

FAQ

1. What is Erasmus+ Traineeship Mobility?

Erasmus+ Traineeship Mobility allows higher education students to gain professional experience and/or vocational training in an enterprise or organization abroad. The activity enables students to obtain practical work experience in their field of study. The minimum duration of a traineeship is 2 months for undergraduate and graduate students.

2. How can I apply? / What are the application requirements? / Which documents are needed?

Eligible Host Organizations

The traineeship can take place in:

- Enterprises
- Training centers
- Research centers
- Other relevant organizations

Application Requirements

- A valid Letter of Acceptance from a host institution for at least 2 months
- A minimum GPA of 2.20 for undergraduate students and 2.50 for master's and doctoral students
- If the student has previously participated in Erasmus+ or LLP mobility within the same study cycle, the total duration (study + traineeship) cannot exceed 12 months

Selection Criteria and Process

- The number of students to be funded each year depends on the total grant allocated by the Turkish National Agency.
- All information, required documents, and selection criteria are announced on the internal website.
- Students apply through the Turna Application Portal, submitting their Letter of Acceptance (minimum 2 months), CV, and Transcript.
- Applications are evaluated and scored by the Career Development and Internship Office according to predefined criteria.
- Selection is made based on ranking within the available quota.
- Results are announced via MySU Announcements and email.

Documents to Prepare Before Departure

- Learning Agreement for Traineeships
- OLS Language Test (optional)
- CV
- Acceptance Letter
- Insurance Policy
- Application Form

3. How long can I do my traineeship?

Students can undertake an Erasmus+ Traineeship for a minimum of 2 months and a maximum of 12 months. Students who have already completed an Erasmus+ Traineeship may reapply, provided they do not exceed the total limit of 12 months within the same study cycle.

4. What is the Erasmus+ Score and how is it calculated?

The Erasmus+ Score is calculated based on the Weighted Grade Point Average (GPA) and the English Language Score.

- Undergraduate students: English score is calculated as $(\text{ENG 101} \times 0.4) + (\text{ENG 102} \times 0.6)$ or $(\text{SPS} \times 0.4) + (\text{AL} \times 0.6)$.
- Graduate students: English score is based on ELAE, TOEFL, or YDS exam results.
- Evaluation weights: Academic Success 50% + English Score 50%.
- Students who have previously benefited from any Erasmus+ or LLP mobility within the same study cycle (study or traineeship) will have 10 points deducted from their total score for each prior participation.

5. Can I do a traineeship outside my field of study?

No. The traineeship must be directly related to the student's academic field.

6. Can I do a compulsory / voluntary / post-graduation traineeship under Erasmus+?

Yes. Students who meet the eligibility requirements may participate in compulsory, voluntary, or post-graduation traineeships.

To apply for a post-graduation traineeship, students must apply while still enrolled at the university.

7. Do I have to find my own traineeship placement? How can I find one?

Yes. Students are responsible for finding and securing their own placements through direct communication with potential host organizations.

You can also follow the international internship opportunities announced by the Career Development and Internship Office on MySU, the office's website, and social media accounts.

8. When can I do my traineeship?

Erasmus+ Traineeship Mobility must take place outside the official academic calendar of the university.

However, graduate or doctoral students who are in their thesis stage and do not have coursework obligations may carry out their traineeship during the academic term, provided they obtain approval from their advisor and faculty.

9. I am a Master's or PhD student — can I apply?

Yes. Students from all higher education levels are eligible to participate in Erasmus+ Traineeship Mobility. Each student may participate in Erasmus+ activities for up to 12 months per study cycle. However, Master's and PhD students cannot use the Erasmus+ Traineeship for thesis research purposes.

10. How can I get insurance and what should it cover?

Before the start of the traineeship, all participants must obtain insurance valid in the host country. The policy must include the following coverage:

- Minimum €30,000 health insurance coverage
- Accident insurance
- Liability insurance (personal liability)

The insurance should start one day before the traineeship and end one day after its completion.

11. What is a Consortium?

A Consortium is a group formed by universities, associations, foundations, or chambers of commerce to facilitate international internship placements.

Consortia allow more students to benefit from Erasmus+ funding by pooling resources.

Each consortium may have different application procedures and deadlines.

Dare to Act Traineeship Consortium Partners:

Sabancı University (Coordinator), Middle East Technical University, Istanbul Bilgi University, Turkish Cultural Foundation (AFS), Women and Youth Entrepreneurship Center (K-GEM), Women Entrepreneurs Association of Türkiye (KAGİDER)

European Traineeship Consortium Partners:

Marmara University, Istanbul Kültür University, Sabancı University, Turkish Cultural Foundation (AFS), Istanbul Chamber of Industry, Üsküdar University, Kadir Has University

Bridge+ Traineeship Consortium Partners:

Gebze Technical University, Sabancı University, Boğaziçi University, Kocaeli Chamber of Industry, Gebze Organized Industrial Zone, Şişecam

Erasmustern Traineeship Consortium Partners:

Abdullah Gül University, Sabancı University, Erciyes University, Sivas Cumhuriyet University, Sivas University of Science and Technology, Nuh Naci Yazgan University, Kayseri Chamber of Commerce, Kayseri Chamber of Industry, University-Industry Collaboration Foundation

12. I received an acceptance letter but want to change my traineeship placement — what should I do?

Students may change their traineeship placement (location or dates) until the deadline announced by the Internship Office.

After the final deadline, no changes are allowed.

If the host organization withdraws before the start date, students may submit a new acceptance letter from another institution. In this case, the previous host organization must send an explanatory email to intern@sabanciuniv.edu.

13. I want to withdraw my application — how can I do that?

Students may withdraw their applications before the final deadline announced by the Internship Office.

Withdrawals made after the deadline will result in a 10-point deduction from the student's future Erasmus+ applications, even if they did not participate in the mobility.

14. Which countries are eligible under Erasmus+ Traineeship Mobility? / How much is the grant?

Grant amounts vary depending on the host country.

Students receive 80% of the grant before departure, and the remaining 20% after returning and submitting all required documents.

Grants are calculated for 2 months of mobility. Students staying longer may receive an additional grant agreement depending on budget availability.

Delays in document submission may result in delayed payments.

Countries	Country Groups for Mobility: Host Countries	Monthly Grant (€)
1st and 2nd Group Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Republic of 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.	600