

# Erasmus+ Traineeship Mobility Frequently Asked Questions





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# 1. General Information

## a. Erasmus+ Program

### What is Erasmus+ Traineeship Mobility, and who can apply?

- Erasmus+ Traineeship mobility is a traineeship program in which a student does a traineeship related to their field of study at a research institution, laboratory, or organization/institution in the program countries. The traineeship must be done physically at the host company and be complementary to the student's study area.
- All students who are actively registered in any study cycle (Bachelor's, Master's, and doctorate) can apply under the declared conditions.
- Preparatory English Program and Scientific Preparation Program students, alumni, special students and non-registered students cannot apply to the Erasmus+ traineeship mobility.

### What is the difference between the Erasmus+ and Erasmus program?

Erasmus+ is the general and inclusive name of the program. The program is commonly known as "Erasmus" and it is no different than Erasmus+.

### Does "Erasmus+" mean Traineeship Mobility?

"Erasmus+" includes both study and traineeship mobility. There is no such name difference between those two programs.

### Which countries can I go for a traineeship?

- The traineeship can be completed in the 28 European Union member countries and in the countries that are not European Union members but defined as Program Countries: Germany, Austria, Belgium, Denmark, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece, Bulgaria, Czechia, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia
- Erasmus+ traineeship mobility cannot be done at a company in Türkiye.
- In case of a change in the program rules/the countries where the traineeship can be done, the list on the application announcement will be valid/accepted.

## **b.Erasmus+ Program**

### **How can I apply?**

- You can apply by following the steps in the announcement, which is usually published every year in January on myOzU.
- Application is made only via the specified online platforms and within the application period.

### **Do I have to have an acceptance letter from the traineeship company when I am applying? Can I apply for a traineeship before receiving an acceptance letter?**

- While it is not mandatory to include an acceptance letter when submitting your application, providing one can give you an advantage by bringing extra points. If you did not include an acceptance letter with your initial application, you will be given additional time to submit an acceptance letter. Submitting an acceptance letter during this time will not bring you additional points for your application.
- Completing the online application is required whether or not an acceptance letter is submitted. Submission of an acceptance letter after the application period without an online application will not be considered.

### **Do I have to have a passport when I am applying?**

You do not need to have a passport while applying. However, it is recommended that the students who are selected and eligible for the program apply for a passport as soon as possible.

### **I am a senior year student. Can I apply?**

Senior-year students have the right to apply if they have not officially graduated at the time of application. However, they must complete their traineeship within 12 months, starting from the official graduation date. For example, a senior-year student who applies in February 2024 and if he/she is going to graduate in June 2024, the traineeship must be completed by June 2025 at the latest.

### **I have participated in the Erasmus+ mobility before. Can I apply again?**

It is possible to participate in the Erasmus+ program more than once. However, the total duration of the Erasmus+ mobility activities can be a maximum of 12 months per study cycle (bachelor's, master's, and doctorate). (1 year is considered 360 days.) Zero grant participations are also included in the calculation of duration. If any Erasmus+ study or traineeship mobility activities have been completed, the durations are calculated within the scope of 12 months. For example, a student can complete an Erasmus+ traineeship for 3 months, study mobility for 5 months and study mobility again for 4 months (a total of 12 months).

### **I am a master's/doctorate student, can I benefit from the Erasmus+ Traineeship program for my thesis?**

Traineeship mobility may include research assistantships for students and related research activities for doctoral candidates, in addition to practical work experience.

### **I am a double major/minor student. Can I apply for the Erasmus+ traineeship program?**

- Double-major students can only apply by choosing one of the major programs they are enrolled in.
- If a double major student graduates from the primary major program, they can only apply through the secondary major program.
- Erasmus+ application cannot be made through the minor program.

### **Can I apply for Erasmus+ traineeship mobility if my graduation is postponed?**

All students with active student status at OzU during the application period can apply for Erasmus+ traineeship mobility, subject to specific conditions outlined in the announcement, regardless of their graduation status.

### **Can I apply again for the Erasmus+ study/traineeship program if I have participated before?**

Yes, students who have previously participated in Erasmus+ study and/or traineeship mobility can reapply if they meet the conditions specified in the announcement. However, they should acknowledge that 10 points will be deducted from their Erasmus scores in accordance with the program rules.

### **Can I apply for both Erasmus+ study mobility and traineeship mobility?**

- It is possible to apply to both study and traineeship mobility at the same time. However, it is important to fill out the online application form separately for both of them.
- According to the program rules, students who have applied for both study and traineeship mobility simultaneously, have been placed to a partner institution for the Study mobility, and confirmed the placement results, will have their Traineeship Mobility applications evaluated with a deduction of “-10” points.
- If a student applies for both study and traineeship mobility simultaneously, they will firstly be placed in a partner institution for study mobility as per the timeline of application. Once the confirmation of placement results is received for study mobility, their traineeship mobility applications will be evaluated with a deduction of “-10” points in accordance with the program rules.

### **Can I apply for both Global Exchange and Erasmus+ traineeship mobility?**

- Yes, it is possible to apply to both programs. However, students who qualify for both need to plan their timelines carefully to ensure that they allocate enough time for the procedures of both programs without disrupting their enrolment and semester at OzU.
- It's important to ensure that the Global Exchange period, the academic terms at OzU, and the traineeship period do not overlap.

## **c.Participation in the Program**

### **How long is the traineeship duration?**

Traineeship duration can be a minimum of 2 months, a maximum of 12 months.

### **Do I have to renew my student enrolment in OzU before going to the traineeship?**

- To apply for the traineeship program, you must be an active student at OzU during the application process.
- However, if your traineeship is scheduled after your graduation, you only need to be an active student during the application process.

**If I am selected as eligible for the Erasmus+ Traineeship, can I have it recognized as my mandatory traineeship?**

- Students who wish to have their Erasmus+ traineeships count as their mandatory traineeships must first receive approval from their Faculty or Graduate School before starting the traineeship. If approved, they must then carry out both the Erasmus+ and the mandatory traineeship procedures simultaneously, ensuring that both sides are informed of the process.
- Failure to receive approval from the Faculty/Graduate School or to properly follow the process in a timely manner may result in the cancellation of the Erasmus+ traineeship and/or the non-recognition of the Erasmus+ traineeship as the mandatory traineeship.

**I have completed a mandatory traineeship at OzU, can I still participate in the Erasmus+ Traineeship program?**

Yes! Students who have completed a mandatory traineeship at OzU are still eligible to participate in the Erasmus+ traineeship program. It is not necessary to have a mandatory traineeship to participate in the program, as Erasmus+ traineeships can be completed voluntarily.

**Will my cash/meal/dormitory etc. scholarship be suspended while I am abroad for the Erasmus+ Traineeship?**

You should consult the Scholarships/Financials Unit in the Student Services to learn about the scholarship procedures during the Erasmus+ traineeship period. They will guide you with the necessary information to avoid any inconvenience.

**Is it possible to complete a traineeship in a different study area other than my department?**

The traineeship should have a job description that provides professional experience related to the department studied at OzU. Applications are evaluated based on acceptance letters approved by the Faculty Program Coordinator.

**Can I change the period in which I want to do the traineeship and/or the duration of the traineeship?**

Students who want to change the period or duration of their traineeship must inform our office as soon as possible. This must be done at least 1 month before the original end date of the traineeship. It is crucial to note that only the dates approved by our office will be considered valid.

### **Can I cancel my Erasmus+ Traineeship Mobility application?**

If you wish to cancel your application, you must inform our office about your cancellation request through email immediately. Cancellation procedures are only carried out when the student provides a written notification.

## **d.Host Traineeship Company/Institution**

### **Which institutions can I go to for a traineeship? Does my traineeship company need to be a partner of OzU?**

- The traineeship company does not need to be a partner of OzU.
- Erasmus+ traineeship can be completed at any public or private sector organization in the fields of education, training, youth, research, and development.
- It's important to note that EU institutions and other EU bodies including specialised agencies, and organisations managing EU programs such as Erasmus+ National Agencies are not eligible for this purpose.

### **What should the acceptance letter from the traineeship company look like?**

You can refer to this guide that outlines the necessary features that an acceptance letter should contain. While it's not necessary for the acceptance letter to be an exact match, it is expected that it includes the specified features.

### **How can I find a place for an Erasmus+ traineeship?**

There are several ways to find an Erasmus+ traineeship opportunity. You can start by checking popular traineeship search websites like ErasmusIntern, GlobalPlacement, EURASMUS, LinkedIn, and specific job/traineeship search platforms for the country you wish to go to. In addition, you can conduct specific Google searches related to your field of interest, the network of the lecturers of your department, and OzU's partner institutions under the Erasmus+ program.

Additionally, information of companies that students who have previously completed their traineeships at and were satisfied with are shared during the application period. These institutions can be considered for traineeship as well.

### **Will I receive payment from the traineeship company?**

It might be possible to receive payment from the traineeship company. However, the exact working conditions, salary (if applicable), and payment policy should be discussed with the traineeship company directly.



## 2- Placed Students

### a.Before the Traineeship

**If I qualify for the traineeship program, what should I do next?**

Pre-departure orientation meetings are organized for students who qualify for the program. During these meetings, necessary information regarding documentation, grants, visas, insurance, and other related details are provided.

**Is there any kind of financial support provided for my accommodation/visa/ insurance/transportation expenses?**

- All expenses are the student's responsibility. Students who receive the grant support can use it to partially cover their expenses.
- Our office can prepare official support letters that are required during visa applications or by the Social Security Institution.
- For transportation, students may be eligible for discounts and additional baggage allowance under the protocol signed between the Turkish National Agency and Turkish Airlines.
- Students who use low-emission transportation such as trains, cars, buses, etc., may be eligible for 'green travel support'.

**Can I do a traineeship in more than one institution?**

Erasmus+ Traineeship Mobility can be completed only at a single institution.

**I applied for Erasmus+ Traineeship Mobility with an acceptance letter from one company, but I received acceptance from another institution as well. Can I change my traineeship place?**

Once your application and confirmation for the Erasmus+ Traineeship Mobility program have been processed, it is not possible to change the traineeship place. Any changes to the placement can only be made during the application period. Therefore, if you have received acceptance from a different institution than the one you applied to, you will not be able to switch to the new institution.

### **Is it possible to change the traineeship company after I have already started it?**

Unfortunately, students are required to complete their traineeships at the institution they initially attended. If a change in the traineeship place occurs before completing the minimum of 60 days, the student's Erasmus+ Traineeship Mobility will be cancelled. Additionally, if you received a grant, you will be obliged to refund the entire grant.

### **Can I end my traineeship before completing 60 days?**

If the student decides to withdraw from the traineeship institution before completing 60 days, their participation in the Erasmus+ Traineeship Mobility will be terminated. Students who participated in the program with a grant will be required to refund the entire grant.

### **What happens if I cannot successfully complete my traineeship? Do I need to refund the grant?**

- Students who receive a grant for their traineeship but fail to complete it without a valid reason will be asked to return the entire grant amount. Reasons for a valid cancellation must be identified as a force majeure by the Turkish National Agency. These may include the termination of the traineeship earlier than agreed and before completing the minimum duration, changing the traineeship placement, receiving negative feedback from the traineeship institution, etc.
- If the traineeship was supposed to be completed as a mandatory traineeship, it will no longer be considered within the scope of Erasmus+ and procedures will be carried out with the faculty only.
- If the student cannot successfully complete the traineeship due to a valid reason, such as a force majeure event, then the student will need to declare a petition for cancellation, accompanied by supporting documents. The office will review the petition and submit a request for review by the Turkish National Agency.

## **b. During the Traineeship**

### **I started my traineeship. Is there anything I need to complete during the traineeship?**

If there is any change in the traineeship job description, traineeship mentor/responsible person) or duration, it must be reported to our office. It is important to complete the traineeship by acting in accordance with the information and approvals to be sent to you by the office.

## c. After the Traineeship

### Which documents should I submit after completing my traineeship?

You can find detailed information about which documents to submit in the orientation presentation. The documents that need to be submitted after the traineeship must be completed within 1 week at the latest from the end date of the traineeship.

## 3. Erasmus+ Grant Support

### a. Individual Support Grant

#### Can I receive a grant for Erasmus+ Traineeship mobility?

- Applications that meet the criteria will be evaluated.
- Each student's Erasmus score is calculated based on their CGPA (50%) + ELE score (50%), and any additional points, if applicable.
- Faculty-based rankings will be made according to Erasmus scores.
- The distribution of grants is carried out based on the grant amount allocated to OzU by the Turkish National Agency and the number of applications received. Therefore, grants cannot be guaranteed for every student.
- In summary, students with higher Erasmus scores are more likely to be qualified for grant support.

#### Where should I apply for the grant support?

No additional application is required for grant support. The distribution of grants to trainees is automatically carried out as mentioned above.

**What is the amount of grant funding I can receive? Can I receive a grant for the entire duration of my traineeship?**

Detailed information about the monthly grant amounts is available on our website. Due to the limited grant budget allocated to OzU, grant allocation for the entire duration of the traineeship is not guaranteed. Grant allocation is made for a 2-month period of the traineeship. For example; a student who will go to Germany can be entitled to receive a maximum of 1,500 EUR in total for 2 months at 750 EUR per month.

**I have received grant support for my Erasmus+ for study/traineeship mobility before. If I apply for a traineeship, can I receive grant support again?**

Students who have received grant support for their Erasmus+ study/traineeship mobility before and are now planning to apply for a traineeship can receive grant support again. Having received the grant in the past does not disqualify students from receiving it again.

**When can I receive the grant?**

The grant payment is made in two installments:

- 1- Students who complete all necessary documents before starting the traineeship and sign the grant agreement receive 80% of the grant amount.
- 2- After successfully completing the traineeship and submitting all necessary documents upon return, the remaining 20% of the grant amount is transferred. Under no circumstances will the grant payment be made until the relevant processes are completed.

**I have qualified for Erasmus+ Traineeship without grant support. Is it possible for me to receive grant support later?**

If a student who qualifies for the grant support cancels their traineeship, the grant is transferred to the first student within the same faculty who does not receive grant support. The traineeship must not have been completed yet for the student to be eligible for the grant. Our office will notify the student via email if they are eligible to receive the grant in such a case.

### **Does the Erasmus+ grant cover all my expenses?**

The Erasmus+ grant aims to support the student's expenses and costs during the traineeship period partially, and it is recommended to have an additional financial source even if the grant support is received.

### **Can I receive both grant support and payment from the traineeship company at the same time?**

Yes, it's possible to receive both payment from the traineeship company and Erasmus+ grant support simultaneously.

### **I will not receive a grant, do I still need to complete all the documents?**

All students, regardless of whether they receive the grant or not, must complete the same documents, and all students have to sign a grant agreement even if they do not receive the grant.

## **b.Travel & Green Travel Grant Support**

### **Who can receive the travel grant?**

Students who are eligible for an Erasmus+ individual support grant are automatically allocated a travel grant.

### **How much travel grant can I receive?**

The travel grant support is calculated according to the distance of the host traineeship company/ institution. Details are available at [this link](#).

### Who can receive a green travel grant?

It is allocated to students who are eligible for an Erasmus+ individual support grant and who make most of their trips to the host traineeship company/institution and back by low-emission vehicles (train, bus, shared car, etc.).

### How much is the green travel grant support?

The green travel grant support is calculated according to the distance of the host traineeship company/institution. Details are available at [this link](#).

## c.Erasmus+ Inclusion Support and Additional Grant Support

### Are there any other financial support opportunities apart from the Erasmus+ grant?

- If students have physical, mental, or health conditions that may prevent them from participating in the Erasmus+ program, they may be eligible for Inclusion Support. To be considered for Inclusion Support, students must inform our office of their circumstances and provide official documentation of their disability or declare the specific needs related to their condition and estimate the amount they expect to spend throughout the exchange period.
- This financial support is available to help cover the costs of any special needs students may have during their participation in the program, such as medication, a medical chaperone, special educational materials, suitable accommodation, travel assistance, and more. If the students are found eligible for the Inclusion Support, they can submit their expenses related to this declaration at the end of their Erasmus+ mobility, and the corresponding Inclusion Support will be provided by our office.
- Participants who are eligible for grant support under the Erasmus+ program but have limited economic and social means, and who meet the specified conditions in the application call, have the option to receive Additional Grant Support. This support is provided in addition to the mobility grant that they are entitled to.
- You can find detailed information on our website.



