you have uploaded all the required documents, the application form and your certified current transcript as pdf to the system.
- In order to avoid any problems in the future, please pay close attention to points such as the application dates of the other university, the 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 for any technical problems you may have with the applications.
- Applications will close on 22.05.2024. Please do not leave your application to the last moment.
- Application Steps can found in the announcement part both in Turkish and English.



- Students are responsible and obliged to follow our dio.gelisim.edu.tr web page and student e-mail addresses regularly in order not to miss any announcements or updates. It is also recommended to follow our [erasmus_igu](#) page to access announcements and updates more easily.