



## ERASMUS+ 2025 PROJECT STUDENT MOBILITY FOR TRAINEESHIP

### APPLICATION DATES

**APPLICATION START DATE: 24.02.2025 (starts at 10.00)**

**DEADLINE FOR APPLICATION: 11.03.2025 (until 17.30)**

Changes may be made to the articles to provide further clarification based on potential circumstances and any questions you may have.. Therefore, please regularly check the announcement text and application conditions.

Within the scope of the 2025 Erasmus+ project, applications from our students who want to do an traineeship abroad within the scope of the Erasmus+ exchange programme in **the 2025-2026 and 2026-2027 Academic Years** will be received between 24.02.2025 and 11.03.2025.

### **National Agency's Information Note on Erasmus Mobility:**

*"The 2025 Contribution Agreement between Türkiye and the European Commission has not yet been signed. Therefore, being selected for mobility with or without a grant as a result of your application within the scope of Erasmus+ Student Mobility does not constitute an acquired right. Whether you will receive a grant or the amount of your grant will be finalised when the agreement to be signed with the European Commission and the subsequent grant allocation processes to be allocated to your university are concluded. Istanbul University or the Turkish National Agency cannot be held responsible for any material or moral losses that may arise from delays or disruptions in the said agreement processes."*

### APPLICATION FORM AND PLACE

**Applications will be made on <https://turnaportal.ua.gov.tr>.**

- **Start: 24.02.2025 (10.00)**
- **End: 11.03.2025 (17.30)**

**Students must upload all documents completely during the application process. Any changes or additions made after the application period has ended will not be accepted.**

## HOW TO APPLY <https://turnaportal.ua.gov.tr>

1. After accessing the relevant web address, click on the “Log in with e-Government” tab on the right side of the page.
2. On the screen that opens, enter your TR ID Number and e-Government password and click on the “Log In” tab.
3. On the screen that opens, click on the “Individual” tab firstly and then the “Login” tab. On the screen that opens, click on the “My Applications” tab under the “Individual” menu in the upper left corner. You can see all the relevant announcements here. Go to Istanbul Beykent University 2025 Project Period Erasmus+ KA131 Internship Mobility ANNOUNCEMENT and click on the “Apply” tab.
4. Review the text that appears and check the “I have read and accept the above information” and then click on the “Continue” tab. In the next stages, fill in the requested information and complete the application.
5. On the next screen, you will see your personal information. After checking the accuracy of this information, you need to upload a photo of yourself in supported formats and sizes. This photo can be a passport photo or one that fully captures your face. Profile picture is a mandatory field on this page.
  - a) Students with disabilities, relatives of martyrs/veterans or who have been granted protection, care, or shelter decisions under the Social Services Law No. 2828 and the Child Protection Law No. 5395 can upload their documents by checking the relevant box in this area, provided that they document their situation.
6. In the next step; your faculty, department, and GPA information will appear. Check the accuracy of the information here. If your GPA here is different from the GPA on your transcript in OBS, you should contact the Registrar’s Office and request that your transcript be updated in e-Government.
7. At the document upload stage, the transcript obtained from e-Government must be uploaded. You can access this document by typing “Transcript Document Inquiry” in the search box when you log in to the e-Government Gateway.
8. If you have an acceptance letter from the institution where you want to do your traineeship, you must upload it to the system during the application.

**NOTE:** Uploading an Acceptance Letter is not mandatory; however, if an acceptance letter is uploaded during the application, it will be reflected as +10 points in the total score after the evaluation.

**\*Corrections made after the application process is completed will not be reflected in the application system.**

9. In the Contact Information section, please enter your GSM number and student e-mail address with Beykent extension ([studentnumber@student.beykent.edu.tr](mailto:studentnumber@student.beykent.edu.tr)) and your home address. Please make sure that the e-mail address and GSM number you have submitted are up-to-date. Since this information will be used to contact candidates, it is



- extremely important that the information is accurate. All information regarding the Erasmus process will be sent via your student e-mail address, do not forget to check it.
10. After you upload your transcript, you will have a summary of all the information you provided at the last stage. If there is any information you want to change, you can edit it by clicking “**Back**”. **If you are sure that all the information is correct, you can complete your application by clicking “COMPLETE APPLICATION”**. You can download a copy of your application page by clicking “Download Application PDF”.

There is no need to submit any document printouts to the academic units or our Erasmus Office.

\*All documents shall be submitted on <https://turnaportal.ua.gov.tr/>.

## DOCUMENTS TO BE UPLOADED TO THE SYSTEM DURING APPLICATION

- **Transcript: Stands for** a certified, up-to-date transcript. Must be obtained via e-government or from the Registrar’s Office.
- **Invitation Letter/Acceptance Letter: Stands for** the acceptance letter you received from the organisation you want to do your traineeship. The acceptance letter does not have to be uploaded to the system during the application phase. Students with an acceptance letter will be added +10 points to their total evaluation score.

✦ **All documents will be uploaded via the online system only.**

✦ **There is no need to submit any documents to the Erasmus Office during the application process.**

\*\*\* Applications or documents cannot be uploaded to the system after the deadline.

## ENGLISH LANGUAGE PROFICIENCY EXAM

An English exam is mandatory for students who want to study within the scope of the Erasmus+ Programme.

✦ **Exam Dates:**

\* **Written Exam: 22 March 2025**

\* **Speaking Exam: 02-05 April 2025**

**NOTE: A minimum B2 level is required for students to be considered successful.**

✓ **Lower limit of success: 70/100**

\* **Written exam: 80%**

\* **Speaking exam: 20%**

Contact: [erasmus@beykent.edu.tr](mailto:erasmus@beykent.edu.tr)



**NOTE: Students who receive less than 60 points from the written exam will not be eligible to take the speaking exam.**

### **IMPORTANT!!!**

- **Students who do not achieve the minimum score in the written exam will not be eligible to take the speaking exam.**
- **If a minimum of 60 points is not achieved in the speaking exam, the student is considered to have failed.**
- **Students who fail the foreign language exam will not be included in the Erasmus evaluation.**

### **APPLICATION CRITERIA**

1. Students who will apply for the Erasmus+ Exchange Programme, Student Mobility for Traineeship must have been registered in a higher education program at Istanbul Beykent University for at least one academic term. Students registered in the 2023-2024 Academic Year (excluding Preparatory Class students) can apply to benefit from this programme.
2. All students, either having or not having an internship requirement in their department, can apply for the Erasmus+ Exchange Programme Student Mobility for Traineeship. However, the institution from which the invitation letter is received **MUST** be directly related to the department in which they study.
3. Associate and Undergraduate degree students must have a **GPA of at least 2.20/4.00**. Having a lower GPA does not prevent the student from benefiting from the programme. For students who have transferred from another higher education institution through horizontal or vertical transfer and who have not yet obtained a GPA at Istanbul Beykent University, the GPA on the last transcript they received from the higher education institution they transferred from will be taken into account.
4. Master's and Doctorate students must have a **GPA of at least 2.50/4.00**. A student's failure to take a course does not prevent them from benefiting the programme. For students who do not yet have a transcript, the graduation grade received in the previous higher education level is taken into account.
5. Students must take and pass the Erasmus+ Foreign Language Exam.
6. **Students applying for Student Mobility for Traineeship** are required to find a traineeship place with their own efforts. The institution where you want to do your traineeship may be in any of the countries included in the Erasmus programme. It is necessary to inform the institutions where you want to do your traineeship that you want to participate in the Erasmus + Student Mobility for Traineeship by submitting a letter of intent along with your CV. If you receive positive feedback, you should request an 'Acceptance Letter'. The traineeship acceptance letter should be sent to you by the institution where you will do the traineeship, with

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the dates of mobility (minimum 60 days) day / month / year specified, signed and stamped. The deadline for submitting the acceptance letter to the Erasmus Office will be announced to students who have applied for Student Mobility for Traineeship, along with the publication of the results.

**7.** Students, who are successful in the Erasmus+ English Proficiency Exam and are entitled to benefit from the traineeship activity, are required to present the official invitation they received from the institution/organisation where they will do their traineeships within **2 months (60 days)** at the latest from the date of announcement of the exam results.

**8.** In order to give priority to students who have never benefited from the Erasmus+ activity, **10 points** will be deducted from the Total Academic Score (Language Score + Academic Success Level) of students who have previously benefited from the Erasmus Mobility activity (with or without a grant).

**9.** In addition to the average academic success and foreign language scores, when calculating the Erasmus selection score for students who have previously participated in Erasmus+ Student Mobility for Studies or Traineeship (2014-2020 or 2021-2027) at the same level of studies, a deduction of 10 points is applied for each prior activity (regardless of the mobility type—Study or Traineeship).

The evaluation criteria and weighted scores to be used in the evaluation of mobility applications are given below:

<b>Criterion</b>	<b>Weighted Score</b>
<i>Academic performance</i>	<i>50% (out of 100 total points)</i>
<i>Language proficiency</i>	<i>50% (out of 100 total points)</i>
<i>Children of martyrs and veterans</i>	<i>+15 points<sup>1</sup></i>
<i>Students with disabilities, provided that the proof of disability is documented (Required documents must be uploaded to the online system during the application process)*</i>	<i>+10 points</i>
<i>Students under protection as asserted by the Law no. 2828 of Social Services</i>	<i>+10 points</i>
<i>Submitting Acceptance Letter from Traineeship Place during the application</i>	<i>+10 points</i>
<i>Those who themselves or their 1st degree relatives receive disaster relief aid from AFAD.<sup>2</sup></i>	<i>+10 points</i>
<i>Digital skills development internships (DOTs) are prioritised</i>	<i>+5 points</i>

<sup>1</sup> In addition to combat veterans and their spouses and children, spouses and children of war martyrs, spouses and children of "public officials who were injured, disabled, died or killed as a result of terrorist acts while performing their duties at home or abroad or while performing their duties even if their titles were revoked " according to Article 21 of the Law on Combating Terrorism No. 3713 dated 12/4/1991, and spouses and children of those who lost their lives as a result of the coup attempt and terrorist act carried out on 15 July 2016 and the acts that were a continuation of this act, according to Article 7 of the Statutory Decree No. 667 dated 23 July 2016.

<sup>2</sup>It is applied only once. If selected, it will not be applied to the student's subsequent applications. If the student is not selected, the additional points will continue to be applied to the student's subsequent applications.



<i>Previous use of the same project type (with or without a grant)</i>	<i>-10 points</i>
<b><i>Participating in the mobility in the country of nationality</i></b>	<i>-10 points</i>
<i>Being selected but not participating in the mobility without notifying a waiver</i>	<i>-10 points</i>
<b><i>Applying for both types of mobility (Study and Traineeship) (reduction is applied to the type of mobility preferred by the student)</i></b>	<i>-10 points</i>
<i>For students selected for mobility: Failure to attend meetings/trainings organised by the Council of Higher Education regarding the mobility without an excuse (applies if the student reappplies to Erasmus)</i>	<i>-5 points</i>
<i>Declaring that you will take the language exam but not taking it without an excuse (applies if the student re-applies to Erasmus)</i>	<i>-5 points</i>

### **IMPORTANT!!!**

**\*\*In case of previous mobility, the 10 point deduction is not applied to mobilities carried out at the previous level of studies. This deduction applies to students who reapply to benefit from mobility at the same level of studies (undergraduate, master's, doctoral).**

**\*\*If two types of mobility (study and traineeship) are applied at the same time, the reduction will be applied to the mobility type preferred by the student.**

**9.** Students who wish to can benefit from the programme without grant support.

**10.** The minimum duration of Student Mobility for Traineeship is **2 full months**, the maximum duration is **12 full months**.

**11.** For the internship activity to be carried out after graduation, the application must be made before the student graduates (while still an associate, undergraduate, or graduate degree student). Graduated students cannot apply. Post-graduate traineeship mobility must be completed within **12 months from the date of graduation** until the project end date. The total duration of the post-graduation internship and the mobility period of the student at the same level must not exceed **12 months**.

**12.** You can forward any problems you have experienced during your application to [erasmus@beykent.edu.tr](mailto:erasmus@beykent.edu.tr).



## GRANT

The table below shows the individual support grant amounts applicable for sending students to countries associated with the programme:

Group of countries	of	Receiving Country	Grant for Student Mobility for Traineeship (Monthly) (€)
Group 1 and Group 2 Programme Countries	2	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	750
Group 3 Programme Countries	3	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	600

\*\* Grant payments for traineeship mobility will be limited to **2 months** for selected candidates who are entitled to receive a grant.

- Grants are not intended to cover all of the students' activity-related expenses, they are only contributions. The Erasmus+ grant is calculated in accordance with the date on the acceptance letter before students leave, and 70% of the amount to be paid before departure is deposited into the student's account. The student receives the remaining 30% grant payment based on the dates on the participation certificate to be submitted to the Erasmus Office after completing his/her mobility.
- The applicant accepts that Erasmus grant payments and other academic transactions will be carried out within the scope of the "Erasmus Directive" and the "Erasmus Grant Agreement" signed by the participants.
- No additional payment is made by the ERASMUS+ fund for expenses such as student visa fees, flight tickets, dormitory fees, dormitory deposits, health insurance, etc. These expenses are covered by the students themselves.

## ADDITIONAL GRANT SUPPORT

Participants with limited means will receive Additional Grant Support, in addition to the grant they are entitled to. In order for the grant to be awarded, a participant with limited means is defined as an individual with limited economic and social means and who fits into the following subcategories.

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1. Those subject to Law No. 2828 (Those who have a protection, care or shelter decision regarding them by the Ministry of Family and Social Policies in accordance with Law No. 2828)
2. Students who have been granted protection, care, or shelter decisions under the Child Protection Law No. 5395
3. Individuals granted an orphan or survivor's pension
4. Spouses and children of martyrs/veterans, and veterans themselves <sup>6</sup>
5. Those who are granted a monthly allowance to themselves or their family (it is sufficient for the student, their mother, father, or guardian to submit a document proving that they received financial support from municipalities, public institutions and organisations - such as Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD etc.- at the time of applying for Erasmus.)
6. Individuals with disabilities <sup>7</sup>
7. Individuals whose parent or guardian receives a pension for disability or financial need within the scope of the Law No. 2022 of 01.07.1976 on *the Attribution of an Allowance for Turkish Citizens 65 Years and Older who are in Need, or are Powerless, and Destitute, as well as Turkish Citizens with Disabilities Needing Assistance*<sup>8</sup>
8. Those who themselves or their 1<sup>st</sup> degree relatives receive disaster relief aid from AFAD. <sup>9</sup>

Scholarships provided by the Higher Education Credit and Hostels Institution and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, and one-time aids are not considered within the scope of the financial aid in question.

Additional grant support may be provided to students who meet the above criteria, based on the type of mobility, upon request and provided they document such circumstances:

Type of mobility	Additional Grant Support Amount
Student mobility between 2-12 months	€250 per month
Short-term student mobility between 5-14 days*	€100 in addition to the daily grant total
Short-term student mobility between 15-30 days*	€150 in addition to the daily grant total

**\*In this case, no additional support will be provided for the traineeship.**

## TRAVEL SUPPORT CALCULATIONS

In order to contribute to the travel expenses of students, the km value between the starting point of the mobility and the place where the activity takes place should be determined using the distance calculator provided by the European Commission and the travel grant should be calculated using the table below. The kilometre that appears in the distance band calculator is the round-trip grant equivalent in the table below and the said amount is not multiplied by two.

The “km” value	<b>Standard Travel Grant Amount (Euro )</b>	<b>Green Travel Grant Amount (Euro)</b>
<b>Between 10-99 KM</b>	€28	56
<b>Between 100 - 499 KM</b>	€211	€285
<b>Between 500 - 1999 KM</b>	€309	€417
<b>Between 2000 - 2999 KM</b>	€395	€535
<b>Between 3000 - 3999 KM</b>	€580	€785
<b>Between 4000 - 7999 KM</b>	€1188	€1188
<b>8000 KM and above</b>	€1735	€1735

As a general rule, for distances under 500 km, participants are expected to travel by low-emission means of transport.

Green travel is the use of low-carbon public transport vehicles for travel . Bus, train, and shared car use are included in the scope of green travel. In order to receive green travel support, green travel must be used on the way to and on the way back, and more than half of the entire trip must be made using green vehicles.

## ERASMUS+ PROGRAMME INCLUSION SUPPORT

In the application forms, it is necessary to explain why Inclusion Support is needed and to attach supporting documents (for example, if Inclusion Support is related to disability, a medical report detailing the disability and its severity (dated within the last 3 months), a photocopy of the disability card, or a medical report for chronic diseases). In addition, documents confirming that the host higher education institution is aware of the student/staff member’s need for Inclusion Support, and that they have the necessary equipment, must be attached to the form. The requested additional grant amounts and the reason for the need must be detailed as requested on the form. The requested grant must be directly related to the purpose of enabling the Inclusion Support recipient to participate in the activity.

**Important Note:** The documents requested in the relevant article must be uploaded to the TURNA Portal application system. Documents submitted after the application will not be taken into consideration.

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<sup>6</sup> In addition to combat veterans and their spouses and children, spouses and children of war martyrs, spouses and children of “public officials who were injured, disabled, died or killed as a result of terrorist acts while performing their duties at home or abroad or while performing their duties even if their titles were revoked” according to Article 21 of the Law on Combating Terrorism No. 3713 dated 12/4/1991, and spouses and children of those who lost their lives due to the coup attempt and terrorist act carried out on 15 July 2016 and the acts that were a continuation of this act, or disabled civilians and spouses and children of these persons will be given priority in case they apply for Erasmus+ student mobility .

<sup>7</sup> Disabled people who have a disability rate of at least 50% documented by the Disability Health Board report included in the “Regulation on Disability Assessment for Adults” published in the Official Gazette dated 20 February 2019 and numbered 30692.

<sup>8</sup> <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

<sup>9</sup> It is applied only once. If selected, no additional grant support will be provided in this category for the student's subsequent mobility.



## APPLICATION PROCESS:

Students wishing to apply for ERASMUS+ traineeship mobility for the **2025-2026 or 2026-2027 Academic Years** can begin their applications through the system starting from **24 February 2025**.

### NOTE:

- 1. For technical issues regarding your applications, please contact [erasmus@beykent.edu.tr](mailto:erasmus@beykent.edu.tr). Students who submit an incorrect or incomplete application do not have the right to change their application after the application deadline. Therefore, applicants should exercise caution when applying.**

Within the scope of the PDP Law, you must contact us via the link below using your e-mail address with the extension of [.....@student.beykent.edu.tr](mailto:.....@student.beykent.edu.tr), present in your student ID card.

\*\*\*During this period, emails sent from non-institution email addresses will not be answered.

## APPLICATION DEADLINE

**11 MARCH 2025**

Contact

**[erasmus@beykent.edu.tr](mailto:erasmus@beykent.edu.tr)**

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