

 **GUIDE FOR ERASMUS + STUDENT MOBILITY FOR TRAINEESHIP**

**Important**: The information in this manual should be read carefully by you. Please carefully read the information in this manual. If you have any questions, please email erasmus@fbu.edu.tr.

1. **First Step: The Visa Process**

**Passport**

If you do not have a passport, you should apply to get a passport.After you receive your passport, you need to apply for the visa.

**Visa**

The visa and travel are the student’s responsibility. You can find information about visa application procedures and the documents from the consulate or companies that are authorized by the consulate.

You should start your visa process when it is confirmed that you will go. Please carefully follow the steps when applying for a visa. You can request a visa support letter from the International Office.

1. **Step: Before the Mobility**

Learning Agreement for Student Mobility for Traineeship

Students need to prepare the learning agreement before mobility starts. The learning agreement shows the location, the dates, and the work duties of the internship.

This agreement needs to be signed by you ,the host workplace, and your Erasmus coordinator. You can get assistance from your department and the international office.

**The Grant Agreement and Required Documents That Need to be Delivered to the International Office**

The required documents must be submitted to the International Office at least fifteen days before the mobility starts**.** All of the students who applied for mobility, whether with a grant or not, must deliver the required documents and sign the grant agreements on time. Otherwise, mobility will be canceled.

-The acceptance letter from the workplace you will intern at

-The learning agreements which is signed by all parties.

-Faculty Board of Management Decision (For Student Mobility for Traineeship)

-TEB Bank Euro Account (it should be opened for the student)

-Health Insurance (Accident and Liability Insurance)

-Grant Agreement and more (general requirements, student declaration) \*\* The agreement will be prepared in the international office and signed by the student.

-Passport and Visa Photocopy

-%80 Grant Payment Reciept

**Important Information:**

Accommodation, travel, health insurance, and personal spending are your responsibility.

The student must complete their **health insurance.** The student's health insurance must cover the student’s treatments in the country he or she is going to. The student shouldn’t only have travel and health insurance. Accident insurance and Liability insurance must be done. After doing the necessary research, complete your health insurance.

**Grant Rules and Method of Payment**

The grant payments are made in two installments in Euros. The first payment for internship mobility is 80% based on 2 or 3 months. In order for the first installment of the grant payment to be made to the student, the student must submit the documents required before the mobility and sign the grant agreement. A maximum of 3 months' payment is made for a student's internship mobility. The student's final grant is calculated after the mobility based on the periods actually carried out, taking into account the maximum payment amount.

The first payment to the student is made in accordance with the rules specified in the grant agreement signed with the student. If the amount of the grant increases proportionally to the duration of the student's stay at the end of the mobility, an additional grant agreement is signed between the student and the university.

Unless there are force majeure circumstances, students who cancel their mobility without completing the minimum duration are considered invalid, and no grant payment is made. If a grant payment has already been made, it will be requested to be refunded. Before any incident or situation is considered force majeure, the Directorate obtains approval from the Turkish National Agency. Legal action will be taken against students who have received a grant payment for mobility but do not carry out the mobility and do not return the grant.

Students who do not submit the Attendance Certificate, which is proof of their mobility, will have their Erasmus+ exchange programs cancelled, and if any grant payment has been made previously, it will be requested to be refunded.

A deduction of 20% of the grant is applied to the student who does not fill out the participant survey after the mobility.

**Individual Support Grant Amounts**

|  |  |  |
| --- | --- | --- |
| **Groups of Countries** | **Host Country List** | **Monthly Grant (Euro)** |
| *1st* *Group Countries* and *2nd Group Countries* | Germany, Austria, Belguim, Denmark, Finland, France, South Cyprus, Holland, İreland, Spain, Sweeden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece  | 750 |
| *3rd Group Countries* | Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey | 600 |

**Additional Grant Support**

Additional grant support may be provided to disadvantaged participants in addition to the grant they are entitled to. In order to be able to give the grant, the disadvantaged participant is defined as an individual with limited economic and social opportunities who fits into the following sub-categories: Documents will be requested from students who want to benefit from additional grant support and will be able to benefit from this opportunity after getting approval from the National Agency.

* Those who are 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 decisions have been taken within the scope of Child Protection Law No. 5395
* Those who do not have other parents' income and receive an orphan's pension
* Martyr or veteran children can be given an individual support grant for up to 4 days for travel days with a grant.
* Those who are granted a needy pension for themselves or their families (the student, his/her parents, or guardians) have received financial support from municipalities, public institutions, and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD). It is sufficient to submit a document proving that they received financial support at the time of their Erasmus application.
* Disabled participant (disabled participant with at least 70% disability rate documented by the Disability Health Board report in the "ERİŞKİNLER İÇİN ENGELLİLİK DEĞERLENDİRMESİ HAKKINDA YÖNETMELİK" published in the Official newspaper dated February 20, 2019 and numbered 30692).
* Students who have one of their parents or their guardians, who are over 65, and who receive disability or needy pension within the scope of the Law No. 2022, dated 01.07.1976 on the " 65 YAŞINI DOLDURMUŞ MUHTAÇ, GÜÇSÜZ VE KİMSESİZ TÜRK VATANDAŞLARI İLE ENGELLİ VE MUHTAÇ TÜRK VATANDAŞLARINA AYLIK BAĞLANMASI HAKKINDA YÖNETMELİK(1)" (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf)

Credit and dormitory institution scholarships and similar scholarships, other grants, aids, and scholarships that are success scholarships, and one-time aids are not considered within the scope of said financial aid.

Additional grants in the following amounts according to the type of mobility are available, upon request and documentation of their situation, for students who meet the above scope.

|  |  |
| --- | --- |
| **Type Of Mobility** | **Amount of Additional Grant Support**  |
| Student Mobility between 2 -12 months | Monthly 250 Euro |
| 5 – 14 days short term student mobility | In addition to the daily grant, an additional 100 € will be provided. |
| 15-30 days long term student mobility | In addition to the daily grant, an additional 150 € will be provided. |

**Support for Green Travel**

Students or new graduates who do not receive travel support, if they prefer green travel, can be given an individual support grant for up to 4 days for their travel days, with an additional one-time grant of 50 euros.

**3. Step: After the Mobility**

If there are any changes in the plan or dates at the workplace or institution where you have your internship, you should fill out the during mobility section of the Learning Agreement for Traineeships. Then, inform both your FBU department coordinator and the International Relations Directorate about any possible developments

**4.Step: After the Mobility**

**The required documents you need to deliver when you return from your internship are:**

* An attendance certificate that confirms the duration of your internship
* The After the Mobility section of the Learning Agreement for Traineeship must be filled out and signed (Evaluation of the Trainee).
* Student Survey: You can fill out the EU survey (EU Survey) for Erasmus+ mobility online.
* %20 Grant Payment Reciept
* Recognition documents (faculty board decision, FBU transcript, diploma)

**The Benefit of Student Mobility for Traineeships in Your Academic Program**

You can count the Erasmus+ internship mobility as a mandatory internship in your academic program.

To count the Erasmus+ internship as a mandatory internship in your academic program, you need to prepare the necessary documents and present them to the internship commission. It is your responsibility to follow up on these procedures. The decision of the internship commission, which is responsible for making the decision, is binding.

Once you complete your Erasmus+ Student Mobility for Traineeship and return, you can apply to your department or program coordinator with the necessary documents.

**Documents:**

* Internship Academic Approval Form (it is needed in order to count your internship as a mandatory internship)
* Learning Agreement for Traineeship (Evaluation of the Trainee Part)
* An internship report showing what you did in the internship
* An attendance certificate that confirms the duration of your internship

The recognition of the internship is done by the decision of the relevant unit management board, upon the positive opinion of your department or program coordinator, and with the approval of the Internship Commission, which evaluates the duration and content of your internship and has sole authority. This decision is forwarded to the Student Affairs Directorate. After the decision is recorded on your transcript by the Student Affairs Directorate, a copy of your transcript is sent to your department or program coordinator and the Directorate.

When you benefit from Erasmus+ traineeship mobility, your internship activity is academically recognized with at least 5 ECTS credits. The Internship Commission, which evaluates the duration and content of your internship, is the sole authority.