01 What is Erasmus+ Internship?
General Information

02 Application Process & Steps
Application System, Rules, Selection Process, Grants, Erasmus+ Score, Grant, Payment and Next Steps

03 How to Find an Internship?
Portals, Platforms, Websites, Direct Applications etc.

04 Application Documents
Cover Letter, CV etc.

05 Questions & Answers
FAQ
WHY JOIN THE ERASMUS + INTERNSHIP PROGRAM?

• This program enables university students to receive professional training and/or gain work experience for minimum 60 days in a company or organization abroad*.

• Students may be placed in the following institutions:
  • Companies
  • Training Centers
  • Research Centers
  • Other Institutions (Universities etc.)

*European Union Institutions, EU Agencies, institutions that implement EU programs and receive grants for this purpose, and diplomatic missions of the student’s country in the host country are not eligible for Erasmus internships.

**There are some other institutions that are not eligible for the internships: Please check the following slides!
HOW TO APPLY?

ONLINE APPLICATION SYSTEM (NEW!)
• Online Application Form
• CV
• Transcript (Original from Student Resources)
• Photo

Summer Term Internship: October 30th - December 1st, 2019
Winter Term Internship Deadline: November 11th – December 11th, 2019

***You have time until February 28th, 2020 to bring your Acceptance Letter!
(minimum 60 days!)
ABOUT THE INTERNSHIP

• Internship Subject has to be related with your area

• You are responsible for your applications /deadlines

• Internship must be outside of the ALL Academic Calendar

• During this term, there will be other application calls (Summer Term/Winter Term and March/2nd Call)

• DO NOT mix the two application dates and deadlines, read the announcements carefully

• You can benefit from Erasmus+ funds up until 12 months at most

• We recommend you to apply early and start contacting companies/institutions!
SELECTION PROCESS

- Min. GPA of 2.20 (for B.A. BSc.) and 2.50 (for MSc. MA. PhD)
- The Internship Office calculates and lists the average score of each applicant by considering %50 of the English score and %50 of the students Cumulative GPA.

For undergraduate students: English language score calculated by \((\text{ENG 101} \times 0.4) + (\text{ENG 102} \times 0.6)\) or \((\text{SPS 101} \times 0.4) + (\text{AL 102} \times 0.6)\).

For postgraduate students: Your submitted ELAE / TOEFL / YDS score will be considered as your English language score.

*In addition to academic achievement and language score, if the applicant has benefited from another Erasmus+ mobility scheme while pursuing the same level of academic degree, 10 points will be subtracted for each and every activity utilized (regardless of whether internship or education) when calculating academic achievement and language score averages.*
## ERASMUS+ SCORE

<table>
<thead>
<tr>
<th>Situation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>50%</td>
</tr>
<tr>
<td>English Language</td>
<td>50%</td>
</tr>
<tr>
<td>Children of Marty &amp; Veteran</td>
<td>+15 points</td>
</tr>
<tr>
<td>Students with disabilities</td>
<td>+10 points</td>
</tr>
<tr>
<td>Previous Erasmus experience (w – w/o Grant)</td>
<td>-10 points</td>
</tr>
<tr>
<td>Country of Origin</td>
<td>-10 points</td>
</tr>
<tr>
<td>2828 Sayılı Sosyal Hizmetler Kanunu Kapsaminda haklarinda korunma,</td>
<td>+10 points</td>
</tr>
<tr>
<td>bakım veya barinma karari almis ogrencilere / Students that are</td>
<td></td>
</tr>
<tr>
<td>under the protection of the law article 2828 Social Services</td>
<td></td>
</tr>
<tr>
<td>Hareketlilige secilen ogrenciler icin: Yuksekogretim kurumu tarafindan</td>
<td></td>
</tr>
<tr>
<td>hareketlilikte ilgili olarak düzenlene toplantilara/egitimlere</td>
<td></td>
</tr>
<tr>
<td>mazeretsiz katılmana (öğrencinin Erasmus’a tekrar başvurması halinde</td>
<td></td>
</tr>
<tr>
<td>uygulanır) / For students that have been placed for the internship</td>
<td></td>
</tr>
<tr>
<td>the information sessions are mandatory. If the students do not</td>
<td></td>
</tr>
<tr>
<td>attend to these info meetings they will lose some points.</td>
<td></td>
</tr>
<tr>
<td>(In case of another application term)</td>
<td>-5 points</td>
</tr>
</tbody>
</table>
**GRANT**

<table>
<thead>
<tr>
<th>Country Groups</th>
<th>Countries</th>
<th>Monthly Grant (Euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Austria, Belgium, Cyprus (Southern), Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Malta, Norway, Portugal, Spain, Sweden, The Netherlands, United Kingdom</td>
<td>600</td>
</tr>
<tr>
<td>Group 2</td>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey</td>
<td>400</td>
</tr>
</tbody>
</table>

*Students are granted for **only 2 months** of period

**In Switzerland, Erasmus+ supports incoming student and staff mobility from Erasmus+ programme countries except for traineeships after graduation. Furthermore, traineeships have to be administered by a Swiss Higher Education Institution in order to be eligible, usually a partner institution of the student’s home institution.*
PAYMENT INFO

• **80% of the grant is paid before** departure, and the remaining **20% is paid after** the student submits all required documents.

• Payments are due to Grant Agreement (in 30 days), and After Mobility Documents.

Different Consortia, Different Bank Account:

I. European Internship Consortia (YapıKredi Euro Account)
II. Bridge+ Internship Consortia (Halkbank Euro Account)
III. Erasmus+ Consortia (Vakıfbank Euro Account)
IV. Sabancı University Consortia (Akbank Euro Account)
INTERNATIONAL INTERNSHIP STATISTICS

<table>
<thead>
<tr>
<th>Year</th>
<th>Students interned abroad</th>
<th>Sponsored students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>115</td>
<td>85</td>
</tr>
<tr>
<td>2016-17</td>
<td>115</td>
<td>89</td>
</tr>
<tr>
<td>2017-18*</td>
<td>127</td>
<td>100</td>
</tr>
</tbody>
</table>

Legend:
- **Students interning abroad**
- **Sponsored students**
A LITTLE SUM UP

Apply December 1st

Follow Announcements Follow Us #sukariyer

Start searching for internship places (links, mail, networking)

Submit your acceptance letter until 28th of February

Go on an Adventure!

Apply for your visa

Submit all necessary documents

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@sukariyer
HOW TO FIND & APPLY FOR THE INTERNSHIP?
HOW CAN I FIND AN INTERNSHIP?

- What is best for me?
- Which one to choose?
- Why would they accept me?
- Will it be really helpful for my career?
- I don’t receive answers, what should I do?

University? vs. Company?
OUR STUDENTS HAVE BEEN TO...
OUR STUDENTS HAVE BEEN TO...

**Austria**
- Fronius International GmbH
- Johannes Kepler University
- Linzer Institute
- The University of Vienna
- The Vienna University of Technology
- UNispotter GmbH, Vienna

**Belgium**
- Catholic University of Leuven
- DHL

**Finland**
- Aalto University
- University of Helsinki

**France**
- Telecom Paris Tech Université
- Plastic Omnium Auto Exterieur Sigmatech
- CERN-European Organisation for Nuclear Research
- Inria - Sophia Antipolis
- INSERM-Paris

**Germany**
- Bundesagentur Für Arbeit
- Central Research of Robert Bosch
- CeramTech
- DAI-Labor
- Darmstadt University
- DECKEL MAHO Seebach GmbH
- Delta Energy Systems
- DHL Express
- Duravit
- EagleBurgmann
- EPFL Microelectronic Systems
- Laboratory LSM
- ESN Köln e.V.
- Fraunhofer Institute
- German Aerospace Center (DLR)
- Georg-August Universität
- IHP Microelectronics
- Locomote GmbH
- Mann Hummel
- Max Planck Institut for Intelligence
- Mercedes Benz
- Neff GmbH
- Ricoh International B.V
- Robert Bosch GmbH
- Siemens
- Siemens AG – Germany
- Smofy GmbH
- Technische Universität München
- Technische Universität Berlin
- TÜVSÜD Auto Service GmbH
- UMG
- Universität Leipzig
- University of Karlsruhe
- Yelp GmbH
- Enercon / WRD
- Energy Access and Development Program
OUR STUDENTS HAVE BEEN TO...

| Netherlands | Toyota España  
|-------------|----------------|
| Delft University of Technology  
| Eindhoven University of Technology  
| Lightweight Structures BV  
| MESA+ Institute for Nanotechnology  
| Netherlands Institute of International Relations Clingendael  
| University of Groningen  
| University of Technology Eindhoven  
| University of Twente  
| University of Leiden  
| Wageningen University  
| University of Amsterdam  
| Universitat Autònoma De Barcelona  
| Universidad Carlos III de Madrid (UC3M)  
| Universidad Politécnica de Madrid  
| IMDEA Energy Institute Madrid  
| Uppsala University  
| Universum  
| Karolinska Institutet  
| KTH Royal Institute of Technology  
| Lulea University of Technology  
| Malardalen University  
| Universidad Politécnica de Madrid  
| Cranfield University  
| Imperial College  
| University of Bath  
| University of Cambridge  
| University of Edinburgh  
| University of Sheffield, Boeing with AMRC  
| Durham University  
| Queen Mary University of London  
| Colanguage and Dpoint is also not eligible  

| Spain | UK  
|-------|------|

Make sure that you investigate your internship place very well

**Colanguage and Dpoint is also not eligible.**
Erasmus+ Internship Mobility Program

Click [here](http://career.sabanciuniv.edu/en) to view the Erasmus + Internship presentation.

This program enables registered university students to receive professional training and/or gain work experience in a company or organization abroad. Internship is the acquisition of applied work experience by the student in the field they are studying. Term of internship is 2 months for undergraduate and graduate students.

1. What status should the host organization have?

International Internship

Announcements

- UCLA Summer Sessions Seminar
- Job Opportunity / British American Tobacco HR Global Graduate
- Job Opportunity/QNB Finansbank HO
USEFUL LINKS

- MYSU and CAREERLINK
- erasmusintern.org
- https://leonet.joeplus.org/
- http://www.globalplacement.com/
- http://www.praxisnetwork.eu/
- https://graduateland.com/
- https://www.worldinternships.org/
- http://euconnect.org/
- http://nacelinknetwork.jobs/jobs/?q=internship
Useful Resources

Exploring Career and Occupational Interests
- "Ne okusam ne olsam"
- O*NET - The Occupational Information Network

Sector and Industry Search
- İstanbul Sanayi Odası Türkiye’nin 500 Büyük Sanayi Kuruluşu (2016)

International Job and Internship Search
- NACE Link Network
- Trovit
- Erasmus Intern
- World Internships
- Leonet
- iAgora
- Global Placement
- Praxis Network
- Inspiring Interns
- Placement UK
- Student Employment Services

- Linked In
- Career Link
- MySu
- E-mail announcements
- Highschool Network
- Previous Internships
- Your Network
- Professors
WRITE A MOTIVATION LETTER

Here are some tips to start applying for places:

1. Write a motivation letter!
   - Mention your personal information & what you are studying, which year etc.
   - Do not forget to mention why you want to do your internship in that specific Company/University/Research Centre etc.
   - Do acknowledge what is your expectations from them & how can you use your skills and hobbies to work there as an Intern
   - Make sure that they understand you are applying for the Erasmus+ Grant and will or will not be asking for financial aid
   - If possible, attach one or two reference letters from your professors or people you have worked with in the past
   - Last but not least, let them know kindly that you are expecting their response and do not forget to thank them for their time

2. Share your motivation letter with the contact point in the institution through e-mail

3. Get your CV & Cover Letter Checked! (Book an appointment at Academic Communication & Career Office)

4. Seek for a follow-up, do not let the e-mail linger for a long time, being agile is important!

5. Once you get the acceptance letter from your Internship place bring it to the Career Development & Internship Office. (Use the Sample Form)
COMMON MISTAKES & MISUNDERSTANDINGS...

• Follow your application very closely
• New system, no notifications
• You find your internship, not the office
• A few applications are never enough
• Do not give up quickly
• You are the bridge between the office and the receiving organization
• Watch on the Deadlines & Follow
• Visa questions → Visa Centers, Consulate
• Certain program rules are mandatory
• If you are graduating, watch the deadlines
• Always let us know about the changes, any doubts, questions
• It will be worth at the end
FAQ & PROCESS
FAQ

• Can I change my internship place?
• What should I do for PROJ?
• I am a double-major student, how does it work for me?
• What if I can’t get an acceptance letter by the deadline?
• How long can I go for an internship?
• What happens if I return early from my internship?
• Is it possible to do Erasmus+ Internship after graduation?
• What are the next steps?
NEXT STEPS

APPLY
- October 30th – December 1st
- Register the Online Application System
- Bring Your Documents to Office
- Start Looking for Internships

FIND INTERNSHIP
- Prepare Application Documents
- Get Help
- Focus & Apply
- Find the Best Internship

ACCEPTANCE SUBMISSION
- Decide on the Dates
- Decide on Job Position
- Double Check the Internship Place
- Submit Your Acceptance Letter, 28th of February

SECOND INFO SESSION
- 80% Payment
- Attend the Session
- Prepare All Necessary Documents
- Upload Documents to System

ORIENTATION & INTERNSHIP
- Attend the Orientation
- Check All Pre Mobility Docs
- Complete Internship
- After Mobility Documents
- Decide on Job Position
- Submit Your Acceptance Letter, 28th of February
- Attend the Orientation
- Check All Pre Mobility Docs
- Complete Internship
- After Mobility Documents
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- Complete Internship
- After Mobility Documents
EMBRACE YOURSELF & GO ON AN ADVENTURE!

I’m going on an adventure!
Internship
BE PART OF THIS UNIQUE INTERNATIONAL EXPERIENCE!

E-mail: intern@sabanciuniv.edu
      munevver.dobur@sabanciuniv.edu

Tel: +90 0216 483 99 21

FMAN G026/27
(please book an appointment before)
www.career.sabanciuniv.edu

adventure is out there