



**THE APPLICATION CALL FOR
AYBU 2022 SUMMER TERM
ERASMUS+ STUDENT MOBILITY FOR
TRAINEESHIP/PLACEMENT (SMP/SMT)**

Dear Students,

The Erasmus+ SMP applications for AYBU 2022 Summer Term will be online.

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

21.02.2022

APPLICATION CALENDAR

Erasmus+ English Language Exam (It will be held by AYBU School of Foreign Languages) To apply, please visit https://bit.ly/3sLRKXI	March 4 th , 2022 (at 10.00)
Application Period Start Date	March 31 st , 2022
Application Period End Date	April 17 th , 2022 (23.55)
Announcement of Draft Results (Granted and Substitute Candidate List)	April 18 th – April 22 nd , 2022
Objection to the Results, Renunciations and Zero-granted applications	April 25 th , 2022 (23.55) (Deadline)
Announcement of Final Results (Granted and Substitute Candidate List)	April 27 th , 2022

ANNOUNCEMENT & REGULATIONS

This year, through the means of different Erasmus+ Student Mobility for Placement/Traineeship projects that are currently being carried out by AYBU, **150** (associate, undergraduate and graduate) students will be able to take part in the Erasmus+ Student Mobility for Placement/Traineeship program. **Students who consider applying are required to find the host institution themselves and prove it with an invitation letter from the host institution.**

The Erasmus+ Student Mobility for Traineeship/Placement (SMT/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+ SMT is not an exchange mobility open only for students who are enrolled in programs with a compulsory internship. Applications are open to all students who meet the criteria stated below.

APPLICATION DATES

The applications for the Erasmus+ Student Mobility for Placement/Traineeship start on **Thursday, March 31, 2022**, and end at **23:55 on Sunday, April 17, 2022**. You will not be able to apply after this time and date as the system will automatically close.

The applications for the AYBU 2022 Summer Term Erasmus+ Student Mobility for Traineeship/Placement are entirely online. Students may apply via the following link: <https://app.erasmus.aybu.edu.tr/>, which will lead them to the ErasmusPort system. 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** to avoid any possible complications. In case of technical problems that may arise, students are advised to contact us via erasmus@ybu.edu.tr.

APPLICATION REQUIREMENTS

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

Language Score (English): For the details of the English language exam to be held by AYBU School of Foreign Languages on March 4th, 2022 and for the accepted language exams/language scores, please review the information given in the “Language Certificate” section under the “Application Documents” title.

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

Graduate students who do not have their academic average yet may apply using their transcript from their previous study cycle (B.A/M.A.) from which they graduated last and first year students who do not have their GPA yet may apply using their high school graduation GPA (minimum 75/100). Students who are registered at a bachelor's degree program through vertical transfer can apply for the mobility using their GPA from their previous university.

Invitation/Acceptance Letter: Students must submit their invitation/acceptance letters issued by the host institution/organization 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 letter should include the following information: student’s name and surname, institution’s/organization’s name, internship duration dates (minimum 62 days including weekends), brief description of the host institution/organization and of the activities students will perform.

Except for the EU official organizations and diplomatic representative institutions (such as embassies and official diplomatic offices), students may choose to carry out 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 letter directly from the host institution/organization (not from any intermediary agencies/organizations).

APPLICATION PROCESS

The applications for the Erasmus+ SMP 2022 Summer Term are online. Students may apply via the following link: <https://app.erasmus.aybu.edu.tr/>. In case of technical problems that may arise, students are advised to contact us via erasmus@ybu.edu.tr.

Through the application link provided above, please upload the required documents (invitation/acceptance letter, transcript etc.) and follow the following steps to complete your application.

THE APPLICATION STEP BY STEP

To apply, students need to follow the steps below:

1. Login to <https://app.erasmus.aybu.edu.tr/>.
2. On the screen that appears, click on “I am a student of Ankara Yıldırım Beyazıt University” and then click on the “sign up” section to create an account.
3. From the ‘sign up’ page select your membership type (“I am a student of Ankara Yıldırım Beyazıt University”) and fill in the required information: first name, last name,

email information and password. Do not forget to check and mark the “Terms of Service” and “Information and Disclosure Text” boxes before signing up.

4. A “membership confirmation email” will be sent to the given email address. Please activate your account.
5. After you activate your account, you may login to the system via the following address: <https://app.erasmus.aybu.edu.tr/tr/user/login>.
6. When you log in to the system you will be asked to read and confirm the Information and Disclosure Text under the Law of Protection of Personal Data; then, you should click “Save”.
7. After the 6th step, the “My Profile” page will appear. You need to fill in the required information in the “Personal Information” section (date of birth, ID number, gender, phone number, etc.).
8. After you fill in and update the information, you need to click on “Save”.
9. Once the required personal information is filled in, you may apply for the Erasmus+ SMT/SMP 2022 Summer Term. To apply you need to choose EUC/KA103 from the “My Applications” section on the left side of the screen. Then please choose “SMP-OUT-2022-SUMMER” and after clicking on the “Apply” fill in the required information and answer the questions.
10. After you fill in the required information and click on “Save my application” your application is saved, but not completed. You need to click on “complete” to finalize your application. Otherwise, your application will not be taken into consideration.
11. Please be reminded that once you complete and finalize your application you cannot introduce any changes to your application form. That is why, you are strongly advised to read the relevant application announcement and its annexes thoroughly before you apply.
12. Do not leave your application to the last day and hour as filling in the application form takes time. Do not forget that the application system will close automatically on April 17, 2022, at 23.55. Once you save your application, make sure to click on the “complete” button to finalize it before the application period ends. Otherwise, your application will not be valid.
13. The information and the documents you provide in your application are accepted as correct/complete. However, if any inaccurate/incomplete information is detected in the documents/information provided, the student’s application will be deemed invalid (regardless of their being granted beforehand).

APPLICATION DOCUMENTS

1. Online Application Form: The application link will be active only during the given application period. Please read and apply thoroughly the step-by-step application instructions above.

2. Photo: You need to upload a (passport) photo to the relevant application box.

3. Transcript (TOR): Graduate students who do not have their academic average yet may apply using their transcript from their previous study cycle (B.A/M.A.) from which they graduated last and first year students who do not have their GPA yet may apply using their high school graduation GPA (minimum 75/100). Students who are registered at a bachelor's degree program through vertical transfer can apply for the mobility using their GPA from their previous university. Both Turkish and English TOR documents are valid.

4. Language Certificate: The English language proficiency needs to be certified by students; thus, students who do not have the result of any of the stated exams accepted by ÖSYM (such as YDS, E-YDS, YÖKDİL), must take the Erasmus English exam which will be held by AYBU School of Foreign Languages.

- With the latest Erasmus+ program generation, running from 2021 – 2027, the structure of the English Proficiency Exam has changed, and the previous exams organized by AYBU School of Foreign Languages (except the exam on October 20th, 2021) will not be valid for this application period.
- Students who wish to apply for the Erasmus+ SMT/SMP for the 2022 summer term and who have not taken any of the English language exams (including YÖKDİL) recognized by ÖSYM (for the full list of the recognized exams please visit <https://bit.ly/3gQzzL4>) within the last 5 years or the English language exam that was held by AYBU School of Foreign Languages on October 20, 2021, are required to take the exam on March 4th, 2022 and achieve at least 60/100. (For detailed information please visit <https://bit.ly/3sLRKXI>)
- If you have taken more than one accepted exam and have more than one valid result (min 60/100), the result with the higher score will be taken into consideration.

- You can take the English language exam that is going to be held by AYBU School of Foreign Languages on March 4th, 2022 and use this score (minimum 60/100) in your application. **Please be reminded that you need to apply for this exam separately. (For detailed information please visit <https://bit.ly/3sLRKXI>)**
- A Sample English exam is provided in the announcement. (See <https://bit.ly/3LDLXMr>)

5. Invitation/Acceptance Letter: There is a sample letter provided in the announcement. The letter should be obtained by email from the host institution. You should carefully plan the internship duration period. It should be between June 1, 2022, and May 15, 2023. It should be at least 62 days including weekdays and weekends. The duration should be stated in the invitation/acceptance letter sent by the host institution. Even if the internship might be carried out entirely online (without the student physically having to go abroad), the internship cannot be done during the spring and/or fall semester in which the student must take courses at AYBU. **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 carry out their mobilities at any time interval before May 30, 2023.** The max grant you can receive is for 62 days.

Graduates can do a longer internship on the condition that they start on June 1, 2022, at the earliest. However, they must cover the expenses of the time remaining over 62 days with their own 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 center, company, hospital, etc.) in Europe. It is not necessary for this internship activity to replace a student's compulsory internship. The Erasmus+ Student Mobility for Traineeship does not necessarily replace compulsory internship or is not expected to be related to student's compulsory internship; however, the Erasmus+ SMT needs to be related to the program/academic field of the student. Scientific research or any other project carried out in order to follow independent study interests are not accepted as internship activities.

The following organizations are not eligible:

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

6. Documents Regarding Special Cases: There is a section on the application form for students with a special case. If you have any, please upload the official relevant document to the appropriate section. Otherwise, your special condition/case will not be taken into consideration.

APPLICATION EVALUATION CRITERIA

The Erasmus Score is the sum of the applicant's GPA and English language score (GPA (50%) + Foreign Language Score (50%) = Erasmus Score). (For the Equivalency Table of 4.00 and 100 Grading System of YÖK please see <https://oyp.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf>).

In calculating this Erasmus Score, the criteria below are taken into consideration:

CRITERION	SCORE
1. Grade Point Average (GPA)	50% (out of 100 points)
2. English Language Score	50% (out of 100 points)
3. To be a son/daughter of a martyr or a veteran (if certified)	+15 points
4. To be a disabled student (if certified)	+10 points
5. DOTs (digital opportunity traineeships) are prioritized such as digital marketing (social media management, web analytics); digital graphics; mechanical and architectural design; development of apps, software, scripts or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics; data mining, privacy and visualization and computer programming, robotics and artificial intelligence trainings. (general customer care services; complaint/request registration; data entry or routine office tasks are not included)	+5 points
6. To be a student who needs to be protected, cared after and accommodated in accordance with Social Services Law 2828	+10 points
7. Having participated in the Erasmus+ SMS or SMT/SMP before (within the same study cycle) with or without grant	-10 points
8. Carrying out the mobility in the country of nationality	-10 points

9. <i>Although having been selected, not participating in the mobility (without waiving her/his right during the renunciation period)</i>	-10 points (to be applied in their next Erasmus+ application)
10. <i>Not taking the Erasmus+ language exam without a valid excuse</i>	-5 points (to be applied in their next Erasmus+ application)

EVALUATION CRITERIA

$$\text{GPA (50\%)} + \text{Foreign Language Score (50\%)} = \text{Erasmus Score}$$

The Erasmus+ student selection process is carried out according to the application evaluation criteria stated in the announcement. The Erasmus+ score of each student from each academic unit (faculty/institute/vocational school/department) is listed in descending order on a faculty/institute/vocational school/department base. Students with the highest scores get the right to participate in the Erasmus+ SMP.

QUOTAS

The quota for this Erasmus+ SMP application call is planned to be 150. Increase/decrease in the departmental quotas based on the budget is possible. Detailed quota distribution across faculties/institutes/vocational schools/departments will be given with the final results.

<u>Faculty/Institute/Vocational School/Conservatory</u>	<u>Quota</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
Vocational School of Health Sciences	4
Vocational School of Social Sciences	4
Şereflikoçhisar Berat Cömertoğlu Vocational School	4
Vocational School of Technical Sciences	4
Total number of quotas for all	150

DATES

You should carefully plan the internship period. It should start after June 1st, 2022, and finish before May 15, 2023. It should be at least 62 days including weekdays and weekends. Students who are to take part in the mobility are required to complete their internships in the summer term.

Our senior students, who will graduate after the application process, must complete their internship activities within the following 12 months after their graduation, by May 30th, 2023.

COUNTRIES & GRANT PAYMENTS

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

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

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

Monthly grants for 3rd Group Countries : 600 Euros.

All grants will be calculated over 62 days.

ANNOUNCEMENT OF RESULTS,
OBJECTION TO RESULTS, WAIVING PROCESS

Following the announcement of the draft results on April 18-22, 2022, students can object to the results in a written form in the following 3 days. Objections made after the specified period will not be valid. The final results will be announced after the objections are evaluated.

Following the announcement of the draft results, students, who are granted, may waive their right during the relevant renunciation period. Students who miss the renunciation deadline and do not participate in the mobility will lose 10 points in their next Erasmus+ mobility application.

APPLICATIONS WITHOUT GRANT (ZERO GRANT)

Following the announcement of the final results, students who are not listed as granted can still benefit from the mobility without grant. To do this, they need to apply to the International Relations Office with a petition. Their requests will be evaluated either **positively or negatively** by the Erasmus Committee. Zero-grant applications done after the period specified in the announcement will not be valid. The students evaluated positively should follow the same procedures as the students with grant.

IMPORTANT NOTES

* The information given in the announcement and its annexes was prepared according to the principles stated in the Erasmus+ 2021 Program Guide and the Erasmus+ 2021 Application Handbook. The Turkish National Agency, the Erasmus+ 2021 Program Guide and Erasmus+ 2021 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.

* Students who have not graduated before the Erasmus+ SMP evaluation process ends, may also apply for the mobility. Students who have already graduated are unable to apply for the Erasmus+ SMP.

* Students who have graduated from the Faculty of Medicine or Dentistry and have been placed through a central examination (such as TUS, DUS, and EUS), and continue their residency cannot benefit from the Erasmus+ SMP if they are not actively registered at AYBU.

* AYBU Foreign Languages' preparatory class students cannot apply.

* Students who have to retake a failed course or who have disciplinary penalty can also apply for the mobility.

* Disadvantaged participants with limited economic and social opportunities may apply for an additional grant support.

CONTACT INFO

If you have any questions, we strongly recommend you read the application announcement thoroughly; and only if the answer to your question is not available in the announcement, contact us via e-mail. Thank you for your interest and attention! We wish you good luck for the application process.

Ankara Yıldırım Beyazıt University International Relations Office

Web: www.aybu.edu.tr/dib

E-Mail: erasmus@ybu.edu.tr



/aybuint



/aybuinternational