T.C.
IBN HALDUN UNIVERSITY
International Office
Erasmus and International Programs Department

2026 - 2027 ACADEMIC YEAR FALL SEMESTER
ERASMUS+ KA-131 PHD SHORT-TERM INTERNSHIP MOBILITY
APPLICATION ANNOUNCEMENT
(PROJECT YEAR – 2025 and 2026)

23 Nov 26	2026-2027 Fall semester Erasmus+ Internship Mobility application **start date**
24 Nov 26	**Information session** – 2.30 p.m. on Erasmus+ Student Mobility
13 Dec 26 (16:00 Istanbul time)	2026-2027 Fall semester Erasmus+ Internship Mobility application **end date**
22 Dec 2026	**IHU English Exam** – 10.00 a.m. | Location: Ibn Haldun University Başakşehir Complex (exact hall will be announced later with the exam participants)
12 Jan 27	Announcement of results at international.ihu.edu.tr
13 – 18 Jan 27	Acceptance of petitions to appeal the evaluation results
20 Jan 27	Announcement of the final results of the whole application phase at international.ihu.edu.tr
TBA	Orientation Program for students who will go on an internship mobility **(participation is mandatory)**
10 Feb 27	Deadline for students who want to withdraw from their mobility to submit their waiver petition to the Erasmus and International Programs Department
12 Feb 27	Announcing new candidates from the substitute list, after the waiving of main candidates
17 March 27	Deadline to submit petition for non-grant participation

3 March 27	Deadline for submitting the waiver petition for the new candidates
17 March 27	Deadline for requesting a change of institution*
21 March 27	Deadline for students to deliver Learning Agreement and Acceptance Letters to Erasmus and International Programs Department

- 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 30.07.2027**.

* Please note that **our department cannot guarantee approval for a change of institution** request, **especially for students who submitted an acceptance letter during the application phase, unless there is a well-justified reason.** All such requests are subject to evaluation and approval by the Erasmus and International Program Admission Committee.

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., 23 November 2026 onwards. **Transcripts not from e-devlet, without a valid issue date or issued before November 23, 2026,** 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)
   - PTE Academic (71/90) (valid for two years from the date of issue)

IMPORTANT!

The relevant exam results are **valid for two years** from the date of receipt (except IHU Erasmus English Exam).

The IHU Erasmus English Exam is different from what students take for English prep-school (i.e., Versant Exam). Students cannot apply to Erasmus with their prep-school exam

scores. **IHU Erasmus English Exam is valid only for the current mobility application call.** The result of this exam cannot be used for the upcoming mobility calls.

Only one exam result will be considered. 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. The following students **cannot apply**:
   - Students who are in Language Preparatory year
   - 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/PTE-Academic Exam Result (it is mandatory only for those who will not take the IHU Erasmus English Exam)

- Document proving disadvantagement mentioned in the list of criteria (if available)

* Any application with wrong documents or misleading statements will be deemed invalid.
* **Transcripts not from e-devlet, without a valid date of issue or issued before 23 November 2026,** will not be accepted, and **the application 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 (KA-131 Ulusal Ajans Uygulama El Kitabı).

The expected quota for 2025-2026 Fall applications will be ***9 students.***

- 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 and International Programs Admission Committee 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**
Academic achievement level	*%50 (out of a total of 100 points)*
Language level	*%50 (out of a total of 100 points)*

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;

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Criterion	Weighted Score
To the children of martyrs and veterans	*+15 points*
Students with disabilities (provided the disability is documented) *	*+10 points*
Students for whom protection, care or accommodation decisions have been taken within the scope of Social Services Law No. 2828 aand ChildProtection Law No. 5395.	*+10 points*
Students with their first-degree relatives (biological or step-relatives) or themselves receiving AFAD aid for disaster victims. *1st degree relatives mean: mother, father, child, spouse* **	*+10 points*
Benefit from the KA131 program before (with or without a grant)	*-10 points*
Participating mobility in a country with citizenship	*-10 points*
Submitting an internship acceptance letter at the time of application	*+10 points*
Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility	*-10 points*
*Internships to develop digital skills (DOTs)*** *are prioritized*	*+5 points*
Applying to two mobility types at the same time (reduction is applied to the student's preferred mobility type)	*-10 points*
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)	*-5 points*
Not taking the language exam without an excuse (applicable if the student re-applies to Erasmus)	*-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. 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 (biological or step-relatives), 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 14 days)	Daily grant amounts (15 days and later)
1st and 2nd Group 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 **3rd Group Countries:** Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	79€	56€

- Students can only participate in mobility to the countries listed above.

- Students who travel to the relevant country before the mobility starts and/or return to Türkiye the day after the mobility ends are eligible for individual support grant for their travel days. A grant can be provided for a maximum of 2 days (1 day for departure, 1 day for return). Calculation of this part of the grant depends on the tickets, hence will be evaluated later after submission of the documents.

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.

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 (proof required during the application phase by obtaining a document that indicates the student received financial support from municipalities, public institutions, and organizations such as ministries, Social Assistance and Solidarity Foundations (Sosyal Yardımlaşma ve Dayanışma Vakıfları), Directorate General of Foundations (Vakıflar Genel Müdürlüğü), Kızılay, AFAD)

➢ 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 (biological or step-relatives) or themselves receiving AFAD aid for disaster victims.

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 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 30.07.2027**.

2. Grant allocated for 2026-2027 Fall semester 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, 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.

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