FAQ

1. What is Erasmus+ Internship Mobility?
   Erasmus+ Internship Mobility; 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.

2. How Can I Apply? / What are the Application process? / Which documents should I prepare?
   1. What status should the host organization have?
      Students may be placed in the following institutions:
      • Companies
      • Training Centers
      • Research Centers
      • Other Institutions

   2. Application criteria
      • A 2-month acceptance from the host organization
      • Required GPA (2.20 for undergraduate, 2.50 for graduate and postgraduate students)
      • If student has utilized other activities while pursuing the same degree, total duration of all activities cannot exceed 12 months.

   3. Selection criteria and process
      • The number of grantees will be determined annually by the National Agency in accordance with the grant allocated to the country for the year.
      • Information, document requirements and selection criteria for the Erasmus Internship Mobility will be posted on the intranet from January onwards.
      • Students can apply via Online Application System, enclosing their 2-month Internship Acceptance Letter from the host company, Resumes and Transcripts.
      • The Internship Office calculates and lists the average score of each applicant.
      • All applicants are ranked from the highest to the lowest score and the top-scoring students are selected.
      • Results are notified to all applicants in writing.

4. Pre-Departure Documents
   • Learning Agreement
   • Grant Agreement
   • OLS Language Exam
   • CV
   • Acceptance Letter
   • Insurance
   • Application Document
5. Documents to be submitted by the student upon return
   • After Mobility
   • Certificate of Attendance
   • Online EU Survey
   • OLS Language Exam

3. How long can I do the Internship? Can I apply more than once?
   Students can take part in Erasmus+ Internship Program minimum 2 months, maximum 12 months. Students that have done Erasmus+ Internship Program before can apply again.

4. What is Erasmus Score? / How it is calculated?
   Erasmus Score is calculated by Academic CGPA & Language Score
   Undergraduate students: English language score will be calculated by (ENG 101 x 0.4) + (ENG 102 x 0.6) or (SPS 101 x 0.4) + (AL 102 x 0.6).
   Graduate students: Your submitted TOEFL / ELAE score will be considered as your English language score.
   The following criteria and weighted points apply when assessing applications:
   Academic achievement: 50% & Language score: 50%
   Previous utilization or placed for a future term: -10 points (out of a total of 100 points). In addition to academic achievement and language score, if the applicant has benefited from another Lifelong Learning Program or 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.

5. Can I apply for an internship that is not related to my field of studies?
   Students can only apply for an internship that is related to their field of studies.

6. Is it possible to do my Erasmus+ Internship as Compulsory(PROJ) / Voluntary / After Graduation Internship?
   Yes, students can apply for all kinds of internship. In order to complete the internship after graduation, students need to apply at while they are still enrolled at university.

7. Should I find the Internship on my own? / How can I find an Internship?
   Yes, students apply for the internship individually and get an Acceptance Letter. Meantime, International Internship Opportunities are being announced at MySU, Career Development & Internship Website and Social Media Accounts. Students also may attend to “Internship Searching” Information Sessions held by the Career Development & Internship Office.

8. When can I do the internship?
   Erasmus+ Internship can only be done outside of the Academic Calendar. Post-Grad students who are not obligated to attend to the class can complete their internship within the Academic
9. As a MSc./MA/PhD student, can I apply for Erasmus+ Internship?
Student from all degrees can apply for the internship, however if the student has utilized other Erasmus+ activities while pursuing the same degree, total duration of all activities cannot exceed 12 months. Post-Grad students cannot go for an internship to continue their thesis research.

10. What is the scope of the Insurance? Where can I get an Insurance?
Each Erasmus+ Internship student has to have an Insurance prior to the mobility. The scope of the Insurance has to be valid in the designated country with coverage of minimum 30.000 Euro Security Deposit. The Insurance Policy has to cover; Health Insurance, Accident & Liability Insurance. The policy must cover the day before the internship as well as the day after the internship.

11. What is the Consortium?
Internship Consortium is an entity that is formed by several universities and non-governmental organizations aiming to provide international internship opportunities for university students.

**European Internship Consortium Partners:** İstanbul Kültür University, Sabancı University, Kadir Has University, Şehir University, Üsküdar University, Turkish Culture Foundation (AFS), İstanbul Sanayi Odası, Türkiye Bilişim Vakfı

**Bridge+ Consortium Partners:** Gebze Teknik Üniversitesi, Boğaziçi Üniversitesi, Şişecam, Gebze Organize Sanayi Bölgesi (GOSB), Kocaeli Sanayi Odası, Plast-Fed, Phitech

**Erasmustern Consortium Partners:** Abdullah Gül University, Nuh Naci Yazgan University, Erciyes University, Kayseri Ticaret Odası, Kayseri Sanayi Odası ve Üniversite Sanayi Araştırma ve İşbirliği Vakfı (ÜSAİV)

12. I would like to change my Accepted Internship, what can I do?
Students can make changes on the internship(company, dates, country) until the declared date by Career Development & Internship Office. For some reason, if the receiving company decides to no longer host the intern prior to the internship beginning date, the student can bring another Acceptance Letter and change the internship place until the declared date by Career Development & Internship Office. In such case, an e-mail from the company explaining the situation is required to intern@sabanicuniv.edu
13. I would like to cancel my application, is it possible?
Students can withdraw their application until the declared date by Career Development & Internship Office. All withdrawal request after the declared date will result in -10 Erasmus Score regardless of their participation in the program.

14. What are the Erasmus+ Internship Countries? /How much grant is granted?
The Grant amount depends on the designated country. Students receive the 80% of the grant before the Mobility and 20% after the Mobility once all the documents are completed.
Students receive 2 months of grant at the beginning, if the student prolongs the internship he/she may receive an additional grant.
The delay on the submitting the documents may result in delay of the grant transaction.

<table>
<thead>
<tr>
<th>Country Groups</th>
<th>Countries</th>
<th>Monthly Grant (Euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Group Program Countries</td>
<td>United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, South Korea, The Netherlands, Spain, Italy, Malta, Portugal, Greece</td>
<td>600</td>
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<tr>
<td>2nd Group Program Countries</td>
<td>Bulgaria, Czechia, Estonia, Croatia, Letonia, Latvia, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey</td>
<td>400</td>
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