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ERASMUS+ PROGRAMME TRAINEESHIP MOBILITY

GENERAL INFORMATION

- **Application Requirements:** The student must be a citizen of the Republic of Türkiye and/or a citizen of another country, and must be **a full-time student enrolled** in a higher education programme at any level of formal education (Associate Degree, Bachelor's Degree, Master's Degree, Doctorate) within Konya Technical University. The overall grade point average must be at least **2.20** for associate degree and undergraduate students and at least **2.50** for master's and doctoral students. The foreign language score must be at least **60 (B1 Level)**. To be eligible for the programme, the Erasmus score ($\text{GPA}/2 + \text{Foreign Language Exam Score}/2$) must also be **at least 60**. Students can carry out study and/or traineeship mobility abroad for **a minimum of 2 months** and **a maximum of 12 months** as part the programme during their long-term mobility. If a student has already **participated** in Erasmus+ mobility activities within their current level of study, the total duration, including the new activity, **cannot exceed 12 months**. Students studying a double major can only apply for mobility from one major during the same application period.
- **Application:** Applications are accepted at www.turnaportal.ua.gov.tr
- **Foreign Language Exam Score:** A foreign language certificate is not mandatory at the time of application. Students may upload their results from exams such as YDS (verifiable with a barcode) to the system during the application process. Students who upload these documents to the system are also required to participate in the oral stage of the Foreign Language Exam to be held at our university.
Students who do not have a foreign language exam result must take the written and oral English exam conducted by the KTUN Foreign Languages Coordination Office on the date announced after the applications are completed. The written exam is scored out of 75 points, and the oral exam is scored out of 25 points. The exam is conducted at the B2 level.
- **Ranking:** The Erasmus score is calculated by adding 50% of the Foreign Language Score and 50% of the Overall Grade Point Average, and students are ranked according to this score. If applicable, additional points and minus points from the selection criteria list are applied. The number of students who can participate in the programme specified

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in the announcement applies to the entire university; it is not specific to any departments. However, the number of students who can participate in the programme can be stated for undergraduate and postgraduate levels. The application announcement should be read in detail regarding the number of students and other matters.

- **Preference:** During the application process, each student may select up to three universities from among those with which their department has agreements within the scope of traineeship mobility.
- **Letter of Acceptance:** Students may apply by receiving a letter of acceptance from public or private institutions or universities in the countries specified in the announcement, provided that the traineeship is within their field of study, and uploading this letter to the relevant section of the system during the application process.
- **Suitable Traineeship Institutions:** In case of student mobility for traineeships the receiving organisation can be: any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. For example, such organisation can be: a public or private, a small, medium or large enterprise (including social enterprises); a public body at local, regional or national level; embassies or consular offices of the sending EU Member State or third country associated to the Programme; a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; a research institute; a foundation; a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education); a non-profit organisation, association, NGO; a body providing career guidance, professional counselling and information services; a HEI from an EU Member State or third country associated to the Programme awarded with an ECHE, or a HEI from a third country not associated to the Programme recognised by competent authorities that has signed inter-institutional agreements with their partners from an EU Member State or third country associated to the Programme, before the mobility takes place.
- **The following types of organisations are not eligible as receiving organisations** for student mobility for traineeships: EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website - http://europa.eu/european-union/about-eu/institutions-bodies_en); organisations

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managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).

- **Mobility Period (Long Term):** Minimum 2 months (60 days), maximum 12 months (**Note:** Short term mobilities require separate announcements.).
- **Grant Support:** The duration of the grant is specified in the relevant announcement; grants are awarded for 2 or 3 months. The grant is calculated based on the grant of the destination country. In addition to this amount, a one-time travel grant, calculated according to the distance band between the home and the host institution, is also paid, in line with the rule change made in the 2024 Contract Period. The grant is initiated after the stamped/signed arrival confirmation document is sent to our Erasmus+ Coordination Office, and 80% of the total grant amount is paid after the arrival confirmation document is received. The student is entitled to receive the remaining 20% of the grant payment if they pass all their courses and complete all their documents. No additional grant support is provided for **visa, insurance, or flight tickets**. Our university provides students with a visa letter to facilitate the visa application process.

How does the Traineeship Mobility process continue?

Students who are primarily eligible to participate in the programme and who have selected one of our partner universities for their traineeship during the application process and have been placed at one of these universities will be nominated to the relevant university following the publication of the application results (**Note: Being placed at a university in the application results list does not guarantee any right to participate in the programme.** For example, students may not be able to participate in the mobility in cases such as the nomination not being accepted by the host university or visa refusal.). Following the nomination, the relevant university informs the student in accordance with its own procedures, and the student completes the information and documents requested by the host university. The student prepares the Learning Agreement (LA) document, which specifies the content of the traineeship, with the approval of the Departmental Erasmus Coordinator ([The list of Departmental Erasmus Coordinators](#)). The acceptance letter confirming the student's acceptance by the host university is sent by the host university before or after the LA is prepared. After receiving the acceptance letter, the student carries out the visa and document preparation process.

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Students who upload a stamped and signed letter of acceptance that meets the requirements during the application process will prepare their LA with the approval of the Departmental Erasmus Coordinators and proceed with the visa application process.

After completing his/her mobility, the student submits the necessary documents to our Erasmus+ Coordination Office, and the recognition process for the traineeship is carried out. After the return of the student, the remaining grant payment (%20) is made to the student.

Partner Universities: Within the scope of traineeship mobility, we have agreements with universities in 7 countries: Romania, Portugal, Bulgaria, Poland, Germany, North Macedonia and Greece. To view the agreement list for your department under the traineeship mobility programme, please [click here](#).

Staj Hareketliliği Seçim Ölçütleri ve Ağırlıklı Puan Tablosu (Traineeship Mobility Selection Criteria and Score Table) :

Ölçüt	Ağırlıklı Puan
<i>Akademik başarı düzeyi</i>	<i>%50 (toplam 100 puan üzerinden)</i>
<i>Dil seviyesi</i>	<i>%50 (toplam 100 puan üzerinden)</i>
<i>Şehit ve gazi çocuklarına</i>	<i>+15 puan¹</i>
<i>Engelli öğrencilere (engelliliğin belgelenmesi kaydıyla)</i>	<i>+10 puan²</i>
<i>2828 Sayılı Sosyal Hizmetler Kanunu ile 5395 sayılı Çocuk Koruma Kanunu kapsamında haklarında korunma, bakım veya barınma kararı alınmış öğrencilere</i>	<i>+10 puan³</i>
<i>Başvuru esnasında staj yeri kabul mektubu sunma</i>	<i>+ 10 puan</i>
<i>Kendileri veya 1. derece yakınları AFAD'dan afetzedede yardımı alanlar⁴</i>	<i>+10 puan</i>
<i>Aynı proje türü kapsamında daha önce yararlanma (hibeli veya hibersiz)⁵</i>	<i>-10 puan</i>
<i>Vatandaşı olunan ülkede hareketliliğe katılma</i>	<i>-10 puan</i>
<i>Hareketliliğe seçildiği halde süresinde feragat bildiriminde bulunmaksızın hareketliliğe katılmama</i>	<i>-10 puan</i>

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<i>İki hareketlilik türüne birden aynı anda başvurma (öğrencinin tercih ettiği hareketlilik türüne azaltma uygulanır)</i>	<i>-10 puan</i>
<i>Hareketliliğe seçilen öğrenciler için: Yükseköğretim kurumu tarafından hareketlilikle ilgili olarak düzenlenen toplantılara/eğitilere mazeretsiz katılmama (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)</i>	<i>-5 puan</i>
<i>Dil sınavına gireceğini beyan edip mazeretsiz girmeme (öğrencinin Erasmus'a tekrar başvurması halinde uygulanır)</i>	<i>-5 puan</i>

Notlar:

¹ : Muharip gaziler ve bunların eş ve çocukları ile harp şehitlerinin eş ve çocuklarının yanı sıra 12/4/1991 tarih ve 3713 sayılı Terörle Mücadele Kanunu'nun 21. Maddesine göre "kamu görevlilerinden yurtiçinde ve yurt dışında görevlerini ifa ederlerken veya sıfatları kalkmış olsa bile bu görevlerini yapmalarından dolayı terör eylemlerine muhatap olarak yaralanan, engelli hâle gelen, ölen veya öldürülenlerin eş ve çocukları ile 23 Temmuz 2016 tarih ve 667 sayılı KHK'nin 7. Maddesi uyarınca, 15 Temmuz 2016 tarihinde gerçekleştirilen darbe teşebbüsü ve terör eylemi ile bu eylemin devamı niteliğindeki eylemler sebebiyle hayatını kaybedenlerin eş ve çocukları veya malul olan siviller ile bu kişilerin eş ve çocukları Erasmus+ öğrenci hareketliliğine başvurmaları halinde önceliklendirilir.

² : Önceliklendirme için öğrencinin 20 Şubat 2019 tarih ve 30692 sayılı Resmi Gazete'de yayımlanan "Erişkinler İçin Engellilik Değerlendirmesi Hakkında Yönetmelik'te yer alan Engellilik Sağlık Kurulu raporunu ibraz etmesi gerekir.

³ : Önceliklendirme için öğrencinin Aile ve Sosyal Politikalar Bakanlığı'ndan hakkında 2828 sayılı Kanun uyarınca koruma, bakım veya barınma kararı olduğuna dair yazıyı ibraz etmesi gerekir.

⁴ : Her bir öğrenim kademesi (lisans, yüksek lisans, doktora) ve her bir proje türü (KA131-KA171) için birer defaya mahsus olarak uygulanır. Hareketliliğe katıldığı takdirde öğrencinin sonraki başvurularında uygulanmaz. Ek puan, öğrenci hareketliliğe katılmadığı takdirde (feragat süresi içinde vazgeçilmişse veya mücbir bir sebep varsa) sonraki başvurularında da uygulanmaya devam olunur.

⁵ : BIP, kısa dönem doktora hareketliliği ve kısa dönem karma hareketlilik katılımları bu kapsamda değerlendirilmez.

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**Individual Support Grant Amounts to be Applied in Traineeship Mobility
(Applicable to long-term mobility lasting at least 2 months for the 2024 and
2025 Contract Period) :**

Ülke Grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Çek Cumhuriyeti, Danimarka, Estonya, Finlandiya, Fransa, Güney Kıbrıs Rum Yönetimi, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Letonya, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Slovakya, Slovenya, Yunanistan	600
3. Grup Ülkeler	Bulgaristan, Hırvatistan, Kuzey Makedonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan	450

Travel Grant Amounts to be Applied in Student Mobility: As the grant amount in the table is for a round trip, it is not multiplied by two and is calculated according to the distance between provinces. Distance Calculator Tool provided by the European Commission: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Seyahat Mesafesi	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 ila 99 KM arasında	28	56
100 ila 499 KM arasında	211	285
500 ila 1999 KM arasında	309	417
2000 ila 2999 KM arasında	395	535
3000 ila 3999 KM arasında	580	785
4000 ila 7999 KM arasında	1188	1188
8000 KM veya daha fazla	1735	1735

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Frequently Asked Questions about Traineeship Mobility

Can I carry out a traineeship mobility for longer than 2 months (60 days)?

- Extending the traineeship without a grant is possible, provided that it is in line with the end date of the contract period during which the student is carrying out their mobility.

Can I complete my Erasmus traineeship as part of the compulsory traineeship in my department? / Can I carry out a traineeship mobility even if there is no compulsory traineeship in my department?

- The traineeship must meet the requirements of the relevant department's traineeship committee. Students may carry out a traineeship mobility as part of their compulsory departmental traineeship with the approval of the Departmental Erasmus Coordinator. If the traineeship is carried out as part of the compulsory traineeship, it is the student's responsibility to provide the information and documents requested by the traineeship committee. Additionally, the duration of the Erasmus traineeship must be at least 60 days. Even if it is not part of the department's compulsory traineeship, students may carry out an Erasmus traineeship mobility within the scope of voluntary traineeship.

How can I receive an acceptance letter for a traineeship?

- An acceptance letter can be received by contacting the public or private institutions specified in detail in the section on suitable traineeship places above via email. These institutions are located in the countries listed in Group 1 and Group 3 in the table above. The email sent should be tailored to the relevant person/organisation, and responses may not be received to emails created using copy-paste methods. When searching for a traineeship location, the existence and reliability of the organisation should be specifically verified.

Can I carry out a traineeship mobility for less than 60 days?

- In our long-term announcements, traineeship mobility must be at least 60 days. In addition, there are also short-term mobility types, which are announced separately, for example: Short-Term Doctoral Mobility or BIP (Blended Intensive Programme). However, the grant amounts for these types of programmes differ from the grant amounts mentioned above.