

**2024-2025 ACADEMIC YEAR SPRING SEMESTER  
ERASMUS+ KA-131 INTERNATIONAL PHD SHORT-TERM  
INTERNSHIP MOBILITY  
APPLICATION ANNOUNCEMENT  
(PROJECT YEAR – 2023)**

24 March 2025	Application start date for 2024-2025 Spring semester Erasmus+ KA131 PhD Short-Term Internship Mobility
18 April 25 (until 16:00)	Application end date for 2024-2025 Spring semester Erasmus+ KA131 PhD Short-Term Internship Mobility
21 April 25	<b>IHU English Exam</b> 10:00 a.m.   Location: Ibn Haldun University Başakşehir Complex (exact location will be shared later)
24 April 25	Announcement of evaluation results at <a href="https://international.ihu.edu.tr/">https://international.ihu.edu.tr/</a>
27 April 25	Deadline to appeal to the evaluation results
28 April 25	Announcement of final results at <a href="https://international.ihu.edu.tr/">international.ihu.edu.tr</a>
29 April 25	Orientation Program at 2:30 p.m. Istanbul time ( <b>Participation is mandatory</b> )
2 May 25	Deadline to change institution or withdraw from the right of grant
5 May 25	Announcing new candidates from the substitute list
15 May 25	Deadline to submit Learning Agreement to the Erasmus Office

- Potential updates to the application calendar will be shared at <https://international.ihu.edu.tr/erasmus-and-exchange/> and through email. It is highly recommended that our students follow our announcements regularly.

- All activities must be terminated **before 31.07.2025**.

## APPLICATION CRITERIA

1. **Being an active PhD student at Ibn Haldun University.** Make sure you are mentioned as an active student on your transcript as well. The Erasmus and International Programs Department will not be responsible for technical issues of your status. Applications mentioned as “passive” on the transcript will be considered **invalid**.
2. Academic GPA of at least 3.00/4.00 for PhD students. **Please make sure that your transcript is issued from e-devlet** (<https://www.turkiye.gov.tr/>) with dates after the start of application, i.e. 24 March 2025 onwards. **Transcripts not from e-devlet, without a valid date of issue or issued before 24 March 2025** 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**. Applicants who do not have a previous IHU Erasmus English Exam score and have marked to use the previous score option will have an **invalid** application.
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. The following students **cannot apply**:
  - Students who are in Language Preparatory year

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- Students who are in their first semester of 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)

### PREPARATION PROCESS BEFORE APPLICATION

- **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.

### WHERE TO APPLY?

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

### WHAT ARE THE DOCUMENTS/FORMS TO BE SUBMITTED IN THE APPLICATION?

The following documents must be uploaded to the system:

- Transcript from E-Devlet (**Mandatory**)
- Letter of Acceptance (**Mandatory and must be in English**)
- Scanned version of Turkish ID or residence permit (**Mandatory**)
- TOEFL/YDS/YÖKDİL/e-YDS/e-YÖKDİL Exam Result (if available)\*
- Document proving disadvantage mentioned in the list of criteria (if available)

\* Students who do not have an English score can take the IHU English Exam for Erasmus by selecting that option on TURNA PORTAL.

- Any application with wrong documents or misleading statements will be deemed invalid.
- Transcript which is not from e-devlet and without a date of issue or with a date before 24 March 2025, will be considered invalid.

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

### HOW IS THE EVALUATION MADE?

Student selections are made according to the selection criteria specified in the Erasmus+ Implementation Handbook.

The expected quota for 2024-2025 Spring applications will be **1 student**.

- Only one student from the same department can receive a grant for the Internship Mobility (for example, only one student in the History Department can have a grant for PhD Short-Term 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.
- If there is an increase in the budget, the budget allocation will follow a departmental order with specific criteria (such as number of students registered in the department, department that participated less in the mobility in previous applications etc.).
- If the allocated quota to a department is not filled (due to either no one applying from that faculty or granted students withdrawing), the unused quotas will be transferred in the order explained above. A departmental order with specific criteria will be considered, such as the number of students registered in the department, department that participated less in the mobility in previous applications etc.

**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>

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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>	+15 points
<i>Students with disabilities (provided the disability is documented) *</i>	+10 points
<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>	+10 points
<i>Students with their first degree relatives or themselves residing in recent February 6 earthquake region of 17 cities or a district of Türkiye (The provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa, Batman, Bingöl, Elazığ, Kayseri, Mardin, Niğde, Tunceli, and Gürün district of Sivas)</i>  <i>1st degree relatives mean: mother, father, child, spouse **</i>	+10 points
<i>Benefit from the KA131 program before (with or without a grant)</i>	-10 points
<i>Participating mobility in a country with citizenship</i>	-10 points
<i>Submitting an internship acceptance letter at the time of application</i>	+10 points
<i>Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility</i>	-10 points
<i>Internships to develop digital skills (DOTs)*** are prioritized</i>	+5 points
<i>Applying to two mobility types at the same time (reduction is applied to the student's preferred mobility type)</i>	-10 points
<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.

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**\*\*** 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. If the student resides in the earthquake region, he/she has to upload “Tarihçeli Yerleşim Yeri Belgesi” from e-devlet. If the first degree relative of the student is an earthquake victim, the student has to prove his/her relative’s residency (“Tarihçeli Yerleşim Yeri Belgesi” of the student’s relative from e-devlet) and also their degree of relationship (“Tam Aile Kayıt Örneği from e-devlet). As a second option, the student can upload a document from AFAD (wet-signed or retrieved from e-devlet) for proving the aid of his relative per his victimness. In both cases, documents must be uploaded to the TURNA PORTAL before the end of application.

**\*\*\* 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.

### IS GRANT SUPPORT PROVIDED?

1. Grant support is given to students to ensure that **some** of their expenses are covered during their activity period abroad.
2. 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. That means standby students have the opportunity to participate in mobility by using their own means.
3. The minimum activity period is a minimum of 5 days for each student, and a maximum of 30 days 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.
4. The table of individual support grant amounts to be given to students is based on the country the student is traveling to and is shown below:

Countries For Mobility	Daily grant amounts (for the first 15 days)	Daily grant amounts (after 15 days)
<p><b>Region 1:</b> Albania, Bosnia and Herzegovina, Kosovo, Montenegro</p> <p><b>Region 2:</b> Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine</p> <p><b>Region 3:</b> Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia</p> <p><b>Region 4:</b> Russia</p> <p><b>Region 5:</b> Bangladesh, Bhutan, Brunei, Cambodia, China, DPR Korea, Hong Kong, India, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, Vietnam</p> <p><b>Region 6:</b> Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan</p> <p><b>Region 7:</b> Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen</p> <p><b>Region 8:</b> Australia, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu</p> <p><b>Region 9:</b> Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe</p> <p><b>Region 10:</b> Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela</p> <p><b>Region 11:</b> Antigua &amp; Barbuda, Bahamas, Barbados, Belize,</p>	79€	56€



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<p>Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent &amp; Grenadines, Suriname, Trinidad &amp; Tobago <b>Region 12:</b> United States of America, Canada</p>		
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- Students can only participate in mobility to the countries listed above.
- **In this call, students cannot participate in the mobility to UK, Switzerland, Monaco, San Marino, Andorra, Vatican City, Faroe Islands and program countries.**

**ARE THERE 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 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's pension
- 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, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD are needed as proof during the Erasmus application)



On the other hand, applicants who are earthquake victims will get additional support.

After winning the chance to receive a grant, the student with the above-mentioned criteria might receive an extra grant for being in the disadvantaged group.

### **WHAT ARE 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 as written 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 can be **minimum 5 days, maximum 30 days**.
- The subject of your internship, your duties and responsibilities should be briefly mentioned.
- Your supervisor's full name, title and contact details should be given.
- It should be signed by your supervisor and stamped by the institution.

### **WHAT ARE THE MATTERS TO BE CONSIDERED?**

1. All activities must be terminated **before 31.07.2025**.
2. Grant allocated for 2024-2025 Spring applications is a maximum of 30 days per student.
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 5 days 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. For students who have completed the activity period of at least 5 days 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.
6. It is guaranteed that the compulsory internship period of the students within the scope of the curriculum is fully recognized by their institution, preferably by using ECTS credits. In cases where the internship is not part of the curriculum,

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the internship activity will be added to the Diploma Supplement.

7. The maximum duration of any Erasmus 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 a general evaluation together with other applications and go through the same process as grant students.
9. In cases not specified in the announcement, the rules in the Erasmus+ Implementation Handbook will apply.

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

**Erasmus and International Programs**

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