

FAQ

1. **What is Erasmus+ Traineeship Mobility?**

Erasmus+ Traineeship Mobility is the process by which students enrolled in higher education institutions gain professional training and/or work experience at a business or organization abroad. The traineeship activity involves the student gaining practical work experience in their field of study. The minimum duration for this activity is 2 months for undergraduate and graduate students.

2. **How can I apply? / What are the application requirements? / What documents do I need to prepare?**

1. The placement activity can be carried out in the organizations specified below:
 - Businesses
 - Training Centers
 - Research Centers
 - Other Organizations
2. Application Criteria
 - A minimum 2-month Acceptance Letter from the host institution
 - Must meet the required GPA (minimum: 2.20 for undergraduate, 2.50 for graduate and doctoral)
 - If the student has previously benefited from activities within the current level of study, the total duration of the new activity cannot exceed 12 months.
3. Selection Criteria and Process
 - The number of students to be awarded scholarships each year is determined by the amount of funding allocated to the Turkish National Agency.
 - Information about Erasmus+ Traineeship Mobility, required documents, and rules to be applied in the selection process will be published on the internal website.
 - Students submit their applications via the Turna Application Portal with a minimum 2-month Traineeship Acceptance Letter, CV, and Transcript documents from the institution where they will do their internship.
 - The Career Development/Traineeship Office evaluates and ranks the applications based on the established criteria.
 - Selections are made based on the ranking of students with the highest scores within the quota.
 - Results are communicated to all candidates in writing.

3. **What documents do I need to prepare before going?**

1. Learning Agreement for Traineeship
2. OLS Language Exam (optional)
3. CV
4. Acceptance Letter
5. Insurance
6. Application Document

4. **How long can I do an internship?**

Students can do an Erasmus+ internship for a minimum of 2 months and a maximum of 12 months. Students who have previously done an Erasmus+ internship can apply to benefit from the program again.

5. What is the Erasmus score? How is it calculated?

The Erasmus Score is calculated based on the Weighted Average Grade and English Language Score.

1. For undergraduate students: The English language score is calculated based on $(\text{ENG } 101 \times 0.4) + (\text{ENG } 102 \times 0.6)$ or $(\text{SPS} \times 0.4) + (\text{AL} \times 0.6)$.
2. For graduate students: The ELAE/TOEFL/YDS exam result is accepted as the English language score.
3. The evaluation criteria and weighted scores used to assess applications are set at: Academic achievement level: 50% and Language score: 50%.
4. Additionally, for students who have previously benefited from the Lifelong Learning Program or Erasmus+ mobility within the same level of education, a deduction of 10 points is applied for each previously utilized activity (regardless of whether it was study or traineeship).

6. Can I do an internship outside of my field?

Students can only do internships related to their fields of study.

7. Is it possible to do mandatory/voluntary/post-graduation internships through Erasmus+?

Yes, provided the necessary application conditions are met, students can do voluntary internships in addition to their mandatory internships and post-graduation internships. To do a post-graduation internship, students must have applied while still enrolled in their program.

8. Do I have to find my own internship placement? / How can I find one?

Yes, students must find their own internship placements by communicating directly and applying to receive acceptance. Similarly, you can follow the international internship opportunities found by the Career Development & Internship Office through MySU, the Career Development/Internship website, and their social media accounts. You can attend our "Internship Placement Search" information meeting held by the Career Development & Internship Office.

9. When can I do my internship?

Erasmus+ Traineeship Mobility can only be conducted outside the Academic Calendar of the university where the student is enrolled. Graduate and doctoral students who are at the thesis stage without course obligations can do their internships during the Academic Calendar period by obtaining a letter of suitability from their advisors and faculties.

10. I am a graduate/doctoral student; can I participate in the internship?

- All students from any level of higher education can participate in Erasmus+ Traineeship Mobility. Each level allows for a maximum of 12 months of benefit from the Erasmus+ Programs.
- Graduate and doctoral students cannot utilize Erasmus+ Traineeship Mobility to continue their thesis studies.

11. How can I obtain insurance? / What should it cover?

Each student must obtain insurance before mobility under the Erasmus+ Traineeship Mobility. The insurance must be valid in the country of destination and cover certain conditions.

The policy must include a minimum coverage of €30,000, Health Insurance, Accident Insurance, and Liability Insurance (Personal Responsibility). The policy should start one day

before the internship begins and end one day after it concludes.

12. What is a consortium?

A consortium is a group formed by higher education institutions, associations, foundations, and chambers of commerce to facilitate international student internship placements. Consortia allow us to support more students with scholarships by benefiting from different funding sources. Each consortium may differ during the application process.

Dare to Act Consortium Partners: Sabancı University (Coordinator), Middle East Technical University, Istanbul Bilgi University, Turkish Cultural Foundation (AFS), Women's and Youth Entrepreneur Center (K-GEM), Turkish Women Entrepreneurs Association (KAGİDER)

European Internship Consortium Partners: İstanbul Kültür University, Sabancı University, AFS Intercultural Programs (Türk Kültür Vakfı), Istanbul Chamber of Industry, Üsküdar University, Turkish Informatics Foundation (TBV), Kadir Has University

Bridge+ Internship Consortium Partners: Gebze Teknik University, Sabancı University, Boğaziçi University, Kocaeli Sanayi Odası, Şişecam, Gebze Organized Industrial Zone

Erasmustern Internship Consortium Partners: Abdullah Gül University, Sabancı University, Erciyes University, Nuh Naci Yazgan University, Kayseri Chamber of Commerce, Kayseri Chamber of Industry, University-Industry Research Cooperation Foundation (ÜSAİV)

13. I received an acceptance from one place, but I want to change my internship location; what can I do?

Students can make changes to their internship location (place, date) until the date specified by the internship office. Changes cannot be made after the application deadline. If the internship site withdraws from accepting the student for any reason before the start date, the student can change their internship location by bringing an acceptance letter from another place. In this case, the internship site that cancels must send an email explaining the situation to intern@sabanciuniv.edu.

14. I want to cancel my application; how can I do that?

Students can cancel their applications until the deadline specified by the internship office. Withdrawals made after this date will result in a deduction of 10 points from the Erasmus score in future applications, even if students do not benefit from the program.

15. Which countries are included in Erasmus+ Traineeship? / How much scholarship can I receive?

The scholarship amount varies depending on the country the student is going to. Students receive 80% of the scholarship before going and the remaining 20% after returning and completing all documentation.

Scholarships are provided for a duration of 2 months, and additional scholarship agreements can be made for students who will do more than 2 months of internship. The internship office will contact students in such cases. Delays in submitting internship documents may cause delays in scholarship payments.

The funding is provided for a duration of 2 months; for students who will be doing an internship longer than 2 months, an additional funding agreement can be made. The internship

office will contact the students if necessary. Delays in the submission of internship documents or failure to submit them on time may cause delays in the disbursement of funds.

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