



**THE APPLICATION CALL FOR
AYBU 2022-2023 ACADEMIC YEAR (2023 SUMMER TERM)
ERASMUS+ SMP
(STUDENT MOBILITY FOR TRAINEESHIP/PLACEMENT)**

Dear Students,

The Erasmus+ SMP applications for the Summer Term 2022-2023 Academic Year will be online.

The following announcement provides information about the application process, terms and conditions and shares the Erasmus+ SMP application calendar. In order to successfully complete your application, you need to read carefully the announcement and follow the given instructions.

To apply you should use the application link below, fill in the online application and upload the required documents.

We wish all AYBU students good luck!

AYBU International Relations Office

07.04.2023

APPLICATION CALENDAR

Application Period Start Date	April 17, 2023 - Monday
Application Period End Date	May 8, 2023 - Monday (Deadline: 16.55)
Announcement of the Pre-Application Results (Granted and Substitute Candidate List)	May 15, 2023
Objection to the Results (scanned and signed petitions sent via email)	May 17, 2023 (Deadline: 16.55)
Announcement of the Final Application Results & Application Period (start day) for Renunciation and application with “0” Grant (without grant)	May 22, 2023

ANNOUNCEMENT and REGULATIONS

Within the scope of the Erasmus+ grants&tenders, different projects are carried out by AYBU. This year 150 (associate, undergraduate and graduate) students will be able to take part in the Erasmus + Student Mobility for Traineeship/Placement (SMP) and gain experience in Europe.

Students who consider applying are required to find host institutions. Students need to obtain Invitation/Acceptance letters from the institution they plan to have their mobilities.

The Erasmus+ Student Mobility for Traineeship/Placement (SMP) is a program that enables students enrolled in higher education institutions to gain work experience in institutions and organizations in any of the EU member or EU program countries.

Erasmus+ SMP is not an exchange mobility open only for students who are enrolled in programs with compulsory internships. Applications are open to all students who meet the criteria stated below.

APPLICATION DATES

The applications for the Erasmus+ Student Mobility for Traineeship start as per above. You will not be able to apply after that time and date as the system will automatically close.

Applications are taken only via the application system, (<https://erasmusbasvuru.ua.gov.tr/>) managed by Turkish National Agency; any application form or document other than the relevant form submitted via e-mail or in person will not be accepted. Please do not leave your application to the last moment in order to avoid any possible complications.

APPLICATION REQUIREMENTS

In addition to being associate/undergraduate/graduate students who have completed their first semesters (except preparatory class students) and have formed GPAs and up-to-date Transcripts, students must meet the following requirements:

Language Score : For detailed information about the eligible language exams and the Erasmus+ Language Exam, please read the information in the "Language Certificate" section under the "Application Documents" heading below.

Grade Point Average (GPA) : Associate and Undergraduate students need to have minimum GPA of 2.20; graduate students' GPAs should be minimum 2.50. Student applications, which do not fulfil the requirements will not be considered.

Invitation/Acceptance Letter: Students have to submit their Invitation/Acceptance Letters issued by the institutions/organizations they are to have their internships within the application period (initially online documents will be accepted; the original ones will be required later). A sample Invitation/Acceptance Letter is included in the announcement. The Invitation/Acceptance Letters should include the following information: students' names and surnames; institutions'/organizations' names; internship duration dates (including weekends-minimum 62 days); brief descriptions of the institutions/organizations and of the activities students will perform.

Except for the EU bodies/organizations, students may choose to have their Erasmus+ SMP at any public/private institution or organization related to their fields of study (companies, universities, non-governmental organizations, etc.).

Students need to obtain their Invitation/Acceptance Letters directly from the institutions/organizations they are willing to have their internship (not from any intermediary agencies/organizations).

The invitation letters uploaded by our students to the application system will be subject to review by the AYBU International Relations Office during the application and evaluation process. If deemed necessary, the relevant invitation letters may be requested to be approved by the Erasmus+ Departmental Coordinators and/or Assistant Coordinators. If the relevant invitation letters don't include an internship activity related to the department where the student applying for mobility is studying and/or an invitation letter received through an intermediary company, the application of our student may be thrown out. Because of this, the invitation letters given to our students should be from the departments where they are studying, and they shouldn't get these letters from a third-party company/intermediary agency/organization

ONLINE APPLICATION PROCESS

The Erasmus+ SMP applications for the Summer Term 2022-2023 Academic Year will be online. To apply, you should use the application link below, fill in the online application and upload the required documents. You are expected to log in to the system with your E-DEVLET username and password and apply to the relevant announcement by uploading mandatory documents such as invitation letter etc. During the application process, if you experience any technical problems, we suggest you contact us immediately via erasmus@ybu.edu.tr.

Online Application Link : <https://erasmusbasvuru.ua.gov.tr/>

APPLICATION DOCUMENTS

The application link will remain open only between the application dates and hours. With the help of the application link above, you must complete your application process with the following documents.

1. Language Certificate : The Erasmus+ (English) Foreign Language Exam, which was organized for this application announcement, was held by AYBU School of Foreign Languages on 18-19 March 2023 in accordance with the announcements published on <https://bit.ly/43dOEgE> and <https://bit.ly/3zFOsJu>.

If you did not take the Erasmus+ Language Exam held by AYBU School of Foreign Languages on 18-19 March 2023 or if you did not get at least 70 points required for application by taking this exam, it is possible to apply for mobility by taking at least 70 out of 100 from one of the exams in the equivalency table published by ÖSYM (YDS, E-YDS, TOEFL, etc.) or any of the YÖKDİL / YÖKDİL exams (unless otherwise stated, taken within the last 5 years in days / months / years as of the exam result announcement date).

For the relevant conditions, exam details and equivalency table, please visit <https://www.osym.gov.tr/TR,10358/esdegerlikler.html>. For the ÖSYM exam calendar, you can access the relevant exams (e.g. E-YÖKDİL) and application details at <https://www.osym.gov.tr/TR,8797/takvim.html>.

Unfortunately, it is not possible to apply to this announcement with any exam results other than these exam results, including Erasmus+ Foreign Language Exams and preparation skipping exams organized at AYBU in the past years.

You are required to upload your relevant exam result document to the system during your application. If no document is uploaded, your application will be deemed invalid. For the Erasmus+ Foreign Language Exam Result Certificate held on 18-19 March 2023, you can upload the AYBÜZEM screenshot showing your exam result. The relevant scores will be checked by us during the evaluation phase.

2. Invitation/Acceptance Letter : There is a sample in the announcement text published on our website. The letter should be obtained by email from the institution of internship. You should carefully plan the internship duration period. It should be at least 62 days including weekdays and weekends in summer term.

If the duration requirement is not fulfilled, you may not get grants even if you have performed your activity. If after the evaluation you are accepted for the internship programme the max grant you can receive is for 2 months.

Even if the internship activity will be carried out entirely online, the student cannot perform the mobility during the fall/the spring semester in which the student is studying. Except for AYBU graduates, students who are to take part in the mobility are required to complete their internships in the summer term. Only AYBU graduates are allowed to perform their mobilities at any time interval until July 30, 2024. Graduates can do a longer internship on the condition that they start on July 10, 2023 at the earliest. However, they have to cover the expenses of the time remaining over 2 months with their budget without any grants.

Erasmus+ SMP is an activity that gives opportunity to students to gain work experience in the fields of their study. The place of internship can be any institution (university, research centre, company, hospital, etc) in Europe. It is not necessary for this internship activity to replace students' compulsory internships.

The Erasmus+ SMP does not necessary replace compulsory internships or is not expected to be related to students' compulsory internships; however, the Erasmus+ SMP needs to be related to the programs AYBU students are studying at.

The following organizations are not eligible:

- EU Institutions & EU Agencies (https://europa.eu/european-union/abouteu/institutions-bodies_en)
- Organizations that carry out EU programs and receive grants in this context.

3. Documents Regarding Special Cases: During your online application, if you have a special case (disability, being a child of a martyr-veteran, being directly affected by the earthquake, etc.), you must upload the document related to that situation to the relevant section in the application system. Otherwise, the relevant criteria cannot be evaluated.

APPLICATION EVALUATION CRITERIA

The overall grade average in the current transcript is converted to the YÖK system of 100 points (<https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>). To the 50% of the GPA is added the 50% of the English Proficiency Exam and a score is formed. In addition to the final score, in case of any of the special cases stated below, points can be added or deducted.

Criterion	Score
<i>Academic success (GPA)</i>	50% (out of 100 points)
<i>Language Proficiency</i>	50% (out of 100 points)
<i>Martyr and Veteran Children</i>	+ 15 points
<i>For students with disabilities</i>	+ 10 points
<i>Students covered by the 2828 and 5395 Social Services and Child Protection Law</i>	+ 10 points
<i>Digital Opportunities for Talents internships (DOTs) are prioritized*</i>	+ 5 points
<p><i>* Internships that experience one or more of the following activities are counted within this scope: Digital marketing (e.g. social media management, web analytics), digital graphic, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cyber security, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. This does not include general customer service, demand generation, data entry or routine office tasks.</i></p>	
<i>Students who themselves and/or their 1st and 2nd degree relatives were directly affected by the earthquake*</i>	+ 10 points
<p><i>* Following the earthquake disaster that occurred on 6 February 2023, in the provinces of Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa, which were declared as state of emergency by the Presidential Decree No. 6785 dated 08.02.2023, and in the provinces of Batman, Bingöl, Elazığ Kayseri, Mardin, Niğde, Tunceli, which were declared as disaster areas with general effect by the decisions of AFAD Presidency, and in Gürün district of Sivas, any of the "mother, father, children and spouse" and/or "spouse's mother, spouse's father, grandfather, grandmother, grandchildren and siblings" who are 1st degree relatives and/or 2nd degree relatives. degree relatives "mother, father, children and spouse" and/or 2nd degree relatives "spouse's mother, spouse's father, grandfather, grandmother, grandchildren and siblings of the applicant or spouse" reside in Gürün district of Sivas, this criterion is applied provided that the Certificate of Residence and/or Lower-Upper Lineage Information obtained from E-Devlet is uploaded to the application system, or provided that these persons submit a document proving that they have received disaster victim assistance from AFAD. In this context, +10 is applied only for one application to students who make more than one application in the same selection calendar.</i></p>	
<i>Students who participated in the programme before</i>	-10 points
<i>Participation in the country of citizenship</i>	-10 points
<i>Students who did not submit petition for giving up their right to participate in time and not taking part in the activity even though they have been approved</i>	-10 points

EVALUATION CRITERIA

GPA (50%) + Foreign Language Score (50%) = Erasmus Score

The Erasmus+ student selection process is carried out according to the application evaluation criteria stated in the announcement. Students with the highest scores get the right to participate in the Erasmus+ SMP exchange mobility. Students from each academic unit (faculty/institute/department) will be listed according to their Erasmus+ Evaluation Scores and their departmental differences and quotas.

QUOTAS

The estimated quota for this Erasmus+ SMP application call is planned to be 150. Increase/decrease in the quota number according to the budget calculations is possible. Detailed quota distribution according to Faculties/Institutes/Departments will be given in the final results announcement.

<u>Faculties/Institutes/Vocational School</u>	<u>Quotas</u>
Faculty of Dentistry	8
Faculty of Aviation and Space Sciences	8
Faculty of Law	8
Faculty of Humanities and Social Sciences	8
Faculty of Islamic Sciences	8
Business School	8
Faculty of Architecture and Fine Arts	8
Faculty of Engineering and Natural Sciences	8
Faculty of Health Sciences	8
Faculty of Political Sciences	8
Faculty of Sport Sciences	8
Şereflikoçhisar Faculty of Applied Sciences	8
Faculty of Medicine	8
Conservatory	5
Graduate School of Social Sciences	5
Graduate School of Health Sciences	5
Graduate School of Natural Sciences	5
ULISA	5
Graduate School of Public Health	5
Health Services Vocational School	4
Social Sciences Vocational School	4
Şereflikoçhisar Berat Cömertoğlu Vocational School	4
Technical Sciences Vocational School	4
Total number of quotas for all	150

DATES (TRAINEESHIP)

Provided that students' planned mobility is within the project range dates, students are expected to carry out their Erasmus+ SMP activities after July 10, during the summer vacation in 2023. Students who are to graduate after completing their Erasmus+ SMP applications and after the evaluation ends, can carry out their activities within 12 months after their graduations (again within the project range dates: till July 30, 2024).

COUNTRIES & GRANT PAYMENTS

1st and 2nd Group Program Countries : Germany, Austria, Belgium, Denmark, Finland, France, Southern Greek Region, Holland, Ireland, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece, Spain, Sweden.

3rd Group Program Countries : Bulgaria, Czech Republic, Estonia, Croatia, Lithuania, Latvia, Hungary, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia.

After the application process ends, students who get the right to receive grants, will be granted according to the program countries they will be having their Erasmus+ SMP. If you are entitled to a grant following the application results, you will be granted with the budget corresponding to the two months you will do your internship. There is no grant for the days added to the 2-month period. While making these grant calculations, the day and budget equivalents in the Beneficiary Module system of the European Commission are taken into account.

Monthly grants for 1st and 2nd Group Countries : 750 Euros.

Monthly grants for 3rd Group Countries : 600 Euros.

ANNOUNCEMENT OF RESULTS, OBJECTION TO RESULTS, WAIVER PROCESS

The publication of the application results on our website is planned to be as per above; after the first announcement of the results, you can object to the results in a written form. Objections after the objection deadline would not be considered. The first published announcement results list will be the “candidate grant list”, the final list will be announced after the objection period.

Following the publication of the application results, the students can waive their rights during the relevant waiver dates (which will be published in the announcement notice). Students who miss the waiver deadline and do not participate in the activity will receive 10 points less in the next application.

APPLICATIONS WITHOUT GRANTS

Following the announcement of the application results, students who are not listed as grant receiving, can still benefit from the mobility programme without receiving grants from Erasmus+ SMP. To do this they need to apply to the International Relations Office. Their requests will be evaluated by the Erasmus+ Committee. The students evaluated positively should follow the same procedure as the students with grants.

IMPORTANT NOTES

* The information given in the application announcements for the Erasmus SMP programme is organized according to Erasmus Programme Guide, Erasmus+ Practice Handbook, Related Projects and Turkey’s evaluation report by the National Agency. The Turkish National Agency, the Erasmus+ Programme Guide and the Erasmus+ Application Handbook are binding for the implementation of the Erasmus+ SMP. For further information, you are encouraged to read the relevant parts of the mentioned documents. All the details that are not included in this announcement are to be provided according to the Erasmus+ Program Guide, Application Handbook, the relevant Project Agreements, Covid-19 and Earthquake FAQ document and information shared by the National Agency.

* Students who apply within the scope of this application announcement are deemed to have accepted all these terms and conditions and in case of false/incorrect declaration, the application of the person will be cancelled.

* Students who are studying at AYBU during the application process and who will graduate after the application process can apply for Erasmus+ SMP during their student status. Unfortunately, students, who have ended their studies, cannot apply for this programme (internship activity).

* Those who graduated from the Faculties of Pharmacy, Medicine or Dentistry and continue their specialisation education by being placed in a higher education institution through central exams (TUS, DUS, EUS) cannot benefit from this programme unless they are registered students of the relevant higher education institution.

* AYBU School of Foreign Languages preparatory class students cannot apply.

* Being under disciplinary penalty or having a lower course does not prevent benefiting from Erasmus+ SMP.

* If our students with disabilities/special needs are selected for the programme, they may be provided with additional grant support in line with the application rules. The additional grant rate cannot exceed the total Erasmus+ grant to be received.

* If green travel support is requested by our students (i.e. when a means of transport other than aircraft is preferred for the journey to and from the country of mobility), an additional one-time grant of 50 Euro and an individual support grant of up to 4 days for travel days can be given to our students in accordance with the relevant rules.

* This document is the English version of the Erasmus+ SMP 2023 Summer Call for Application announcement, prepared in Turkish. In case of any dispute/dissidence, the Turkish version will be taken into consideration.

CONTACT INFO

If you have any questions, we strongly recommend you read the application announcement; and only if the answer to your question is not available in the application text, contact us via e-mail below.

Thank you for your attention! We wish you good luck for the application process.

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