



# ERASMUS+ WORLDWIDE INTERNSHIP

2019-2020 Academic Year





# ERASMUS+ WORLDWIDE INTERNSHIP

## What is Erasmus+ Worldwide internship?

- A traineeship (work placement) abroad in an enterprise or any other relevant workplace.
- 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.
- An internship at a research center/laboratory, etc. is possible but only with an administrative role. Wherever possible, the traineeships should be an integrated part of the student's study program.





# ERASMUS+ WORLDWIDE INTERNSHIP

## ALSO KNOWN AS;

- INTERNATIONAL CREDIT MOBILITY INTERNSHIP
- ICM INTERNSHIP
- KA107 INTERNSHIP





# DURATION of MOBILITY

**Duration of Erasmus+ Worldwide Internship:** between 2 months to 12 months

However, Erasmus+ Grant, payments can be made for max. 2 months depending on the available budget and number of applicants

**IMPORTANT:** If a student returns to the home country before the end of the traineeship period and/or before the min. required duration (min. 2 months), Erasmus+ Grant sanctions will be placed.

If there is a “Force Majeure” (mücbir sebep)\*\* , the student should immediately get in touch with OIP and OIP will seek Turkish National Agency’s advice and approval on the matter.





# ERASMUS+ WORLDWIDE INTERNSHIP PARTNERS

## Where to Intern?

As part of Erasmus+ Worldwide Internship program, students can intern in the following countries:

- Switzerland (\*\*Internships in Switzerland could only be in the area of “Digital Skills”). At least one of the following digital skills should be covered during the internship: digital marketing (i.e. social media management, web analytics), digital graphic, mechanic or architectural design, software, coding or website development, development/maintenance/management of IT systems and networks, cyber security, data analytics, data mining and data visualization, programming and training of robots and artificial intelligence. (at least 50% of the internship)
- Egypt (Cairo)
- Russia (St. Petersburg / Moscow)





## Where to Intern?

While students can find internships at any suitable organization, as part of Erasmus+ Worldwide Internship program, students can also intern at the administrative offices of the following partner Universities:

- American University of Cairo (Egypt)
- Higher School of Economics (HSE) (Moscow/St. Petersburg-Russia)





# ERASMUS+ WORLDWIDE INTERNSHIP PARTNERS

## Quota

2018 Erasmus+ Worldwide program offers the following countries as internship destinations, and quotas are pre-set for countries listed in the table.

Country	Quota
Egypt	1
Russia	2
Switzerland	1







# ERASMUS+ WORLDWIDE INTERNSHIP IMPORTANT DATES

10/12/18

Announcement of the program

18/02/19 - 18/03/19

Online Applications

22/03/19

Applications Sent to the Selection  
Committee

29/03/19

Announcement of Results

29/03/19-12/04/19

Submit request for cancellation or  
commitment letter submission

12/04/19-15/04/19

Placement of wait listed students in case  
of cancellation

30 weekdays before the internship starts

Students Hand in the required  
documents for Erasmus+ Worldwide  
Grant







# APPLICATION

Done via <https://kuapp.ku.edu.tr>

Dates of application: 18/02/19 - 18/03/19

## Who is Eligible to Apply?

- Students must be registered in a higher education institution and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate).
- The applicants must have not participated in the Erasmus+ & Erasmus+ Worldwide program (study and internship) for more than 10 months in their current cycle (Bachelor/ Masters/PhD). A student may receive Erasmus mobility grants for a maximum of 12 months in any cycle. A student may receive funding within the Erasmus+ program for student mobility (studies and traineeships together) for a maximum of 12 months.
- 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.

## Application Requirements

- Minimum required CGPA 2.20 for undergraduate, 2.50 for graduate and postgraduate students
- Language Requirement: Koç University Institutional TOEFL\*\* (550 PBT), TOEFL (550 PBT/ 80 IBT) or IELTS Score Card (min. 6.5) (valid for 2 years after the test date)





# APPLICATION DOCUMENTS

- A 2-month-period **Acceptance Letter** from the host organization: Students are required find their internship and receive an acceptance letter from the host organization in one of the partner countries: Switzerland, Egypt, Russia. (If your internship is in Switzerland, your Acceptance Letter should indicate that your internship includes Digital Skills)
- Most recent **Transcript**
- A valid **English Language Proficiency Certificate** (TOEFL IBT, KOÇ TOEFL or IELTS)
- **Resume** (CV)
- Special Needs Statement & Proving documents (if applicable)
- Substitutive documents for children of martyr and veteran people (if applicable)
- Substitutive documents for students who are covered by the 2828 numbered Social Services Law (if applicable)





# SELECTION

Selection is done based on 50% Academic achievement + 50% Language score.

Criteria	Points
Previous participation in Erasmus+ program	-10 points
Students with special needs	+5 points
Children of martyr and veteran people receive	+5 points
Students who are covered by the 2828 numbered Social Services Law	+5 points
Participation in birth country	-5 Points





# SELECTION

## IMPORTANT: Special Cases

If an application and selection round for Erasmus+ Worldwide Study and Internship program takes place **at the same time**, and if a student applies to both programs **at the same time**, then the following applies:

- If a student has not participated in an Erasmus+ Worldwide program before: 10 points are deducted from the student's overall score for one of the programs (either study or internship), and the student selects the program for deduction to be implemented. The student informs OIP about this decision via a written petition.
- If a student has participated in an Erasmus+ Worldwide program before: 10 points are deducted for the program that the student has participated before and 20 points are deducted for the other program that the student applies.





# ANNOUNCEMENT OF RESULTS

- Erasmus+ Worldwide Exchange placement results are announced:
  - on the **Kuapp system**:
- "**Coordinator Approved**" notification on your KUAPP account means; your documents are checked and approved. It does not mean that you are selected for now.
- If your status has been changed to "**Accepted**", congratulations!
- If your status has been changed to "**Substitute**", you are wait-listed for all of your preferences, not just for one that we have determined randomly. These people will be placed after the students who have already been placed do not turn their commitment letters in the office and therefore declare that they reject their selected mobility.
  - on OIP's website
  - via e-mail
  - OIP board







# AFTER PLACEMENT

- Only students who have signed and submitted the [Erasmus+ Internship Commitment Letter](#) will be eligible to participate in the program.
- To cancel your application after submitting the Student Commitment letter, you need to bring a [petition](#) to the office.





# BEFORE MOBILITY PROCEDURE & DOCUMENTS

After you are selected please note that you will be expected to submit below documents to OIP:

- **Erasmus+ Worldwide Internship Commitment Letter**
- **Learning agreement for traineeship (Electronically filled out)**
- **Insurance coverage**
  - Health insurance coverage
  - insurance coverage
  - Accident insurance coverage
- **Grant Agreement**
- **Roadmap for Students with Special Needs**







# DURING & AFTER MOBILITY PROCEDURE & DOCUMENTS

## During Mobility

Documents to be submitted by student **upon arrival** at the host university:  
If the student wants to make a change on the Learning Agreement, “During” part of the LA should be filled out electronically. The changed agreement should be approved and signed by the Erasmus+ (Academic) Departmental Exchange Coordinator of Student’s college, student and the representative of the host organization. This copy should be submitted to OIP via e-mail.

## After Mobility

Following the completion of the program, the student has to take the following steps:

- 1) Submit the [Certificate of participation](#) to OIP
- 2) Submit ‘Evaluation of the trainee’ part of the learning agreement to OIP
- 3) Submit “[After Mobility](#)” part of LA after getting the required signatures
- 4) Copy of the passport pages that show the entrance and exit dates to the host country
- 5) Fill online EU Survey: EU Survey is needed to be filled out online. OIP will be sending you the link of the survey through the Mobility Tool.





# GRANT

Erasmus+ Worldwide Internship program provides monthly stipend as well as travel grant to selected participants. Koç University student going to a partner country receives **700€ per month**.

## Travel Grant

Distance	Travel Grant
20-99 km	20 €
100-499 km	180 €
500-1999 km	275 €
2000- 2999 km	360 €
3000-3999 km	530 €
4000- 7999 km	820 €
8000 km an above	1.500 €





# GRANT DEDUCTION & REPAYMENT

**Deductions may apply to students who do not fulfil their responsibilities and/or are unsuccessful.**

- If a student does not stay and work for the host institution minimum of 2 months – he/she has to return the initial grant (70%)
- If a student leaves the host organization/country for more than 7 days (including weekends), student is not paid for that duration.
- If a student does not submit the “**Certificate of Participation**”, then the mobility is considered invalid and student has to return the initial grant (70%) to Koç University.
- If a student does not complete the EU Survey after mobility, 5% deduction on total grant amount is implemented
- If there is a “Force Majeure” (mücbir sebep)\*\* , student should immediately get in touch with OIP and OIP will seek Turkish National Agency’s advice and approval on the matter





# DISABILITY GRANT

- Additional grants are available for students with disabilities and health conditions wishing to participate in an Erasmus+ placement and where participation would not be possible without extra financial support.
- The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.
- Applications for the Erasmus Disability Grant must be submitted to OIP prior to the start of the mobility.







# ZERO-GRANT PARTICIPATION

Students are able to participate in Erasmus+ Worldwide Internship program without receiving a grant.

However, it should be noted that the students have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.





# IMPORTANT NOTES

- If student has utilized other Erasmus+ activities while pursuing the same degree, total duration of all activities cannot exceed 12 months.
- Students who are selected but not placed in an internship program due to insufficient funds or other reasons do not acquire a “vested right” to be sent the next year. Students are independently reviewed, assessed and selected every time they apply.
- Students may not be selected for an Erasmus+ Worldwide internship if no host organization is available.
- Students should consult to their academic coordinators if it is possible to substitute the internship with their compulsory internship at Koç. If the internship is recognized as compulsory internship, students should consult to their faculties if they need to select any internship course and get approval from their faculties beforehand.
- If the internship is on voluntary basis, OIP will notify the registrar office about the successfully completion of internship therefore the internship will be stated on the diploma supplement of the student.
- Students are responsible for passport and visa applications, other procedures for traveling abroad, and finding accommodation.
- Student should apply to Faculty Academic and Administrative Assistants in order to request early final in case exam dates clashes with the internship dates.





# PASSPORT & VISA



- If you do not have a passport, get an official student letter via e-devlet. You may use it for passport fee exemption.
- Visa: Please make sure that you know the visa application requirements for that country.
- Consulates often require a Letter of Acceptance (signed and stamped) and a letter proving your financial capacity.







# STAY IN TOUCH

For further information about the program please visit  
[OIP Erasmus+ Worldwide Internship website](#)

Contact us for being a part of this adventure and receive detailed information:

E-mail: [kuapp@ku.edu.tr](mailto:kuapp@ku.edu.tr)

Office Hours:

**From Monday to Friday (11:30-12:30 & 14:00-15:00)**

Office of International Programs

Student Center -3 B 396

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