

**2024-2025 ACADEMIC YEAR SPRING SEMESTER
ERASMUS+ KA-131 INTERNSHIP MOBILITY
APPLICATION ANNOUNCEMENT
(PROJECT YEAR – 2024)**

18 Oct 24	Online Information session – 3.00 p.m. on Erasmus+ Student Mobility
1 Nov 24	2024-2025 Fall semester Erasmus+ Internship Mobility application start date
22 Nov 24	2024-2025 Fall semester Erasmus+ Internship Mobility application end date
2 Dec 24	IHU English Exam – 10.00 a.m. Location: Ibn Haldun University Başakşehir Complex School of Humanities and Social Sciences Building, Ömer Faruk Harman Conference Hall
13 Dec 24	Announcement of results at international.ihu.edu.tr
16-18 Dec 24	Acceptance of petitions to appeal the evaluation results
20 Dec 24	Announcement of final results of the whole application phase at international.ihu.edu.tr
24 Jan 25	Deadline for students who want to give up their mobility to submit their waiver petition to the Erasmus Office
28 Jan 25	Announcing new candidates from the substitute list, after the waiving of main candidates
7 March 25	Deadline of submitting waiver petition for the new candidates
10 March 25	Deadline for requesting a change of institution

14 March 25	Orientation Program for students who will go to internship mobility (participation is mandatory)
26 Aug 25	Deadline for students to deliver Learning Agreement and Acceptance Letters to Erasmus Office (and also deadline for the office to inform the names of candidate students to the relevant academic units and the Student Affairs Department)

- ★ Potential updates to the application calendar will be shared at <https://international.ihu.edu.tr/erasmus-and-exchange/> and Instagram account (www.instagram.com/ihu.international/). It is highly recommended that our students follow our announcements regularly.
- ★ All activities must be terminated **before 30.12.2025**. Applicants must indicate the preferred year of mobility during the application.
- ★ Preferred mobility date/semester cannot be changed after the application, except in cases of force majeure. Please note that **visa rejection/lack of a visa appointment does not count as force majeure**.

APPLICATION CRITERIA

1. Being an active undergraduate/graduate/PhD student at Ibn Haldun University.
2. Academic GPA of at least 2.50/4.00 for undergraduate students, and at least 3.00/4.00 for graduate students.
 - * Please make sure that your transcript is issued after the start of application, i.e. 1 November 2024. **Transcripts without a valid date of issue or issued before 1 November 2024** will not be accepted and the application will be considered **invalid**.
3. A minimum English exam score from one of these exams must be obtained:
 - IHU Erasmus English Exam (70/100)
 - YÖKDİL/e-YÖKDİL/YDS/e-YDS (70/100)
 - TOEFL (84/100)
 - * The relevant exam results are **valid for two years** from the date of receipt. Students who want to apply with the previous IHU Erasmus English Exam have to mark this option during the application phase on TURNA PORTAL. **Only one** exam result will be taken into account. If you mark two options during the application,

your application will be considered invalid.

4. Graduates can complete their internship after graduation. However, they have to apply before graduation, and must be an active student during the application period. Also, internship must be completed within 12 months after graduation. Internships carried after graduation will not be mentioned in the Diploma Supplement or Transcript. Rather, the student will keep the certificate to later prove his/her internship.
5. Double major students can only apply for the Erasmus Mobility of Internship/Study with just one of their majors in the same application period. In case a double major student applies with his/her both programs to Erasmus+, all of his/her applications will be considered **invalid**.
6. Double major students who will apply for mobility must have completed at least 25 ECTS in their second major.
7. Students who registered for two graduate programs can only apply for the Erasmus Internship Mobility with just one of their programs. For example, if you are an MA and PhD student, you can just apply with one of them.
8. The following students **cannot apply**:
 - Students who are in Language Preparatory year
 - Students who are in their first semester of undergraduate or graduate program in Ibn Haldun University (IHU) and has no GPA during the application period from the courses registered in IHU
 - Students who came with a transfer from another institution and are in the first semester of their registration in IHU (i.e. a transfer student who has not yet received a GPA from courses taken in IHU during the application period)
 - PhD students who have not taken the doctoral qualification exam, and are in the last period of taking the exam (check the [Regulation on Graduate Studies](#))
 - PhD students who are in the last period of their thesis proposal defense
 - Students who are in the last period of the maximum duration of the program
9. Masters or PhD students who are currently in 4th semester of their program and have not yet taken a seminar course and have not completed the program course load must submit a permission petition from their thesis and/or academic advisor within the application period (check the draft version of the petition, attached to the announcement email).
10. Students who have transferred from another program within IHU, can apply

Erasmus and International Programs Department

with their current GPA.

11. Those who have participated in the Erasmus+ Study Mobility with or without a grant in the previous calls, can also apply the Erasmus Internship Mobility.

PREPARATION PROCESS BEFORE APPLICATION

- **Students will determine the institution where the internship will take place.** Submitting a letter of acceptance is optional in the application, and brings +10 points.
- **The sector in which the internship will take place** must be a sector related to the student's current education program.
- Organizations that can provide internships are; businesses, firms, and other organizations that fit the definition of business.
 - * European Union Institutions and EU Agencies, and organizations that carry out EU programs and receive grants in this context, as well as our national diplomatic representations in the host country are **not** institutions where Erasmus Internship activity can be carried out. (Non-eligible institutions are listed here: https://europa.eu/european-union/about-eu/institutions-bodies_en)

THE REQUIREMENTS FOR AN INTERNSHIP ACCEPTANCE LETTER TO BE VALID

- It should be written on a letterhead document with a date.
- Your full name should be written exactly as it appears in the passport.
- Your department and university should be indicated.
- Start and end date of internship should be indicated.
- The start and end dates should be on weekdays.
- Duration of the internship should not be less than 60 days (possible if around 61-63 days).
- The subject of your internship, your duties and responsibilities should be briefly mentioned.
- Your internship supervisor's full name, title and contact details should be given.
- It should be signed by your supervisor and stamped by the institution.

WHERE TO APPLY?

Applications must be made through TURNA PORTAL. Application link; <https://turnaportal.ua.gov.tr>

* Applications will start on November 1, 2024 at 00.00. There will be no access to

the application page before that date.

REQUIRED DOCUMENTS/FORMS

The following documents must be uploaded to the system:

- Transcript from e-Devlet (**Mandatory**)
- Scanned version of Turkish ID or residence permit (**Mandatory**)
- Letter of Acceptance (if available, and **must be in English**)
- TOEFL/YDS/YÖKDİL/e-YDS/e-YÖKDİL Exam Result (it is mandatory only for those who will not take the IHU Erasmus English Exam and wants to submit other scores)
- Document proving disadvantage mentioned in the list of criteria (if available)
- Petition of permission for the 4th semester graduate students (if available)

* Any application with wrong documents or misleading statements will be deemed invalid.

* Transcript without a date of issue or with a date before 1 November 2024, will be considered invalid.

* All application documents must be uploaded completely to the TURNA PORTAL. Submissions after the application period will not be accepted.

EVALUATION CRITERIA

Student selections are made according to the selection criteria specified in the Erasmus+ Implementation Handbook (2024 KA-131 Ulusal Ajans Uygulama El Kitabı).

The expected quota for 2024-2025 Spring applications is as follows:

LEVEL OF EDUCATION	FACULTY	EXPECTED QUOTA
Undergraduate	School of Humanities and Social Sciences	3
	School of Islamic Studies	1
	School of Education	1
	School of Business	1
	School of Law	1
	School of Communication	1
Masters and PhD	School of Graduate Studies	3
	School of Civilization Studies	

Erasmus and International Programs Department

- ★ In faculties with more than one quotas, only one student from each department is eligible to receive a grant in the Internship Mobility program. (for example, only one student in the History Department can have a grant for Internship Mobility)
- ★ The final decision on the quotas will be taken by the Erasmus Commission after the end of applications, in parallel with the project budget.

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

Criterion	Weighted Score
<i>Academic achievement level</i>	<i>%50 (out of a total of 100 points)</i>
<i>Language level</i>	<i>%50 (out of a total of 100 points)</i>

Other situations mentioned in the table below are also criteria taken into account in the evaluation. According to these situations, deductions and increases are made to the total score;

Criterion	Weighted Score
<i>To the children of martyrs and veterans</i>	<i>+15 points</i>
<i>Students with disabilities (provided the disability is documented) *</i>	<i>+10 points</i>
<i>Students for whom protection, care or accommodation decisions have been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395.</i>	<i>+10 points</i>
<i>Students with their first degree relatives or themselves receiving AFAD aid for disaster victims. 1st degree relatives mean: mother, father, child, spouse **</i>	<i>+10 points</i>
<i>Benefit from the KA131 program before (with or without a grant)</i>	<i>-10 points</i>
<i>Participating mobility in a country with citizenship</i>	<i>-10 points</i>
<i>Submitting an internship acceptance letter at the time of application</i>	<i>+10 points</i>
<i>Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility</i>	<i>-10 points</i>
<i>Internships to develop digital skills (DOTs) *** are prioritized</i>	<i>+5 points</i>
<i>Applying to two mobility types at the same time (reduction is applied to the student's preferred mobility type)</i>	<i>-10 points</i>

Erasmus and International Programs Department

<i>For students selected for mobility: Not participating in meetings/trainings organized by the higher education institution on mobility without an excuse (applicable if the student applies for Erasmus again)</i>	-5 points
<i>Not taking the language exam without an excuse (applicable if the student re-applies to Erasmus)</i>	-5 points

* The Disability Health Board report specified in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, No. 30692 must be uploaded to TURNAPORTAL.

** This additional point is applied only once. If selected, it will not apply to the student's subsequent applications. However, if the student is not selected, the additional points will continue to be applied to their future applications.

*** **Traineeship in digital skills (DOTs):** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualization; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfillment, data entry or office tasks are not considered in this category.

ARE GRANTS PROVIDED?

- a) Grants are given to students to ensure that some of their expenses are covered during their activity period abroad. The table of support grant amounts to be given to students traveling to program countries are given below:

Country groups	Host Country	Monthly Grant Internship (Euro)
1st and 2nd Group Program Countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Latvia, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	750

Erasmus and International Programs Department

3. Group Program Countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	600
----------------------------	---------------------------------------------------------------------------------	-----

- ★ Eligible applicants who meet the specified criteria but were not awarded a grant due to budget limitations can participate in the mobility program without grant by submitting a petition to the Erasmus Office.
- ★ The minimum activity period is a minimum of 2 months for each student, and a maximum of 2 months grant can be provided for students who are entitled to internship mobility during this period. Students who leave the program before this period is completed, will not be able to receive a grant unless there is force majeure. Those who had to leave the program earlier due to force majeure, have to prove this with official documents.

b) TRAVEL GRANT

Unlike previous calls, this year, a travel grant will be given to students depending on the distance between Ibn Haldun University and the partner institution. The distance will be calculated using distance calculator:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Obtained “km” value	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10-99 km	28	56
100 - 499 km	211	285
500 - 1999 km	309	417
2000 - 2999 km	395	535
3000 - 3999 km	580	785
4000 - 7999 km	1188	1188
8000 km and beyond	1735	1735

* **Green travel** means using low carbon emission transportation. This includes buses, trains, and car sharing. To qualify for green travel support, you need to use green

Erasmus and International Programs Department

transportation for both the outgoing and return trips, and more than half of your total journey must be done with green vehicles.

OPPORTUNITIES AND ADDITIONAL GRANT SUPPORT FOR DISABLED AND DISADVANTAGED PARTICIPANTS

Disadvantaged participants can be given an additional monthly grant of 250€ in addition to the grant they receive for internship mobility, which lasts between 2-12 months. In order to be able to give more grants to the disadvantaged student, an additional grant request from the Center must be requested by the beneficiary higher education institution. Additional grant requests can be made within the contract period, but in any case, up to 60 days before the end of the contract. The Center evaluates each application individually and decides whether an additional grant can be given and, if so, the appropriate amount of grant. Applications will be forwarded to the National Agency by the Erasmus Office of our university.

In order for the grant in question to be awarded, the disadvantaged participant is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories:

- Subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services (Aileler ve Sosyal Politikalar Bakanlığı) pursuant to Law No. 2828)
- Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395
- Those who receive an orphan/death pension
- Veterans, spouse and children of martyrs/veterans
- Persons who are granted financial support for themselves or their families (a document proving that the student received financial support from municipalities, public institutions and organizations such as ministries, Sosyal Yardımlaşma ve Dayanışma Vakıfları, Vakıflar Genel Müdürlüğü, Kızılay, AFAD are needed as proof during the Erasmus application)
- Disabled students
- Individuals whose parents or guardians receive disability or social assistance pensions, under the Law No. 2022, dated 01.07.1976 (65 Yaşını Doldurmuş Muhtaç, Güçsüz Ve Kimsesiz Türk Vatandaşları İle Engelli Ve Muhtaç Türk Vatandaşlarına Aylık Bağlanması Hakkında Kanun)
- Students with their first degree relatives or themselves receiving AFAD aid for disaster victims.

WHAT ARE THE MATTERS TO BE CONSIDERED?

1. All activities must be terminated **before 30.12.2025**.
2. Grant allocated is a maximum of 2 months per student. Those who would like to have more months with/without grant should write a petition after the evaluation period is done.
3. **If a student does not complete the participant survey (EU Survey), 20% of the total final grant cannot be given, unless technical reasons were the cause.**
4. **The minimum duration of activity is a minimum of 2 months for each student.** Students who leave the program before this period is completed will not be able to receive a grant unless there is force majeure. Students who have to leave the program earlier than anticipated due to force majeure have to prove this with official documents.
5. If the documents proving participation in the mobility (certificate of participation) are not submitted, the mobility will be deemed invalid and the student will not be paid a grant; the previously paid grant will be reclaimed from the student.
6. For students who have completed the activity period of at least 2 months and return sooner than the time specified in the invitation letter, the amount to be deducted is determined over the number of activity days not performed.
7. The maximum duration of activity is 12 months for all students. Integrated doctorate students can have 24 months of activity duration.
8. Students who wish can waive financial support. Non-grant students are also subject to an evaluation process with other applications and go through the same process as grant students. Students who would like to participate in Erasmus+ Internship Mobility by their own means, need to submit a petition of participating non-grant. The petition should be submitted after the announcement of results and three months **before the termination of the call** indicated in the calendar above (i.e. before 30.09.2025).
9. In cases not specified in the announcement, the rules in the Erasmus+ Implementation Handbook (2024 KA-131 Ulusal Ajans Uygulama El Kitabı) will apply.
10. **The details that will be encountered before, during and after the mobility for the students who are eligible for Erasmus+ Internship Mobility will be explained in the Erasmus+ Internship Mobility Orientation where participation is compulsory** (check the calendar above).

For detailed information on the whole Student Mobility for Internship, you can check our

Erasmus and International Programs Department

website <https://international.ihu.edu.tr/en/outgoing-internship-mobility> or contact the Erasmus and International Programs Department with [appointment](#).

Erasmus and International Programs

Email: erasmus@ihu.edu.tr

Phone: +90 212 692 02 12 Extension: 1109 - 1116

Website: <https://international.ihu.edu.tr/>

Below is the list of websites or databases that can guide students on their research to find an internship place (Don't forget that these websites are for recommendation purposes only, and sharing this doesn't mean we're responsible for finding an internship. It is the responsibility of the student to find an internship place.)

<https://leonet.joeplus.org/>

<https://www.ies-consulting.es>

<https://erasmusintern.org>

<https://www.hosco.com/en/>

<http://www.praxisnetwork.eu/>

<https://www.entrypark.com/students>

<https://graduateland.com/>

<https://europe-internship.com>

<https://www.mediamonks.com/>

<https://www.crossroads.com.mt/home>

<https://www.worldtraineeships.org/>

<https://www.atlasnova.eu/>

<http://euconnect.org/>

<http://www.algoos.com/tr/>

<https://www.monster.com/geo/siteselection>

<http://www.amberjob.eu>

<https://tr.indeed.com/>

<http://businessculture.org>

<http://www.traineeup.com/en/>

<https://www.trainingexperience.org>

<http://www.ibdpartnership.co.uk>

<http://www.cshm.es/en/>

<http://placementinportugal.com>

<https://www.partnershipinternational.ie>

<http://paragoneurope.eu>

<http://www.jobtrust.gr>

<http://www.jobandpractice.com>

<https://www.ispo.co.uk>

<http://intergrad.co.uk>