

## CALL FOR APPLICATIONS

### 2019-2020 ERASMUS KA107 STUDENT MOBILITY FOR PLACEMENT

This document contains detailed information about the application procedure for students wishing to take part in student mobility for placement (traineeship/internship) **until 01.06.2020 in Turkey.**

The call is opened for students of **Energy, Occupational Safety and Fire Protection, Transport, Business Economics and Information Technology.**

All students can apply, but preference will be given to **Business Economics and Information Technology students.**

Student Mobility for Placement comprises a specified period where students receive vocational/professional training and/or gain work experience at a company or organization operating in one of the programme countries. During placement period, students acquire full-time work experience in the field they study.

In addition to the main Erasmus+ grant, up to 100% extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

#### **WHAT IS THE APPLICATION DEADLINE?**

You can apply for Erasmus mobility at Erasmus Office. Application period will take place until **December 2<sup>nd</sup>, 2019.**

*Deadline for Submission of Acceptance Letters is **December 2<sup>nd</sup>, 2019.***

#### **WHERE WILL I DO MY TRAINEESHIP?**

Host Country is: **Turkey.**

Host organisations for student placements may be enterprises, companies, training centres, research centres and other organisations that match the definition of enterprise stated in the [Erasmus + Programme Guide](#).

It is also possible to carry out a traineeship in a higher education institution. However, the programme of the traineeship cannot consist of following courses, as that would be considered a study period and not a traineeship. The following types of organisations are not eligible as receiving organisations for student traineeships: [EU institutions and EU agencies](#), organisations managing EU programmes, such as National Agencies.

#### **FINDING A TRAINEESHIP/INTERNSHIP**

It is primarily the student's responsibility to find a place for traineeship. However CEPS IRO Office will try to support the students with CV and Placement Workshops.

Below there is list of Internship Databases and Listings:

<https://leonet.joeplus.org/>  
[erasmusintern.org](https://erasmusintern.org)



<http://www.iagora.com/work/en/internships>

<http://www.praxisnetwork.eu/>

<https://graduateland.com/>

<https://www.mediamonks.com/>

<https://www.worldinternships.org/>

<http://euconnect.org/>

<https://www.monster.com/geo/siteselection>

<https://tr.indeed.com/>

## APPLICATION REQUIREMENTS

1. All **full-time and part-time students enrolled** in a higher education Study program of Business Economics and Information Technologies are eligible to apply for student mobility (At the application phase and during the mobility).
2. Students are required to have a minimum GPA of **2.75 out of 5.00** unless a different criterion is specified in the bilateral agreement.
3. To be eligible to participate in Erasmus learning mobility, applicants must have enough **ECTS credits/student workload**. Pursuant to European Commission's ECTS Users' Guide, 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year.
4. In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting **more than 12 months** (For instance, if student has already participated in an Erasmus+ learning mobility of 9 months, his/her application to a student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-month placement mobility.)
5. Placement abroad can last from a **minimum of 2 months to a maximum of 12 months**. Applications will be accepted provided the mobility period stated in the acceptance/invitation letters do not last longer or less than the abovementioned durations.

## REQUIRED APPLICATION DOCUMENTS

1. **Erasmus Application Form** (Application form must be signed by the Referent in the International Relations Office)
2. **Transcript** (showing the grades received during Fall Semester of Academic Year 2018/2019)
3. **A headshot**
4. **Acceptance/Invitation Letter (Submission Deadline: December 2, 2019)**
  - Traineeship title and scope
  - Planned period of the mobility
  - Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
  - Main language of workClick [here](#) for a sample of the acceptance letter



*All students wishing to participate in Erasmus+ mobility for traineeship are free to apply to the programme, yet, only students who meet the minimum requirements shall be eligible to sit the English Proficiency Test.*

After having collected the required documents, applicant should submit them by hand to the Erasmus Office and complete/sign a Document Submittal List. In case there are any **missing documents**, and/or required documents are not **signed by Referent in the IRO**, such applications shall not be approved.

**Applicants must submit the application documents in person, with signature, to Erasmus Office, and fill in and sign a Document Submittal List.**

*Erasmus Office: University College "CEPS – Centre for Business Studies" Kiseljak, Josipa bana Jelačića bb, International relations office*

### **FOREIGN LANGUAGE PROFICIENCY**

Applicants should have at least a B2 level of the language that they will study at partner University.

Students should take the **Foreign Language Placement Test** to be administered by CEPS on **December 9-10, 2019** or submit a valid English language certificate issued by TOEFL or certificates issued by different foreign language learning schools to Erasmus Office until the exam date. Students are also responsible for keeping track of important announcements posted on CEPS website and delivered to their inboxes.

Erasmus Foreign Language Placement Tests are valid for two years. Students who want to use the exam grades entered in previous years should indicate this issue in the relevant field of the application form.

### **International Language Tests & CEPS Proficiency Test Concordance Table**

<b>TOEFL</b>	<b>Language learning schools</b>	<b>CEPS Proficiency Test</b>
120	100	100
114	95	95
108	90	90
102	85	85
96	80	80
90	75	75
84	70	70
78	65	65
72	60	60
66	55	55
60	50	50
54	45	45
48	40	40

## ASSESSMENT PROCESS

- Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score. Erasmus score is an important factor when determining the partner University for Student Mobility and the amount of grant the student will receive. Students will be ranked in accordance with their Erasmus score on the basis of undergraduate programs.
- When calculating Erasmus Score, the following points will be taken into consideration;

ERASMUS GRADE	+, -
Students without parents or 1 parent (father or mother)	+10
Students with disabilities	+10
Multiple participations (per each previous participation to Erasmus program)/ Applying to both mobilities at the same time -10 from one of them	-10
Participation to Erasmus+ Mobility in the citizenship country	-10
Withdrawing from the program after the given deadline for withdrawal.	-10
Non-participation in spite of applying for English Proficiency Exam	-5
For selected students: Non-participation of orientations or meetings organized by the HEI without any excuse (effective on the applicant's next application)	-5

- Minimum passing score for Erasmus is 53,75; minimum passing score for Language Test is 60.**  
In order to participate in Erasmus Study mobility, applicants must meet these two requirements.
- Application process consists of 4 stages:
  - Foreign Language Test Score:** Announcement of the Foreign Language Placement Test Results administered by CEPS.
  - Erasmus Score:** Erasmus Score is calculated and announced following the assessment.
  - Placement:** In accordance with their Erasmus Scores, students are placed in partner institutions by a commission.
  - Erasmus Grant:** Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of intra-institutional budgeting, further details on grants are released.
- Students are required to receive acceptance letters from the host institution as well in order to participate in Erasmus mobility.**
- While any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility, Partner University and CEPS may provide support.

## ERASMUS GRANTS

- A grant will be allocated to the student according to their academic performance.

- Students are ranked in a descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
  - Grants may not be allocated to each student.
  - Students firstly receive grant for two months.
  - Request for extension of placement period abroad will be evaluated later.
  - Within the framework of KA107 Project, an activity must be carried out entirely with or without grants, as there is no option as partially funded mobility. Therefore, the activity period cannot be extended without grant.
  - Monthly Erasmus rates are determined by the National Agency prior to the beginning of Academic Year in accordance with national priority and criteria.
  - The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
  - The rate of grant is set by European Commission for 28 EU member countries as shown in the table below.

#### Individual Support Grant:

HOST COUNTRY	MONTHLY GRANT (EURO)
Turkey	800

#### Travel Grant:

The travel grant is being calculate through the “distance calculator of the European Commission available in link below; [http://ec.europa.eu/dgs/education\\_culture/tools/distance\\_en.htm](http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm)

Distance in km	KM	Distance Band	Total Grant
Bosnia and Herzegovina-Istanbul (Turkey)	972,31 km	500- 1999 km	275€

- Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to CEPS, completing all required procedures, and students’ academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.
- If the host institution/company is closed on holiday breaks/national holidays, there’s possibility that traineeship may be interrupted. In such case, grant payment will be made for the period where the host institution/company remains closed, however, but this duration won’t be considered as part of the period of activities. In order to carry out the activities within the planned period, you will need to inquire, prior to the beginning of your traineeship, about the dates during which the host institution will be closed, and make sure your stay in host country matches at least minimum days (except holidays) of the planned period of the mobility. Weekends holidays make part of the activity period.
- In case the activity is interrupted due to force majeure events, activities that, in the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting

documentation as may be available to evidence such circumstances are provided and accepted by National Agency.

- Except in case of force majeure event, if student returns to his/her home country without completing the minimum period of mobility, activity shall be deemed null and void, and no grant payment shall be made.
- Students shall receive grants only during their mobility period abroad. In case student returns to his/her home country earlier than the specified end date of the exchange period, s/he shall receive grant only for the period s/he stayed in the destination country.
- CEPS IRO Office may ask student to provide a copy of his/her passport for the determination of the period spent abroad if deemed necessary.
- Students can, if they wish, renounce the financial support. However, it is not possible to extend the mobility initiated as a grant without grant.

#### **ERASMUS GRANT CUTS**

##### **In addition to the above rules of grant cuts;**

- 1.** In the event a student does not sit the OLS language assessment, which is mandatory for all participants to Erasmus+ mobility activities, a 5% cut will be imposed on grant allocated for total mobility period.
- 2.** In the event that participants do not fill out the EU Survey Participant Report, a 5% cut will be imposed on grant allocated for total mobility period.