



İSTANBUL  
GELİŞİM  
ÜNİVERSİTESİ

**2024 PROJECT YEAR  
ERASMUS+  
INTERNSHIP  
MOBILITY  
APPLICATION GUIDE**

# CONTENTS



ISTANBUL  
GELISIM  
UNIVERSITY

<b>1</b>	<b>APPLICATION DATES&amp; ERASMUS+ LANGUAGE EXAM</b>
<b>2</b>	<b>IMPORTANT NOTES &amp;WHO CAN APPLY, WHO CAN NOT?</b>
<b>3</b>	<b>ERASMUS+ INTERNSHIP MOBILITY APPLICATION CONDITIONS</b>
<b>4</b>	<b>EVALUATION CRITERIA</b>
<b>5</b>	<b>QUOTAS</b>
<b>6</b>	<b>MONTHLY GRANT PAYMENTS FOR COUNTRY</b>
<b>7</b>	<b>TRAVEL SUPPORT AND GREEN TRAVEL</b>
<b>8</b>	<b>THE IMPORTANT NOTES IN ERASMUS+INTERNSHIP MOBILITY</b>



## 2024 PROJECT YEAR ERASMUS+ INTERNSHIP MOBILITY APPLICATIONS

### APPLICATION DATES

For the 2024 Project Year, applications for Erasmus+ Internship Mobility will be accepted **ONLINE** from **May 2nd to May 22nd** via the portal system (<https://turnaportal.ua.gov.tr/giris>). Applicants are required to complete their applications by uploading the necessary documents to the system. Applications with missing or incorrect documents will be deemed invalid. It is crucial for applicants to read the 2024 Project Year Erasmus+ Internship Mobility Application Guide before applying. Please refer to the Online Application Guide for information regarding the application system.

### ERASMUS+ LANGUAGE EXAM

The Erasmus+ Language Proficiency Exam will be conducted between **May 29th and May 31st, 2024**, by the Istanbul Gelisim University School of Foreign Languages. The written part of the exam will take place on **May 29th, 2024**, while the speaking part will be held on **May 31st, 2024**. Exam times will be announced on the Istanbul Gelisim University School of Foreign Languages website. Students who score 19 points or below in the written exam will not be eligible to take the speaking exam. Don't forget to bring your student ID cards with you to the exam. The exam consists of two parts: Test and speaking. The test section includes multiple-choice questions covering three areas: Grammar, vocabulary, and reading comprehension. 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. You can access sample exam questions at <https://ydyo.gelisim.edu.tr/tr/akademik-icerik-ornek-sinavlar>. To pass the Erasmus+ Language Proficiency Exam, you need to score at least 60 points. Students who declare their intention to take the Language Proficiency Exam but fail to attend will have 5 points deducted from their next application. **NOTE:** International exams recognized by YDS, YÖKDİL, and ÖSYM are also accepted. During the application process, 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+ Language Proficiency Exam. For further details regarding the exam, please follow the Istanbul Gelisim University School of Foreign Languages website (<https://ydyo.gelisim.edu.tr/tr/akademik-anasayfa>).

## IMPORTANT POINTS

**\*Erasmus+ Internship Mobility** Students who are awarded grants under the Erasmus+ Internship Mobility framework can receive funding for up to 2 months. After this period, students may continue their internship activities without funding if they wish to do so.

**\*Erasmus+ Study and Internship Mobility** can be conducted for a total of up to 12 months at each education level (first cycle: associate degree, bachelor's degree; second cycle: master's degree; third cycle: doctoral, medical specialization). The total mobility period (study + internship) cannot exceed 12 months<sup>1</sup> per education level, whether funded or unfunded.

**\*If a student applies for both Erasmus Study and Erasmus Internship Mobility** simultaneously, a penalty of -10 points will be applied. In the case of a student who has not previously benefited from mobility and applies for both study and internship activities simultaneously, the decision of which activity will incur the "-10 points" deduction will be left to the student's preference. In this case, the student must indicate their preferred mobility activity as their first choice in the online application form. A deduction of -10 points will be applied to the second choice. 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 from which they previously benefited, and a deduction of "-20" points will be applied to the second mobility type they apply for.

## WHO CAN APPLY?

1. Students who will participate in the activity must be full-time students. Students enrolled in formal education (day and evening programs) at Istanbul Gelisim University, including associate, undergraduate, and postgraduate students, and who are at least in their first year of study, are eligible to apply for study and/or internship mobility.
2. Students enrolled in Double Major/Minor Programs can only apply from one major.
3. Non-thesis master's students can apply for Erasmus+ Internship Mobility.
4. Those who have previously participated in Erasmus+ mobility activities at the same and/or previous education level can apply. However, it should be noted that Erasmus+ study and internship mobility can be conducted for a total of up to 12 months at each education level.
5. Final year students can apply for **Erasmus+ Internship Mobility**. Final year students must complete the mobility within 12 months after graduation.
6. Students who have not completed the Registration Renewal process or who have Frozen Registration for the relevant academic term can apply to the Erasmus+ Program, but they must be active students during the period of mobility.

<sup>1</sup>The 12-month period is calculated based on 360 days.



## WHO CANNOT APPLY?

1. Students enrolled in English Preparatory, Scientific Preparatory, Open and Distance Learning Programs, as well as special students, cannot apply for Erasmus+ Study and Internship Mobility.
2. Students cannot apply through the Minor Program.
3. Students who are continuing their education with any exchange program at our University cannot apply.
4. Students who have graduated cannot apply for mobility.
5. Students enrolled in doctoral programs cannot benefit from exchange programs in the following stages:
  - a) In the last semester before the doctoral qualification exam for doctoral students who have not taken the doctoral qualification exam,
  - b) In the last semester before the thesis proposal defense, c) In the semester where there is a period restriction that would prevent fulfilling the requirement of "at least 3 successful thesis monitoring periods" for doctoral graduation, d) In the last semester of the program's maximum duration.
6. Students enrolled in Master's programs with thesis cannot benefit from exchange programs in the following stages:
  - a) In the thesis stage, when they have the right to defend their thesis proposal,
  - b) In the last semester of the maximum duration of the program.

## REQUIREMENTS ERASMUS+ INTERNSHIP MOBILITY

- 1- The student must be an active student enrolled in any level of formal education within the institution of higher education (Associate Degree, Bachelor's Degree, Postgraduate).
- 2- a) For Bachelor's/Associate Degree students, the GPA must be at least 2.20/4.00.  
c) For Master's and doctoral students, the GPA must be at least 3.00/4.00. Students who do not meet these criteria cannot apply. The presence of failed courses does not hinder the application for Erasmus+ study and internship mobility.
- 3- The total duration of mobility within the Erasmus+ and Lifelong Learning (LLP) period during the current level of education should not exceed 12 months.
- 4- Obtaining a minimum score of 60 out of 100 in the Erasmus+ Language Proficiency Exam<sup>2</sup>. (For a student to be considered successful, the overall score of the Erasmus+ Program must be 60/100.)  
*Students who meet the above-mentioned criteria, excluding the foreign language score, can apply in the initial stage.*

<sup>2</sup> Students who upload a document proving that they have scored at least 60 out of 100 in internationally recognized exams such as YDS, YÖKDİL, and exams accepted by ÖSYM will be exempt from the Erasmus+ Language Proficiency 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.

### 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

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>Themselves or their first-degree relatives from AFAD recipients of disaster relief</i>	<i>+10 points</i>
<i>Submitting an acceptance letter at the time of application</i>	<i>+10 points</i>

<sup>3</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>4</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>5</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>Earlier benefit within the scope of same project (with or without grant)</i>	<i>-10 points<sup>5</sup></i>
<i>Internships to develop digital skills (DOTs) are prioritized</i>	<i>+5 points<sup>6</sup></i>
<i>Participating in mobility in the country of citizenship</i>	<i>-10 points</i>
<i>Failure to participate in the mobility without submitting a waiver notification in due time despite being selected for mobility</i>	<i>-10 points</i>
<i>Applying two types of mobility at the same time (reduction is applied to the student's preferred type of mobility)</i>	<i>-10 points</i>
<i>For students selected for mobility: Not attending meetings/training organized by the higher education institution on mobility without an excuse (applicable if the student re-applies to Erasmus)</i>	<i>-5 points</i>
<i>Declaring that they will take the language exam without an excuse not to enter (applicable if the student re-applies to Erasmus)</i>	<i>-5 points</i>

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

Under the 2024 project year KA-131 project, grant allocations have not yet been finalized. Therefore, the number of grant-funded positions is not yet determined. However, to effectively utilize the project duration, an estimated quota for Erasmus+ student mobility has been allocated based on 2023 year quota and the number of students in each faculty/school/institute. Additionally, to ensure fair and transparent distribution between English and Turkish departments within faculties, the distribution has been made considering the number of English and Turkish departments.

6 The following activities are considered within this scope: digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software, and code development; website development; installation, maintenance, and management of information systems and networks; cybersecurity, data analytics, data mining, and visualization; programming, robotics, and artificial intelligence training. General customer service, lead generation, data entry, or routine office tasks are not considered within this scope.

7 In addition to the average of academic achievements and foreign language scores, for students who have previously benefited from higher education student or internship mobility within the Erasmus+ framework (2014-2020 or 2021-2027) within the same educational level, the Erasmus selection score is calculated taking into account a deduction of 10 points for each previously benefited activity (without distinguishing between education and internship).



Under the grants allocated by the Turkish National Agency for the 2024 Project Year Erasmus+ Internship Mobility, the number of available positions may be more or less than the estimated quotas. Therefore, whether all students listed in the main list will receive grants will be finalized after the grant allocation by the Turkish National Agency. Students on the reserve list can participate in mobility without a grant within the quotas of the universities we have agreements with.

## ERASMUS+ INTERNSHIP MOBILITY DISTRIBUTIONS BASED ON FACULTY

FACULTY	2023 PROJECT YEAR ERASMUS+ STUDY MOBILITY ESTIMATED QUOTAS
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 Gelişim 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

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

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.



## 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) Martyrs' and veterans' spouses and children, as well as the veterans themselves.
- 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>8</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>9</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.

8

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>8</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>9</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 2024 Contract Term Erasmus Implementation Handbook](#))

## TRAVEL SUPPORT AND GREEN TRAVEL

To contribute to students' travel expenses, travel support is provided for educational and internship mobility. Through the distance calculator, the distance in kilometers between the student's place of residence and the activity location is determined, and travel grants are calculated using the table below. The amount corresponding to the distance obtained from the distance band calculator in the table below represents the round-trip grant, and this amount is not multiplied by two.

Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
Between 10 - 99 KM	28	56
Between 100 - 499 KM	211	285
Between 500 - 1999 KM	309	417
Between 2000 - 2999 KM	395	535
Between 3000 - 3999 KM	580	785
Between 4000 - 7999 KM	1188	1188
Between 8000 KM and more	1735	1735

Green travel is travelling by using public transport with low carbon emissions. The use of buses, trains and shared cars are 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. If necessary, individual support grants can be awarded for travel time before and after the activity, with a maximum of two days for travel days and a maximum of six days if green travel is used.

## THINGS TO CONSIDER DURING THE APPLICATION PROCESS FOR ERASMUS+ MOBILITY

- Please do not submit your application without reading the 2024 Project Year Erasmus+ Internship Mobility Application Guide and announcement text.

Applications from students wishing to benefit from the 2024 Project Year Erasmus+ Internship Mobility will be accepted **ONLINE** through the portal system (<https://turnaportal.ua.gov.tr/giris>) from **May 2, 2024, to May 22, 2024**. No applications or document submissions will be accepted through the system after the specified date.

- You need to log in to the application system with your e-government password.
- In the Foreign Language Skills section, if you do not have a valid foreign language proficiency document (such as YÖKDİL, YDS, etc.), please select the option 'I want to take the university language exam
- In the Contact Information section, please provide your current active email address. Our Coordination Office cannot be held responsible for any disruptions that may occur during the process due to errors in the email declaration.
- In the Confirmation section, please review your application form. If there are no missing or incorrect details, click on the 'Complete Application' tab. Only completed applications can be viewed by our Coordination Office.
- Please ensure that you have uploaded all required documents, the application form, and your current transcript in PDF format to the system
- To avoid any issues in the future, please pay close attention to the following points when making your university choices: the application deadlines of the respective universities, the required language proficiency level, compatibility between the department and courses, and visa processes in the preferred country.
- You can send email [erasmus@gelisim.edu.tr](mailto:erasmus@gelisim.edu.tr) for any technical issues you encounter regarding the applications."
- The applications will close on May 22, 2024. Please do not wait until the last minute to submit your application.
- The application steps are included in the announcement as an attachment, both in Turkish and English.
- Students are responsible for regularly monitoring our website [dio.gelisim.edu.tr](http://dio.gelisim.edu.tr) and their student email addresses to avoid missing any announcements or updates. It is recommended to also follow our [erasmus\\_igu](#) page for easier access to announcements and updates.

