



Bilkent University

Erasmus+ Student Mobility for Traineeship

What is “Erasmus+ Student Traineeship”?

Erasmus+ Student Traineeship programme for students included into the Erasmus+ Program 2014-2021. Student mobility for traineeship enables students at higher education institutions to spend a placement (traineeship/internship) period between 2 months and 12 months in an enterprise or organisation in another participating country.

A traineeship is a period of time that a student can spend in an enterprise or organization in another participating country, with the aim to help rove work experience. The traineeship period assists the students in their future professional lives.

Amount of monthly grants that shall be allocated for students are determined by the Turkish National Agency. Please find the details grant amounts in Table-2.

Who can benefit?

Students only (students can participate during all their study periods).

Placement Duration

Minimum 2 months, Maximum 12 months.

How to Apply?

There are two steps:

1. Departmental Erasmus Coordinators will determine the traineeship destinations, request slots from OISEP for 2015-16 Academic Year by filling out the attached ranking sheet and then select the students according to the number of slots.

and

2. Students will apply to their departments by their acceptance letters, which will be sent by the host enterprise in Europe.*

* Students cannot be placed in European Union Institutions or establishments which pursue EU programs or embassies in the host country.

Selection Criteria and Percentage Breakdown for Selection

CGPA: 2.50 / 4.00 (undergraduate level students)

CGPA: %50

Language Skills: %50

Grant Distribution per Group-Table 2

Countries by Living Costs	Host Countries	Student Placement Grant (per month)
1. Group	Austria, Denmark, Finland, France, Ireland, Italy, Norway, Sweden, U.K., Liechtenstein	600,-€
2. Group	Belgium, Croatia, Czech Republic, Germany, Greece, Iceland, Luxemburg, Netherlands, Portugal, Slovenia, Spain, Turkey	500,-€
3. Group	Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Macedonia	400,-€

Checklist

Before you leave

- Print out the "Training Agreement Form", fill it with the assistance of your departmental exchange coordinator, get signatures for the "Before Mobility" part from your department and hosting institution, then submit a copy to OISEP.
- Submit your health insurance contract which includes the "Liability" clause to OISEP.
- Submit your OLS Language test to ECAS system as soon as you get the automated e-mail.
- Submit a photocopy or email of your acceptance letter to terkin@bilkent.edu.tr.
- Open a Euro account in your name, or a joint account with your parents, at any branch of Yapi Kredi Bank. E-mail your bank account number, branch and IBAN code to the e-mail address terkin@bilkent.edu.tr at least 2 weeks prior your departure!
- Fill in the financial agreement form to be signed between the student and the university, print it out, sign it and take it to OISEP. You can post it as well if needed.

For Visa Application

- Check the relevant Embassy's web pages for the duration of student/internship visa procedure at least 1 month before your departure, and apply for your visa as soon as you receive an official acceptance letter.
- Apply to the relevant Embassy in Turkey for visa, by submitting your letter of acceptance and attach your passport and other relevant documents. The Embassy will provide you the information about the required documents.

During your stay:

Try to be at the host institution on the date stated in the letter of acceptance and do not return before the end of the training period. You cannot be considered as an Erasmus+ Traineeship student if you stay at the host country less than 2 months!

Before you leave the host institution, make sure that you get your "Official Dates Form" indicating your date of arrival and departure, signed by the coordinator at the host institution.

Note: This document will be the evidence proving your stay during the identified dates.

After Your Return:

Submit the fully signed Training Agreement to OISEP.

Fill in the online "Participant's Report Form" to ECAS system

Submit your passport's photocopy (id page and entry-exit stamps to your destination) and "Official Arrival Dates Form" to OISEP to receive the 20% balance of the Erasmus grant.

