

Dear Students,

Please start your application carefully after reading the instructions. All announcements regarding application procedures will be published on the MySU website (<https://mysu.sabanciuniv.edu/>). SU e-mail addresses (@sabanciuniv.edu) will be used as the communication channel during the process. It is strongly recommended that you check the e-mails and announcements frequently.

Important Note: The internship activity must be planned to be completed on 31.07.2026 at the latest. The earliest date you can start your internship is 10.06.2025 (if you are an active student).

Students who would like to participate in the Erasmus+ Internship Program in the 2024-2025 Academic Year's Summer Semester should follow the instructions below:

Application Dates:

- 1st Call: November 4 - December 31, 2024
- 2nd Call: February 10 - March 16, 2025
- 3rd Call: April 7 - April 22, 2025

Students are obliged to find the companies/institutions by themselves, the link added below may help to find the internship companies/institutions.

[Useful Resources / Kariyer ve Staj \(sabanciuniv.edu\)](#) / **International Job and Internship Search**

The following organizations are not eligible for the Erasmus+ internship program:

- *European Union institutions and EU agencies,*
- *National Agency carrying out EU programs etc. organizations.*

[Institutions and bodies profiles \(Europa. eu\)](#)

Eligibility Criteria:

Being an enrolled student in a *full-time* study program at SU, the applicant must have satisfactorily completed the first semester.

- For Undergraduate program students, the CGPA must be at least 2.20/4.00.
- For the Master's degree program students, CGPA must be at least 2.50/4.00.

- For graduate (MA) students studying at Sabancı University; even if a semester has not been completed during the application period at SU, students can use the previous academic level diploma grade (2.50/4.00).
- Transfer students may use their latest transcript issued by the former higher education institution with the condition that they meet the aforementioned minimum GPA criteria.
- The issue date of the Transcript of Records cannot be older than 1 month before the submission date.
- The student must have a signed Acceptance Letter with exact dates, sent by an institution/university where he/she will do an internship in EU member or candidate countries,

Things to Consider in the Application

- Students studying in a double major can apply from only one major in the same application period.
- The total length of mobility at each academic level (undergraduate or graduate) - no matter the type of mobility – should not exceed 12 months. (for the previous participation in Erasmus Programs (student mobility or placement)

Application Steps:

Students will make their applications by using two application systems* which are turnaportal.ua.gov.tr

**Applications that have not been completed in both systems will not be taken into consideration.*

***Please [click here](#) for the application guidelines for the TURNA Portal.*

Application Documents

1. Official Transcript,
2. [Acceptance Letter](#),
3. CV.

****Applications uploaded to the Application System with missing signatures will be deemed invalid.****

English Language Level

*For undergraduate students only, please click [LANGUAGE SCORE CALCULATION](#) to learn more about.

*For postgraduate students only: the submitted test scores to SU will be considered as the other %50 of the total point, which will be used for the placement.

Selection Criteria

- All applicants are evaluated as winners, according to their Erasmus Scores from the highest to the lowest.
- GPA is 50% and the English exam result is 50% effective in determining the final score.

Total Mobility Duration

- A student cannot benefit from the Erasmus+ program (even without a grant) for more than 12 months in the same education level (undergraduate, graduate, doctorate- the project end date should be taken into consideration while planning the internship mobility).
- Internship mobility cannot be shorter than 2 months*.
- Internship activity should be done uninterrupted. It should be rescheduled to complete a minimum of 60 days in case of a break (the time when the organization is closed, public holidays, etc.). In internship mobility, if the internship company is closed due to a holiday, the internship may be interrupted. Grant payment is made for the period when the business is closed. To ensure the minimum activity period, the dates when the internship will be closed should be investigated in advance, and it should be ensured that the minimum period is provided even after the vacation period is removed. Weekend holidays are not holiday periods to be subtracted from the activity period.

Post-Graduation Erasmus+ Internship Mobility

- Erasmus+ Internship must be completed within 12 months after the official graduation date (the aforementioned project end date should be taken into consideration).
- Applications cannot be made after graduation. The post-graduation internship activity covers the candidates who applied before graduation and became eligible.

The selection criteria and weighted scores to be used in evaluating applications for the 2024-2025 academic year are as follows:

<u>Criterion</u>	<u>Score</u>
<u>Academic success (CGPA)</u>	<u>50% (out of 100 points in total)</u>
<u>Language level</u>	<u>50% (out of 100 points in total)</u>
<u>Being the children of martyrs or veterans</u> <u>(see the note below1)</u>	<u>+15 points (see the note below1)</u>
<u>Being a student who has disabilities (the document of the disability is required)</u>	<u>+10 points</u>
<u>Students for whom protection, care or accommodation decision has been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395</u> <u>(see the note below2)</u>	<u>+10 points (see the note below2)</u>
<u>Traineeship in Digital Skills</u> <u>(see the note below3)</u>	<u>+5 points (see the note below3)</u>
<u>Previous attendance at the same education level</u>	<u>-10 points</u>
<u>Country of Origin</u>	<u>-10 points</u>
<u>Applying to both mobilities at the same time</u> <u>(the deduction is applied to the internship mobility application if not otherwise specified)</u>	<u>-10 points</u>
<u>For placed students: The information sessions are mandatory. Not attending to info sessions without a valid excuse (will be applied in the in the next Erasmus Programs)</u>	<u>-5 points</u>

Table 1 Selection Criteria and Scores

1. According to the 21st Article of the Anti-Terror Law dated 12/4/1991 and numbered 3713, as well as the war veterans and their spouses and children, and the wives and children of the war martyrs; “Officials while performing their duties at home and abroad, or even if their title is removed, the spouses and children of those who were injured, became disabled, died or killed due to terrorist acts and the coup attempt carried out on 15 July 2016, under Article 7 of Decree-Law No. 667 of 23 July 2016, and The spouses and children of those who lost their lives due to the actions or the disabled civilians and their spouses and children are prioritized if they apply for Erasmus + student mobility.

2. The applicant must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or accommodation decision by Law No. 2828.

3. Traineeship in digital skills: any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualization; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Estimated Quotas

Erasmus+ Internship Mobility quotas are determined by the Election Commission appointed by the Rectorate according to the grant amount allocated to Sabancı University by the National Agency for the 2024 contract year, and based on the principles specified in the Implementation Book of the Turkish National Agency.

- It is foreseen that 60 (estimated) students will benefit from internship mobility in the 2024 contract year (including consortium projects).

Erasmus+ Grants

- Erasmus+ Internship Mobility cannot be shorter than 2 months. Students are awarded up to 2 months. With partial grants, students can plan their internship activities for more than 2 months.
- Grants are only contributions and are not intended to cover the entire cost of the student's mobility.
- If it is understood that the student has left the country he/she has been visiting for more than 1 week, a deduction is made for the entire period of the student's departure.

The monthly grant amounts determined by the Turkish National Agency for the contract year 2024 are below:

<u>Country Groups</u>	<u>Countries</u>	<u>Monthly Grant for Internship Mobility (Euro)</u>
<u>1st and 2nd Group Program Countries</u>	<u>Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxembourg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece.</u>	750
<u>3rd Group Program Countries</u>	<u>Bulgaria, the Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia</u>	600

Table 2 Monthly grant amounts by country groups

- Long Term (Physical Mobility), the regular Erasmus+ grant amounts will be provided to the participants.

Additional Grant Support in Student Mobility

Additional Grant Support may be provided to disadvantaged participants in addition to the grant they deserve. In order to be able to grant the said grant, the disadvantaged participant is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories (*applies only to Turkish citizens*).

1. Those who are subject to Law No. 2828 (Those who have protection, care or shelter decision by the Ministry of Family and Social Services under 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 receive an orphan's pension
4. Children of Martyrs/Veterans
5. Those who are granted a needy pension for themselves or their families (the student, his/her parents or guardians have received financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) proving that they received financial support at the time of their Erasmus application. It is sufficient to submit the document.)

Credit and Hostels Institution (Kredi ve Yurtlar Kurumu) scholarships and similar scholarships, other grants, aids and scholarships like success scholarships, and one-time aids are not considered within the scope of financial aid.

The following amounts of Additional Grant Support can be 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:

Program Type	Amount of Additional Grant Support
<i>Student Mobility between 2-12 Months</i>	€ 250,00 per month
<i>Short Term Student Mobility between 5-14 Days</i>	€ 100,00 in addition to the daily grant calculated
<i>Short Term Student Mobility between 15-30 Days</i>	€ 150,00 in addition to the daily grant calculated

Table 4 Additional Grant Support

Additional Grant Support is not applied in the Short Term Internship Mobility.

Travel Support

In the following cases, participants will receive the following amounts in additional support of their travel expenses.

<u>Travel Distance</u>	<u>Standard Travel Grant Amount</u>	<u>Grant Amount for Green Travel</u>
10 to 99 KM	28,00 €	56,00 €
100 to 499 KM	211,00 €	285,00 €
500 to 1999 KM	309,00 €	417,00 €
2000 to 2999 KM	395,00 €	535,00 €
3000 to 3999 KM	580,00 €	785,00 €
4000 to 7999 KM	1.188,00 €	1.188,00 €
8000 KM or more	1.735,00 €	1.735,00 €

Table-5 Travel Support

Based on the travel distance per participant. Travel distances must be calculated using the distance calculator provided by the European Commission (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). A one-way travel distance should be used to calculate the EU amount to support a round trip.

Green Travel Support for Students Who Don't Get Travel Support

If students, who do not receive travel support, choose green travel an additional one-time grant (50 Euros) can be given for up to 4 days for travel days.

Inclusion Support

Inclusion Support is available to students to encourage students with special needs (potential participants whose physical, mental or health condition does not allow them to participate in the mobility activity) to participate in the program. Students with special needs are expected to contact the Erasmus+ Office with their supporting documents. Eg. If the special needs person is related to the Inclusion Support disability, he/she is expected to submit a doctor's report (not older than 3 months) or a photocopy of the disability card, which includes information on the disability and its level, and a doctor's report for chronic diseases. After the student is selected, an application will be made by the Erasmus+ Office as requested by the Turkish National Agency and the result will be awaited.

Project Calls:

- 2024-1-TR01-KA131-HED-000236036
- 2024-1-TR01-KA131-HED-000195898
- 2024-1-TR01-KA131-HED-000200375
- 2024-1-TR01-KA131-HED-000213924
- 2024-1-TR01-KA131-HED-000225488

**Please do not forget to check our [Erasmus+ Internship webpage](#) before your application.*

Career Development & Internship Office
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