



Erasmus+ Handbook

for outgoing traineeship students

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Before Mobility

Under Learning Mobility of Individuals, students at higher education institutions holding a valid Erasmus Charter for Higher Education (ECHE) can spend an internship period (minimum 60 days) in an enterprise or organization in another program country to develop hands on work experience in the occupational field relevant to their study area.

The scope of the enterprise or the organization where a student makes internship should be directly related to study area of the student and contribute her/him by providing practical work experience. In this regard, Erasmus student mobility for traineeship cannot be used for research assignments and analysis purposes for the study area.

You have to follow application dates and complete online application to participate in Traineeship Mobility.

CRITERIA;

Undergraduate and graduate students can be eligible to benefit from Erasmus traineeship (internship) mobility as long as they meet the below conditions and submit their applications by the deadline stated on this call:

- The applicants must have arranged a full-time internship (30 hours per week) at an approved company/organization in one of the program countries.
- Recent higher education graduates may participate in Erasmus traineeship mobility as long as they apply before they graduate and must carry out and complete their traineeship abroad within one year of obtaining their graduation.

The eligibility criteria for applicants are the below:

- Undergraduate students must have a minimum grade of 2.20/4.00 cumulative GPA and graduate students a minimum grade of 2.50/4.00 cumulative GPA. The grades taken into consideration will be those of the transcript provided during the time of application.
- The students who benefited from Erasmus study or placement mobility before can also apply to this call. Students have to make sure that the total length of mobility should not exceed the deadline announced by the Erasmus Office.



Europe

EVALUATION | Calculation of the students total Erasmus grade takes place through:

- Academic Performance (GPA) 50%
- Language Proficiency 50% (Students can only use the same score of an exam in 2 years.)
- Previous participation in the Erasmus Program within current study level -10 points
- Students with disabilities +10 points
- Children of martyrs and veterans +15 points
- Disable students +10 points
- Students under protection as asserted by the Law no. 2828 of Social Services +10 points
- Participation in Erasmus Program in the country of nationality -10 points
- Previous participation in the Erasmus Program within current study level: -10 points

Students are ranked in their departments according to their total Erasmus grade, as and replacements. Replacement students can be added into the primary list only if one of the primary students decides to cancel his or her application. The results are determined by an official Exchange and Placement Commission.

FINDING AN INTERNSHIP;

Students applying for internship mobility are required to find an internship place with their own connections. The institution where you want to do an internship may be in any of the countries included in the Erasmus program. It is necessary to inform the institutions where you want to do an internship that you want to participate in the Erasmus + Internship Mobility by writing a letter of motivation along with your CV. If you receive positive feedback, you should request an 'Acceptance Letter'. Students who get nominated will be given a deadline to submit their Acceptance Letter to International Relations Coordinatorship (Erasmus Office).



WHERE TO INTERN?

Host (receiving) organizations for student traineeships may be any public or private organization active in the labor market or in the fields of education, training and youth. Such organization can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute (as described above);
- a foundation;
- a school/institute/educational center (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organization, association, NGO;
- a body providing career guidance, professional counselling and information services
- higher education institutions (Higher education institutions located in the countries associated with the program must have ECHE, higher education institutions in countries not associated with the program must be recognized by an authorized 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 types of organizations are not eligible as receiving organizations for student traineeships:

- EU institutions and other EU bodies including specialized agencies
- Organizations managing EU programs such as national agencies

IMPORTANT! The Erasmus+ internship mobility is voluntary. Students who intend to complete their compulsory internship are required to consult their faculty.

!Applicants who submit an official document confirming that they are undertaking a compulsory internship will be awarded an additional 5 points during the application process.



BEFORE THE MOBILITY | Required Documents

Before the mobility period, participants should follow the steps listed below and submit the necessary documents to the Erasmus Office.

Please be aware that a majority of this paperwork will require a signature and stamp from a relevant departmental or institutional coordinator either at Haliç or at your host university. Therefore, it is important that you allow yourself the appropriate time to complete the paperwork.

- **Learning Agreement for Traineeship**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition in his/her degree for the traineeship successfully completed abroad.

- **Acceptance letter to be received at the Host Institution.**
- **Student Visa:** You should apply to student visa for Erasmus Traineeship. If you need a letter from us, please let us know, we will prepare it for you before your visa appointment. Once you get your visa, please don't forget to send a copy of it to Erasmus Office.
- **Comprehensive Health Insurance:** Please be careful to have a Comprehensive Health Insurance. The insurance should have the health, accident and liability insurance coverages.
- **Euro Bank Account:** Students should open a EURO bank account at Vakıfbank and send the bank account details to the Erasmus Office. The bank details we require to pay your grant must be Vakıfbank euro bank account.
- **Grant Agreement:** The grant agreement is signed by Haliç University and the student before the beginning of the mobility.



***If the institution (or the consulate) where you will perform the internship mobility requests a health insurance policy that covers the coverage other than the health insurance coverage requested by Haliç University, you can use the requested policy as the health insurance policy required to sign the grant contract.**

****Grant agreements must be signed at least one month before your Erasmus program starts.**

Compulsory Health Insurance

After receiving the acceptance from the partner university, student must submit a copy of the health insurance policy to the International Relations Coordinatorship (Erasmus +) Office in accordance with the relevant article of the grant agreement to be signed with Haliç University, covering the minimum mobility dates specified in the acceptance letter.

Health Insurance policy must include;

- Accident Insurance (the insurance should cover the damage that could occur to the student during the internship)
- Financial Liability (during the mobility, the insurance should cover the damage that the student may cause at the company where he/she works)

Attending to the Mobility in Germany, France, Belgium, Netherlands and Austria

• SGK Contracted Countries (May vary)

If you have a health guarantee attached to SGK, within the framework of social security agreement with the Republic of Turkey, for the mentioned countries 'SGK negotiated document' can be issued so that student can be exempt from the private health insurance.

IMPORTANT! However, some partner universities and consulates may require the purchase of private health insurance in addition to the country's agreed document.

In order to obtain this document, you can call the 'Foreign Transactions' unit of the Social Security Institution, specify the country you will go to and get information about the necessary procedures for application. Although you have obtained this document from SGK, you do not have to submit private health insurance to Haliç University while signing the Grant Agreement.



During Mobility

The host institution during the mobility could change students' mansions, for any change the participant should fill the During the Mobility Section of Learning Agreement.

DURING THE MOBILITY | Required Documents

- Copy of Learning Agreement 'During Mobility' document, if a change has been made, the LA- During Mobility section must be filled.

After Mobility

After completing the Erasmus+ Traineeship Mobility, students are required to finalize several academic and administrative procedures. These steps ensure that the mobility period is officially recognized by the home institution and that all grant-related requirements are completed.

AFTER THE MOBILITY | Required Documents

- After the Mobility Section of Learning Agreement
- Certificate of the Confirmation of stay
- Passport photocopies (exit and entry stamps)
- Mobility Tool Final Report which will be sent by mail by the Erasmus+ Commission. The student is invited to fill the report within the 30 days after the Mobility
- Experience letter+photos



Outgoing Student Checklist

BEFORE MOBILITY

- ☒ Learning Agreement for Traineeship (signed by student and academic coordinators at both home and host institution.)
- ☒ Acceptance letter to be received at the Host Institution.
- ☒ Travel Health Insurance (It should cover the student's mobility period and should include accident and liability clauses.)
- ☒ A copy of the passport and visa page must be delivered to the office.
- ☒ Copy of EURO bank account's passbook opened in any branch of VakıfBank.
- ☒ Signing the Grant Agreement (You are required to visit our office and sign the document with wet signature.)

DURING MOBILITY

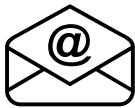
- ☒ Copy of Learning Agreement 'During Mobility' document, if a change has been made, the LA-During Mobility section must be filled.

AFTER MOBILITY

- ☒ A copy of the Learning Agreement's After Mobility part.
- ☒ Certificate of Attendance (certificate of participation, original signed and stamped is mandatory)
- ☒ Online EU Survey (EU portal- a survey will be sent via the link to the participant's email address registered in the EU portal)
- ☒ Copy of the pages of the passport entry- exit stamps.
- ☒ Experience letter+ photos

CONTACTS

For any inquiries, assistance, or supplementary information, please feel free to contact us through e-mail.



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Erasmus+