



**2024-2025 ACADEMIC YEAR ERASMUS+ EUROPE TRAINEESHIP MOBILITY
APPLICATION CALL- Project Period 2023-1-TR01-KA131-HED-000119987**

- Please read all the information in this guideline carefully and regularly check all the announcements of the Erasmus Office.
- It is the student's responsibility to submit a correct application.
- Applications will be made online through <https://turnaportal.ua.gov.tr/giris?returnUrl=%2F> system between **February 26, 2024 10:00 am – March 11, 2024, 17:00 pm.**
- **IMPORTANT: This call for applications is for students who will complete their Traineeship Mobility by July 21, 2025**
- **IMPORTANT:** Official announcements will be made on BİLGİ Erasmus website and students will be contacted via their bilgiedu.net email address regardless of the given email addresses on Erasmus+ application. Checking BİLGİ email address for announcements and information is students' responsibility.
- Changes can be made on the announcement until the official application period opens. Therefore, please check the announcement carefully and regularly and if you have any questions, contact us via erasmushelpdesk@bilgi.edu.tr

I. ELIGIBILITY CRITERIA

- Must be a full-time registered student at one of the degree programs in BİLGİ in any level of education (Undergraduate /Master/PhD) (Officially graduated students cannot apply. Students studying in open education and similar (distance education) or English Preparatory programs cannot benefit from the Mobility Program.)
- For undergraduate students, successful completion of the first semester of the degree program at BİLGİ (*With this new regulation, freshmen – 1st-year students can apply to Erasmus+ Study Mobility.*)
- If you participated in Erasmus mobility before, with this new application, the attendance period must not exceed 12 months.
- Students who are doing double major can select one of their majors and apply with that. In minor programs, students cannot make a selection.
- For the internship activity to be carried out after graduation, the application must be made before the student graduates (while s/he is still an associate, undergraduate or graduate student).



- Post-graduation internship mobility must be completed within 12 months from the date of graduation. The total duration of the post-graduation internship and the mobility period of the student at the same level should not exceed 12 months.

Traineeship Places:

Any public or private sector organization in the labor market or in the field of education, training, youth, research and development, based in one of the countries where the internship activity can take place.

The following organizations can be considered as examples of suitable internship sites:

- small, joint, or large enterprises owned by public or private sector
- local, regional, or national public institutions
- embassies or consulates of the sending country abroad
- all kinds of business world, such as chambers of commerce, tradesmen-crafts unions, stock markets, and unions
- formation/union
- research institutes
- foundations
- school/institute/education center (school including vocational or adult education
It can be any educational institution from pre-high school education)
- non-profit institutions, associations, NGOs
- institutions providing career planning, professional consultancy, and information services
- higher education institutions (Higher education institutions in the program countries must have ECHE, and higher education institutions in partner countries must be recognized by a competent authority in accordance with their national legislation and have signed a bilateral inter-institutional agreement with the sending institution before the internship activity)

The following organizations are not eligible for higher education internship activity under Erasmus+:



- European Union institutions and EU agencies (see https://europa.eu/european-union/abouteu/institutions-bodies_en)
- National Agency carrying out EU programs etc. organizations.

IMPORTANT: The relevant internship mobility must be for at least two months. The grant distribution will be made for two months to the selected candidates.

1) CUMULATIVE GRANT POINT AVERAGE (CGPA)

- For undergraduate students a minimum CGPA of 2.20/4.00
- For graduate and PhD students a minimum CGPA of 2.50/4.00
- Students who are applying from graduate or PhD programs but do not have a GPA from BİLGİ yet can apply with their undergraduate graduation GPA of a minimum of 2.50/4.00 or above.
- **The CGPA displayed on SIS at the time you apply will be valid when you apply to the program. Depending on when you're applying (if during the semester is ongoing or after the final exams are announced), your CGPA may change and therefore your CGPA may seem different depending on the time you're applying.**
- Submitting CGPA is mandatory for all students who want to apply for Erasmus. If students have sufficient language proficiency but not sufficient CGPA are not able to apply.

2) LANGUAGE PROFICIENCY

Students that would like to apply to Erasmus+ Mobility should obtain a score of minimum B2 or above (60/100 minimum) from the language exams.

Students are expected to choose from the options below in order to present their required language score:

Other valid language proficiency documents are:

- Erasmus+ Foreign Language Exam, a minimum score of **60/100**
- YDS, e-YDS, YÖKDİL obtained last five years: minimum **60/100**
- BİLET 2 /BİLET 3 / LEVEL 5 AT obtained last five years: minimum **60/100** (passing score) (Term 4 Achievement Test AT score is valid) • IELTS taken in the last two years: a minimum of **5/9**
- TOEFL-IBT taken in the last two years: a minimum score of **72/120**
- Students who completed English Prep Program Level 5 during COVID-19 pandemic in Term 4 of the 2019-2020 academic year with an average score of minimum **60/100** from common quizzes and timed writing exam



- Students have to specify which exam out of the ones listed above they want to use in their application and their score on the related space in their online application platform and upload the certificate for the exam. Please be reminded that the score out of 100 needs to be listed on the online application and your language document. Only stating B2 or above is not enough.
- Screenshots are not valid as language proficiency documents. Students who upload screenshots instead of official documents will be eliminated.
- If the submitted language proficient document's score and the score submitted on the online platform do not match, the application will be eliminated.
- Even if your native language is English, you must prove it with a document.
- **Highschool diplomas, other universities' preparatory classes or other language course documents are not valid. Your score must be approved by the English Preparatory Program of BİLGİ and a document that shows the score out of 100 must be obtained.**
- For BİLET2, BİLET3 and LEVEL5AT, you need to upload a document in which your score out of 100 is indicated. In order to get this document, go to your SIS page's document requesting part, select "Other" and write a note on your request, stating that you need the document to include your score out of 100 and you need it for your Erasmus application.
- If you want to see your score beforehand, go to SIS > Academic > Profile > Preparatory Class Profile
- If you attended an Erasmus language exam before and you want to get the result of that, please contact us via erasmushelpdesk@bilgi.edu.tr. Only for this exam type we are able to create a proficiency document for you.
- If students submit one type of language proficiency to the online application, they cannot change it afterwards.

ONLINE APPLICATION

Applications will be made through the Turkish National Agency application portal

Turkish National Agency Application Portal: <https://turnaportal.ua.gov.tr/giris?returnUrl=%2F>

Application Guides:

1. [Turkish National Agency Application Portal \(please log in your e-Devlet account credentials\)](#)



* Considering the systemic errors, if any error is encountered during your data entry, you should send the screenshot by contacting portaldestek@ua.gov.tr and erasmushelpdesk@bilgi.edu.tr

Application systems will remain open only between **February 26, 2024, 10:00- March 11, 2024 17:00.**

In order for the application to be approved, 'Complete the application' button in the UA Application portal. Incomplete applications will be deemed invalid.

IMPORTANT: Monday, June 30, 2024 is the deadline for 'Acceptance Letter' students who cannot submit at the time of application.

DOCUMENTS THAT MUST BE SUBMITTED

1- Traineeship Acceptance Letter: It must be written on a letterhead of at least one page (the institution logo and contact addresses must be included.) The name-surname of the student who will do the internship and the start and end dates of the internship (day-month-year) must be clearly stated. The subject of your internship and the duties and responsibilities you are expected to perform during the internship should be mentioned item by item. The name-surname and contact information of the Mentor who will advise you during your internship should be included and the letter should be signed by this person. The stamp, the seal of the institution and the date of signature must also be indicated on the letter.

Please review the sample letter for the information that should be included in the acceptance letter and ensure that this information is included in the document to be prepared by the institutions you will be accepted.

<https://www.bilgi.edu.tr/tr/international/kuresel-yetenek-yonetimi-merkezi/erasmusprogramlari/erasmus-departman-koordinatorleri/>

Before uploading your acceptance letter to the system, you need to get confirmation from your Erasmus Department Coordinator that your internship is suitable for the department you are studying. Please see for the list of Departmental Exchange Coordinators:

2- Learning Agreement for Traineeships

- For the Learning Agreement, [please see our website.](#)



3- Transcript (Transcript Certificate) Official transcript of the previous higher education level for graduate and PhD students applying in their first semester and whose BİLGİ transcript and CGPA has not yet been established.

A copy of the Student Profile, which shows the current CGPA (can be obtained from the SIS page and should be uploaded to the <https://turnaportal.ua.gov.tr/giris?returnUrl=%2F> online application system).

4- Photocopy of Passport or Identity Card (Except for Turkish citizenship; in case of being a citizen in the EU countries, -10 points are applied for participating in Mobility in that country. It must be uploaded for identification. Applications of students who do not submit their mobility status to their country of citizenship will be deemed invalid.)

5- Copy of score report of a valid language proficiency exam (should be uploaded to the ERA online application system, and the score must be entered specifically.) (Students who do not know the exact date of their exam can enter the correct year and a random day and month.) - **Official transcript of the previous higher education level for graduate and PhD students applying at their first semester and whose BİLGİ transcript and CGPA had not yet been established.**

III. EVALUATION

According to the evaluation criteria below, Erasmus Office will list the students in accordance with their success ranking and publish the list on their website, accept the objections to it, and update depending on the status of the objections.

CRITERIA



Standard	Weighted Score
<i>Academic achievements level (GPA)</i>	<i>%50 (over 100 hundred points)</i>
<i>Language Level</i>	<i>%50 (Over 100 hundred points)</i>
<i>Martyr and Veteran Children</i>	<i>+15 points *</i>
<i>Disabled students (provided that the disability is documented)</i>	<i>+10 points **</i>
<i>Those who receive or whose first-degree relatives receive social aid from AFAD due to the "6 February Earthquake Disaster"</i>	<i>+10 points</i>
<i>The students who have been decided to protect, care or shelter under the Social Services Law No. 2828</i>	<i>+10 points***</i>
<i>Benefit before (with or without grant)</i>	<i>-10 points</i>
<i>Participating in mobility in the country of citizenship</i>	<i>-10 points</i>
<i>The student who has given up participating in Erasmus Mobility the previous year without a valid reason although he/she was qualified.</i>	<i>-10 points</i>
<i>Apply to both of mobility program at the same time (a reduction is applied to the student's preferred mobility)</i>	<i>-10 points</i>
<i>For students selected for mobility: to attend meetings/training related to mobility organized by the higher education institution without excuse (applied if the student reapplies to Erasmus)</i>	<i>-5 points</i>
<i>Declaring that he will take the language exam without an excuse (if the student re-applies to Erasmus)</i>	<i>-5 points</i>

Deductions are made on the student's total score.

*In case the total scores calculated by considering all criteria are equal; If the academic success grade is equal to the student with a high academic success grade, priority is given to the younger student.

*In case the higher education institution makes the selection of student and traineeship mobility within the same application and evaluation process; If a student who did not benefit from Mobility before applies for both student and traineeship mobilities at the same time, it is left to the student's choice in which activity the "-10 points" deduction will be applied. In this case, a petition is received from the student regarding which Mobility the student prefers to apply reduction. If a student who has previously benefited from Mobility applies for both education and internship at



the same time, a deduction of "-20" points is applied for the type of Mobility that he previously benefited from, and "-10" points is applied for the second type of Mobility he applied for.

MOBILITY GRANT

Being selected to be an Erasmus+ student does not guarantee that Erasmus+ mobility grant will also be provided.

BİLGİ Erasmus Office is responsible for selecting the outgoing Erasmus students. Based on the number of selected students, the Erasmus Office applies to the Turkish National Agency for a budget of Erasmus mobility grants for the following academic year. The Turkish National Agency allocates a budget of mobility grants to BİLGİ. The Erasmus Office will announce those that are selected for a mobility grant and the list may be subjected to further updates.

Depending on the number of students who are eligible and the budget of the Erasmus Office, it will be decided by the Erasmus Commission of İstanbul Bilgi University and officially announced on the website if students will be fully or partially granted.

Students are able to participate in the Erasmus program without receiving any grants if they wish.

You may see monthly grant amounts* from the table below:

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

For detailed information about grants, please see '[Grants and Payment Rules](#)' tab of our Erasmus+ Europe Student Mobility page.



Announcement on the Cooperation Protocol Signed with Turkish Airlines

According to the announcement of the Turkish National Agency; a cooperation protocol has been signed with Turkish Airlines so that you can benefit from extra discounts and opportunities on your flights.

In this context, you may be entitled to a 15% ticket discount on the ‘base fare’, which is the net ticket price excluding fuel and taxes, on your international flights with Turkish Airlines within the scope of Erasmus+ and European Solidarity Programs projects of which you are the beneficiary.

In this context, if you are entitled, your institutional entries will be made to the system of Turkey National Agency by İstanbul Bilgi University. However, you must be a **Miles&Smiles** member for the campaign.

[Contact: erasmushelpdesk@bilgi.edu.tr](mailto:erasmushelpdesk@bilgi.edu.tr)