

ERASMUS+ PROGRAM

KEY ACTION 1

STUDENT MOBILITY FOR TRAINEESHIPS

1. WHAT IS STUDENT MOBILITY FOR TRAINEESHIPS (WORK PLACEMENT)?

Student mobility for traineeships enables students at higher education institutions to spend a traineeship period between 2 to 12 months in an enterprise or organization in one of the Program Countries (i.e. Member States of the European Union, Macedonia, Iceland, Liechtenstein and Norway).

Students should work as an intern in a business enterprise or organization which is directly related to their own educational field. The internship does not necessarily have to be a mandatory component of the student's educational program although the economic sector the student works at should be closely related to it.

Wherever possible, the traineeships should be an integrated part of the student's study program.

Traineeships abroad at a workplace are supported during first, second and third cycle studies. Traineeships after graduation are possible provided that the application was concluded while the applicant was still registered as a full time student and the traineeship must be concluded at most one year after the date of graduation. For more details, please consult the EU website: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

The students have to find their work placements independently.

2. WHO MAY APPLY?

The applicants must have not participated in the Erasmus program for more than 10 months in their current cycle. A student may receive Erasmus mobility grants for a maximum of 12 months in any cycle.

Undergraduate students must have completed at least two regular semesters (remedial and prep excluded) with a minimum GPA of 2.20

Graduate students must have completed at least one regular semester (remedial and prep excluded) with a minimum GPA of 2.50.

3. DURATION

Traineeship period has to be at least 2 months. Traineeships that are terminated before two full months are considered incomplete and are not funded; students who terminate their traineeships before two full months have to return all the funding they received.

Prior experience under LLP-Erasmus Programme counts towards the 12 months per study cycle.

Each call for applications published by the University may stipulate different dates of start and/or end; in any case all mobilities must be concluded by September 30th of the relevant mobility term.

4. WHERE DO TRAINEESHIPS TAKE PLACE?

Host (receiving) organizations for student traineeships may be any public or private organization active in the labor market or in the fields of education, training and youth. For example, such organization can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
a foundation;
- a school/institute/educational center (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organization, association, NGO;
- a body providing career guidance, professional counselling and information services

Activities may not take place at European Union institutions and other EU bodies including specialized agencies, organizations managing EU programs, and national diplomatic representations (embassy and consulate) of the home country of the student.

The following types of organizations are not eligible as receiving organizations for student traineeships:

- EU institutions and other EU bodies including specialized agencies
- Organizations managing EU programmes such as national agencies

5. GRANTS

Funding available is contingent on the grants provided by the National Agency of Turkey.

The amount of aid that will be provided to each participating student is calculated by multiplying the monthly rate of the country the placement takers place in and the duration of the placement, **subject to upper limits determined by the University Executive Board (ÜYK)**. The grants are paid in two installments. The first installment (80% of the total) is paid within 45 days of signing the mobility grant contract (which has to be signed by the participant and the Erasmus Institutional Coordinator). The remaining 20% is paid after the participant returns and upon proper delivery of all the required final placement documents. This second installment will not be paid until all the required documents are submitted.

Final amount of grant the participant is entitled to is calculated in accordance with the arrival and departure dates stamped on the passport and the rules and regulations previously cited. If the participant does not fulfill her/his requirements as per specified here and other Boğaziçi University or National documents regarding the execution of this mobility, the University reserves the right to request all or part of the funds provided.

No funds will be provided for the durations the participant is absent from the host city/country for reasons other than those related to the placement activities.

If the mobility has to be terminated by the participant before completing the minimum duration of placement due to an adverse and unexpected event that could not have been mitigated, she/he might still receive the amount of funds corresponding to the real duration of the placement. In the case of an early termination (before two months) under any other circumstances, the participant will not be entitled to any funding and will have to pay back the amount already received.

The students may benefit from the Erasmus traineeship program without any funding if they wish to do so. The applications of such students are also evaluated based on the same criteria and minimum requirements as those applying to funding.

The grant amount per month depend on the host organization's country.

There is no connection between the Erasmus grants and other grants and/or scholarships. You should expect to continue to receive your previously existing grants and scholarships during the time you spend abroad as part of the SMP program.

6. SPECIAL NEEDS SUPPORT

A student with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project / mobility Action would not be possible without extra financial support. Higher education institutions that have

selected students and/or staff with special needs can apply for additional grant support to the National Agency in order to cover the supplementary costs for their participation in the mobility activities. For persons with special needs, the grant support may therefore be higher than the maximum individual grant amounts set out above.

7. REQUIREMENTS REGARDING VISA AND RESIDENCE PERMITS

Erasmus+ program participants from non-European Union countries going into the EU have to apply for a visa to enter the relevant receiving country. In addition, they may also need a long-term visas or a residence permit for the duration of their stay.

It is a student's responsibility to ensure that (short- or long-stay visa, or residence permit) required are in order before the planned Activity takes place.

It is strongly recommended that the students plan well in advance, since the process may take several weeks.

The EU Immigration Portal contains general information on visa and residence permits, for both short-term and long-term stays:

[http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7\\$en](http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7$en)

Please note that Office of International Relations, Turkish National Agencies and the Executive Agency may not give further advice and support concerning visas, residence permits, social security, etc.

8. INSURANCE

The participants are required to have Health Insurance Coverage, Liability Insurance Coverage (covering damages caused by the student at the workplace) and Accident Insurance Coverage (covering at least damages caused to the student at the workplace). Proof of coverage may be requested at the time of signing the agreement.