ERASMUS+ INTERNSHIP

Career Development and Internship Office

December, 2022

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

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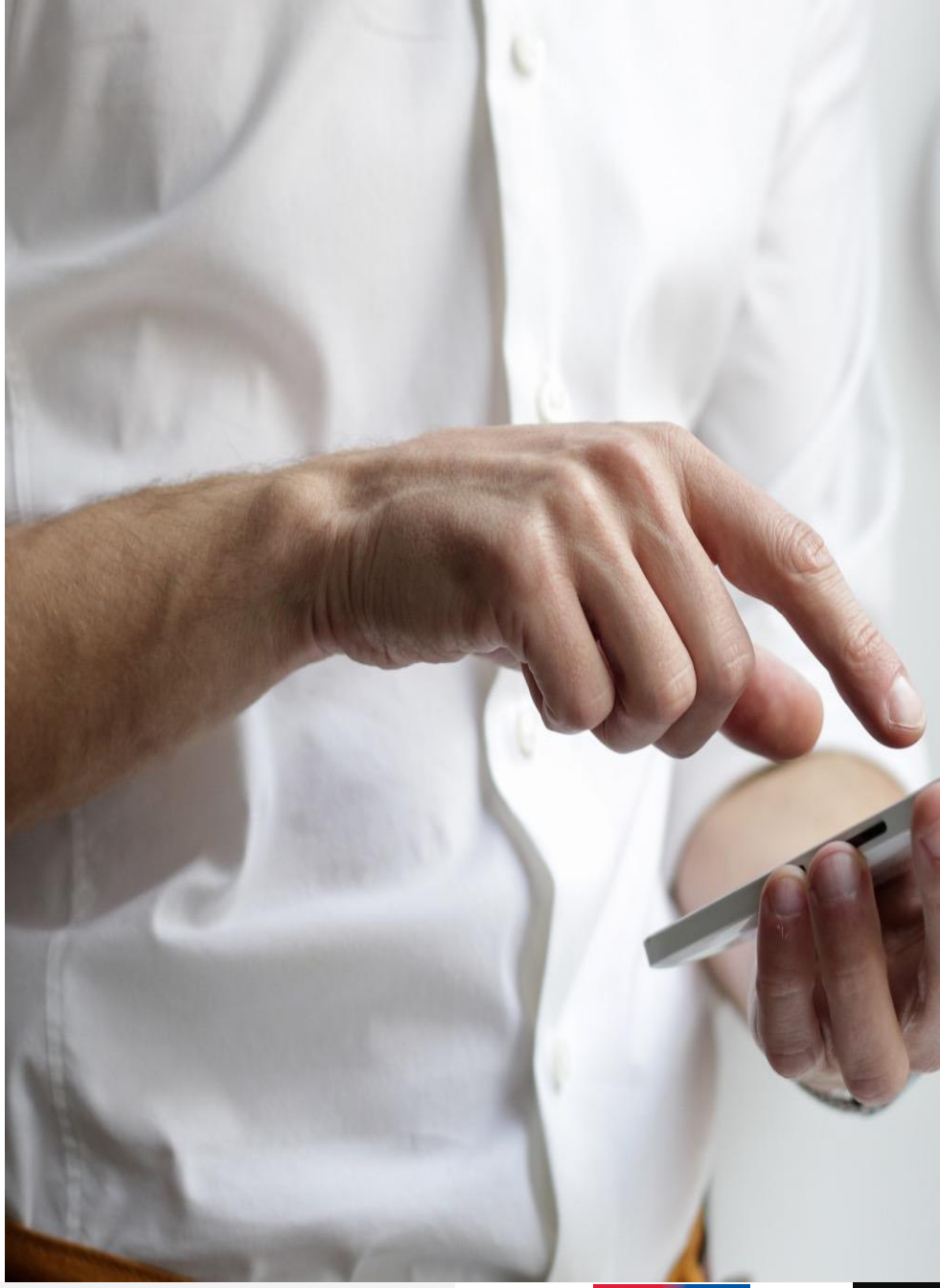
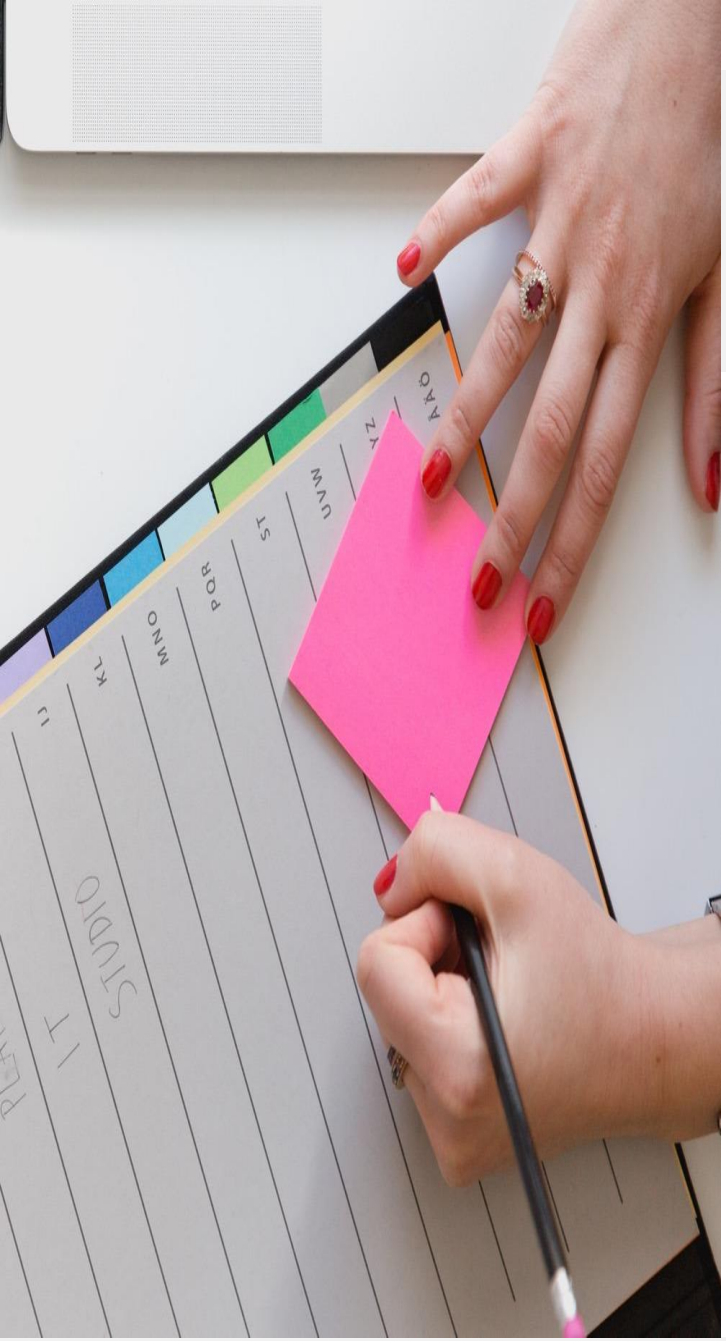




What is Erasmus+ Internship?

Erasmus+ Internship is a program funded by the EU Commission in order to enable students to conduct professional training and/or gain work experience in a company or organization abroad with a certain amount of financial support.

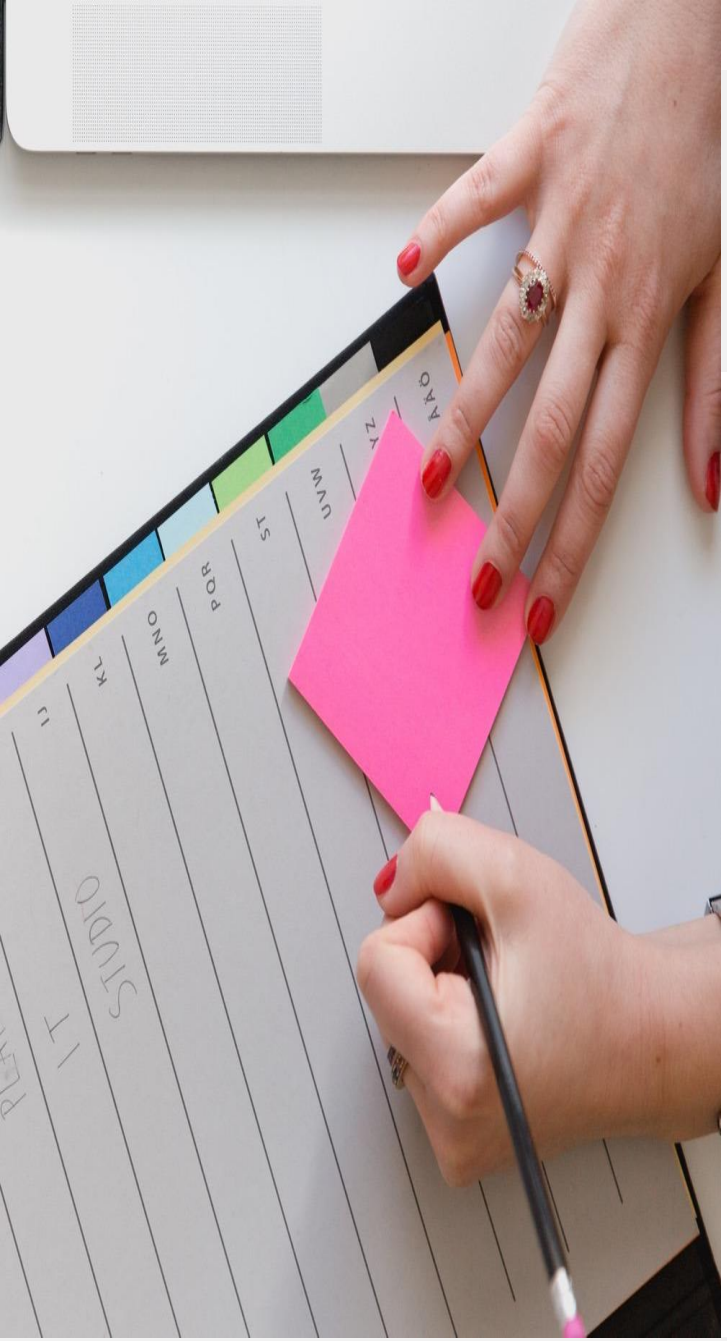
Institutions that are eligible for the internships:

- Companies,
- Business/Training Centers,
- Research Centers,
- Other Institutions (NGO', universities, public, private etc.)

Institutions that are not eligible for the internships:

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

Institutions and bodies profiles (europa.eu)



Who Can Apply?

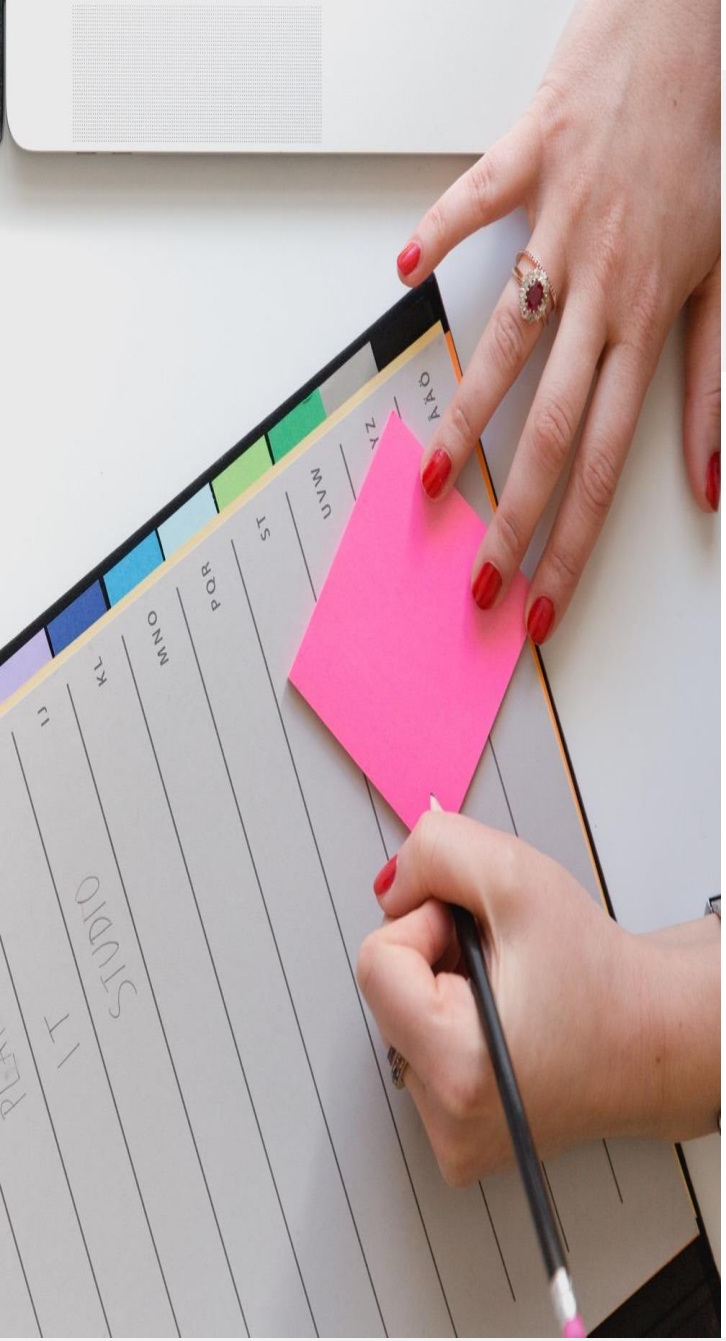
- Students, who are enrolled in a study program as full-time student in a higher education institution, regardless of the academic level (undergraduate, graduate, PhD students and Postdoctoral Researchers).

Students are able to participate in the program after their graduation in case that they complete their application before graduation.

Minimum overall GPA requirement for undergraduate students is: **2.20** (by the time of application)

Minimum overall GPA requirement for postgraduate students is: **2.50** (by the time of application).

- Students are required to have a signed Acceptance Letter sent by institution/university where the internship will be conducted.



Duration of the Erasmus+ Internship?

- The duration of the Erasmus+ Internship Mobility can be minimum of **2 months,** maximum of **12 months.**

☐ Long Term (Physical Mobility) *(2-12 months of physical participation)*

☐ Short Term (Blended Mobility) *5-30 days of physical participation + virtual component before or after the mobility*

Calculation of Erasmus+ Score(CGPA & Language Score)

Min. GPA of 2.20 (for B.A. BSc.) and 2.50 (for MSc. MA. PhD.)

- ***For Undergraduate students*** SPS 101, SPS 102, and AL 102 grades are used to determine the English proficiency score. First, all the grades are converted to 100-scale according to the link and the average of the highest two scores are calculated to reach at EPC**. A student must have a passing grade from SPS 101 to be eligible to apply. Students who do not have SPS 102 and/or AL 102 score(s) at the time of the application, will be assessed as if they attained grade "C" from these courses.**
  - The following numerical values are found as (0.4*SPS Score + 0.6*AL 102 Score) from the previous table and rounded to the nearest integer. The purpose was to minimize the transition effect.
  - If a student does not have a letter grade but has "Satisfactory" grade for one or more courses, the GPA based score at the time of the application will be used in lieu of the missing course(s) score(s). "Unsatisfactory" scores will be regarded as "F"
- **For post graduate students only:** Your submitted test scores to SU will be considered as the other %50 of your total point, which will be used for the placement. English Proficiency Coefficients for PG

FINAL SCORE FOR RANKING AND PLACEMENT = EPC (50%) + GPA based score (50%) **+ Special Condition Points if any (+/-)**

GPA based score is equal to 25*(Cumulative GPA at the time of the application)

For more information about Language Score Calculation:
Language Score Calculation

**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 deducted for each and every activity utilized (regardless of whether internship or education).*

Special Conditions

Criterion	Points (+/-)
Academic Success (CGPA)	**50%**
Language Level	**50%**
Children of Martry & Veteran	**+15 points**
Students with disabilities (the document of the disability is required)	**+10 points**
2828 Sayılı Sosyal Hizmetler Kanunu ile 5395 sayılı Çocuk Koruma Kanunu kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere/ Students that are under the protection of the law article 2828 Social Services and article 5395 Child Protection Law	**+10 points**
Traineeship in Digital Skills * **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, data analytics, data mining and visualization; programming, robotics and artificial intelligence trainings.* *This does not count towards general customer service, claim creation, data entry or routine office duties.*	**+5 points**
Previous participation (w/wo grant)	**-10 Points**
Country of Origin	**-10 Points**
Hareketliliğe seçilen öğrenciler için:Yükseköğretim kurumu tarafından hareketlilikle ilgili olarak düzenlenen toplantılara/eğitimlere mazeretsiz katılmama (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır) / For students that have been placed for the internship the information sessions are mandatory. If the students do not attend to these info meetings they will lose some points.(In case of another application term)	**-5 Points**
Applying to both mobilities at the same time (the deduction is applied to the mobility that the student prefers)	**-10 Points**

Erasmus+ Grants

Grants are only a contribution, not intended to cover all student expenses related to the mobility.

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

Country Groups	Countries	Grant Amounts (Monthly)
1st and 2nd Group Countries	Germany, Austria, Belgium, Denmark, Finland, France, Southern Cyprus, the Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	750,00
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	600,00

Erasmus+ Grants

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

- **Short Term (Blended Mobility),** with short-term physical presence abroad, the following Erasmus+ grant amounts will be provided to the participants

Duration of the Physical Activity	Grant Amounts
Up to the **14th** day of activity	**70 EUR per day**
15th to the **30th** day of activity	**50 EUR per day**

Payment Information

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

Depending on the project/consortia project that you are selected for, the payment percentage may vary!

Different Consortia, Different Bank Account:

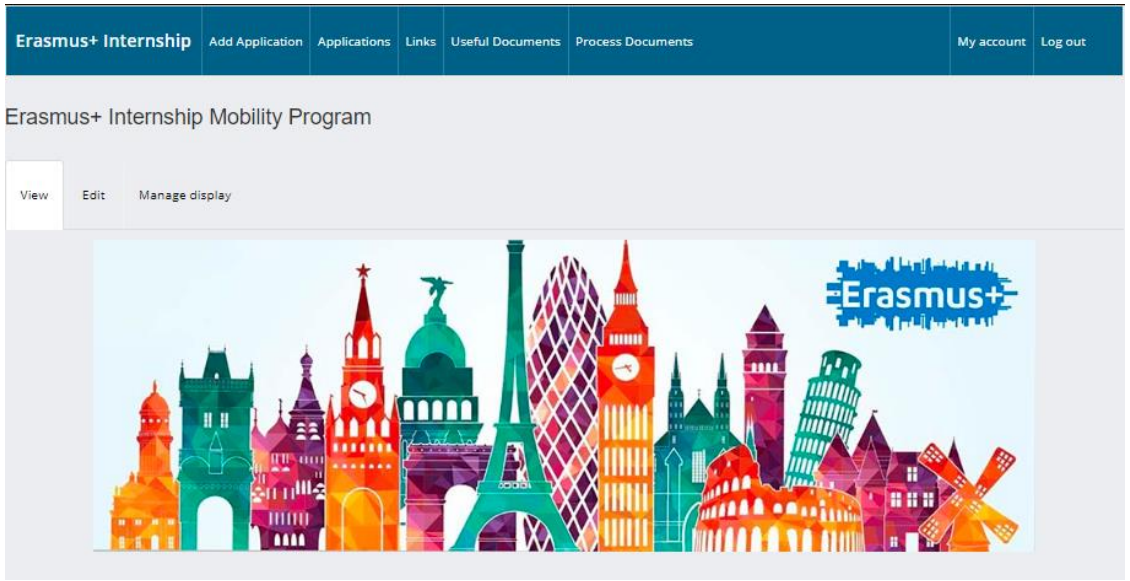
- ❑ SU and SU Dare to Act Consortia(Akbank Euro Account)
- ❑ European Internship Consortia (YapıKredi Euro Account)
- ❑ Bridge+ Internship Consortia (Halkbank Euro Account)
- ❑ Erasmustern Consortia (Vakıfbank Euro Account)

Application Period:
02 January -28 February 2023

Online Application Systems

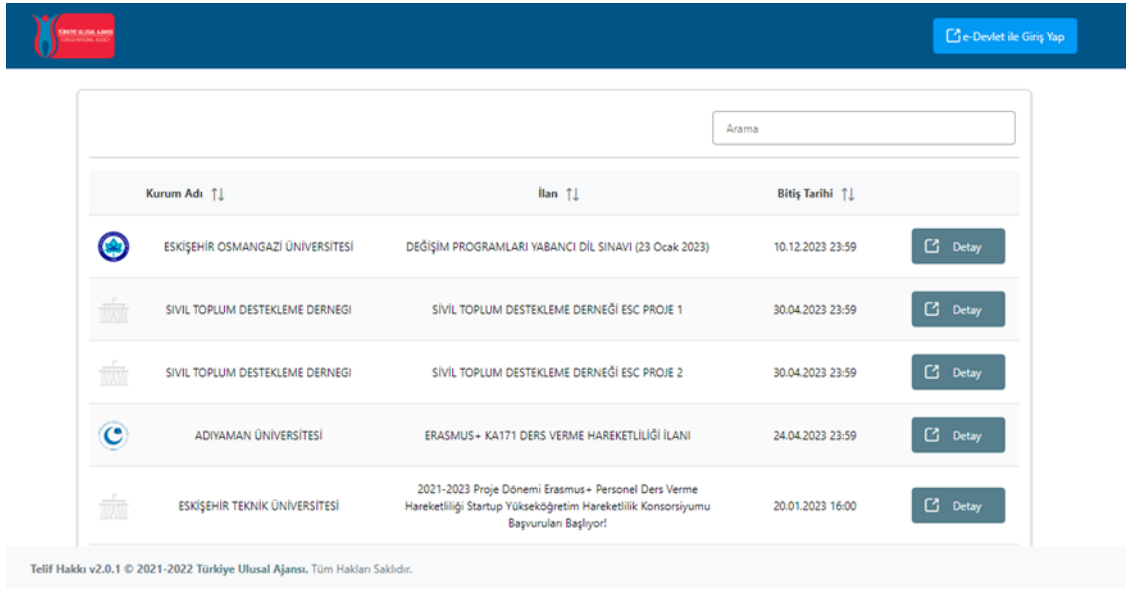
Erasmus+ Internship Application System SU

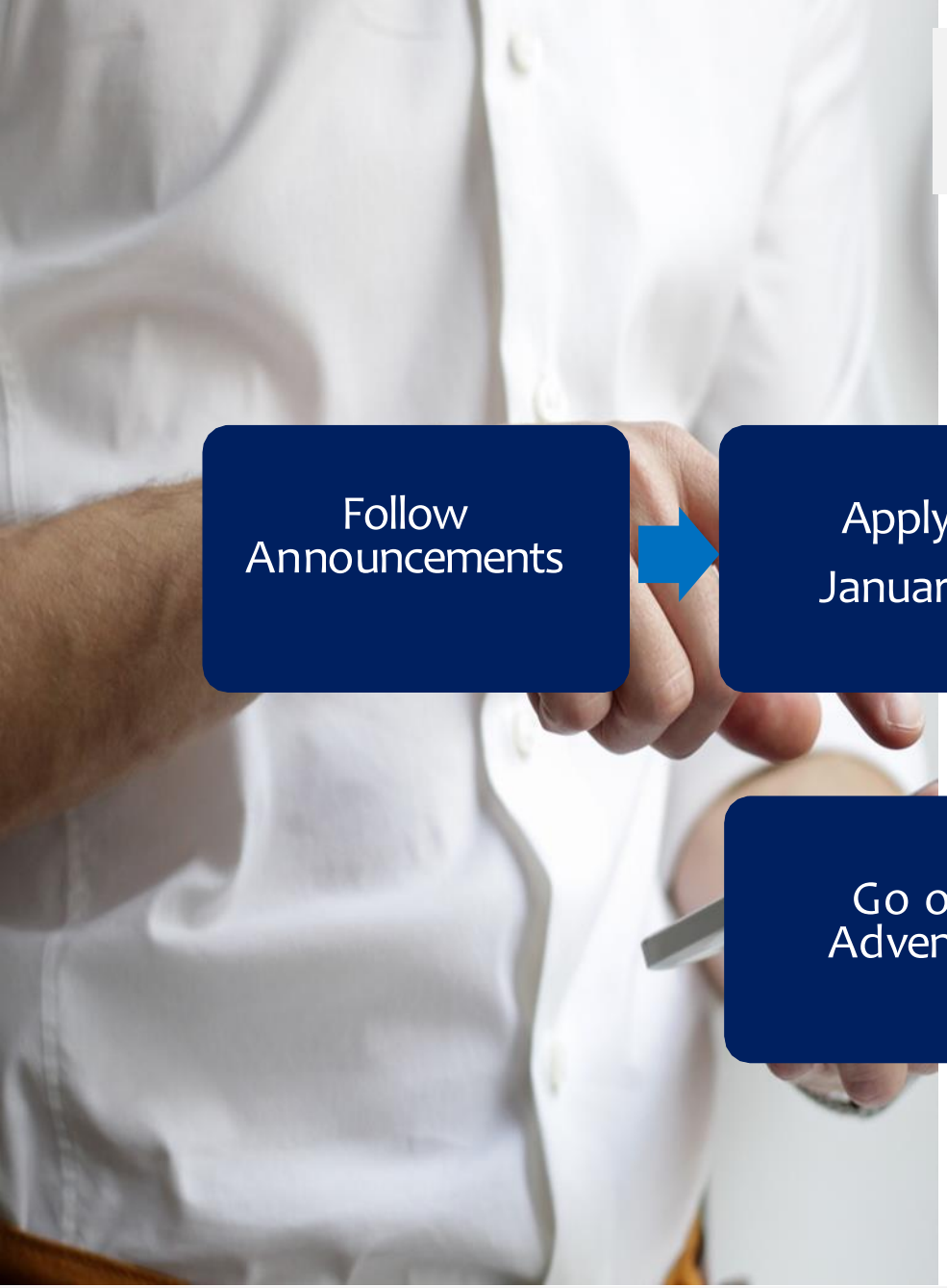
[Erasmus+ Internship Mobility Program | Erasmus+ Internship (sabanciuniv.edu)]



e-Government Application System

[Erasmus Başvuru (ua.gov.tr)]





A Little Sum Up!

Follow Announcements

Apply on January 2nd

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

Submit all necessary documents

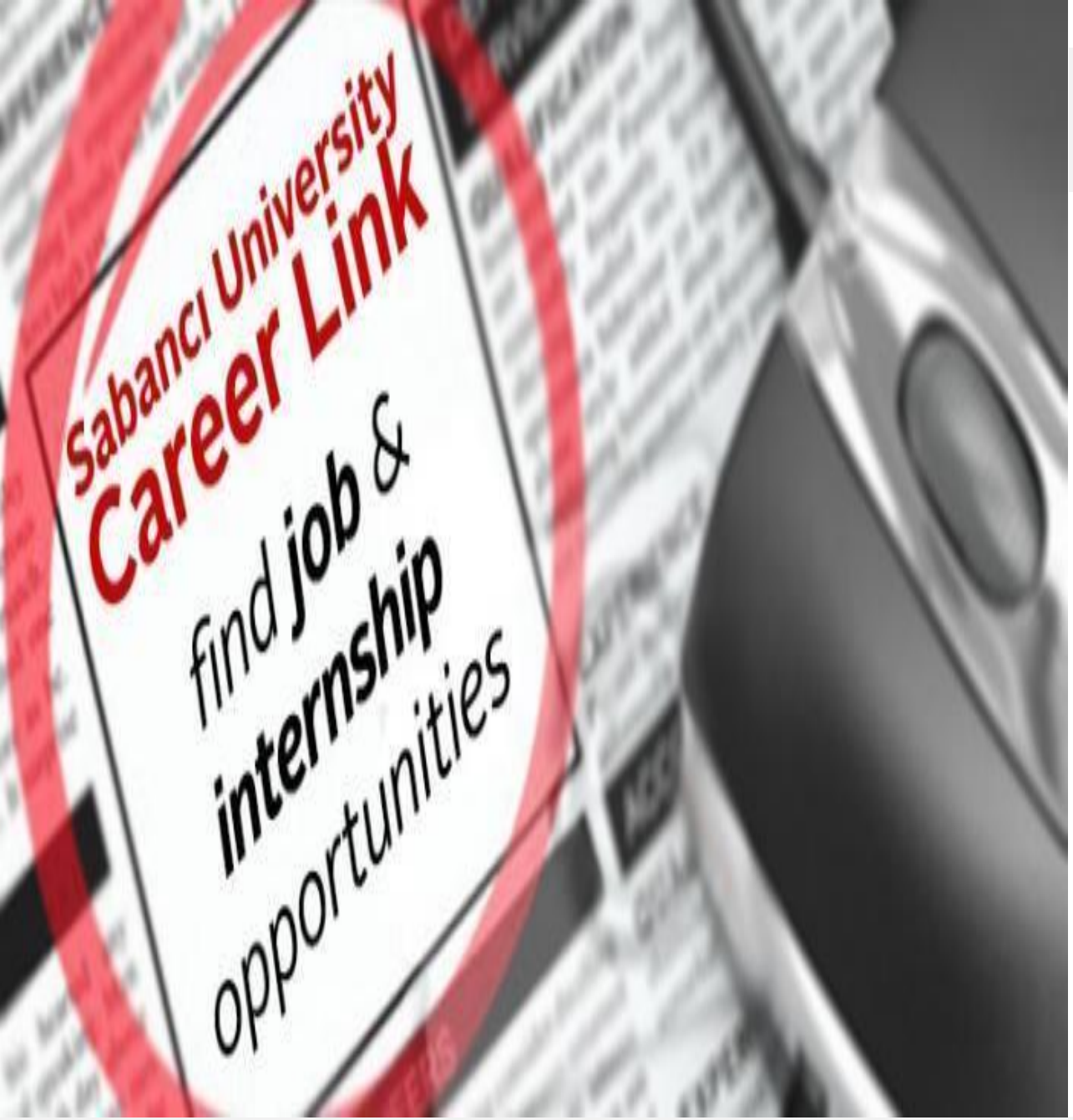
Complete your application by February 28th

Apply for your visa

Go on an Adventure!

How to Find & Apply for the Internship?

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



Useful Links

MYSU and **CAREERLINK**

Useful Resources | Kariyer ve Staj (sabanciuniv.edu)

- Erasmus Intern
- World Internships
- Leonet
- iAgora
- Global Placement
- Praxis Network
- Inspiring Interns
- Student Eployment Services
- Work Circle
- Internwise
- Jobted

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 person at the institution through email!

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

4. Seek for a follow-up, do not let the email 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!

Key Notes About the Internship

- Applicants are responsible for applications/deadlines, *DO NOT mix application dates and deadlines, read the announcements carefully!*
- Internship Subject has to be related with your study area
- **Internship must be outside of the ALL Academic Calendar**
- We recommend you to start early contacting companies/institutions!

Common Mistakes & Misunderstandings

- Follow your application **very** closely, watch out for deadlines especially **graduating** students.
- New system!
- You find your internship, **not the office**
- Do not give up quickly, a few applications are never enough!
- You are the bridge between the office and the receiving organization.
- **Visa questions** ➡ Official Visa Application Centers, Consulates.
- Always let us know about the changes, any doubts, questions!

Q&A

SKILLS
PERSONAL DEVELOPMENT
GOAL
Internship
EXPERIENCES
OPPORTUNITY
MENTOR
TRAINING

Be Part of This Unique International Experience

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