

Erasmus+ Internship @ Koç University (inbound to KU)



Frequently Asked Questions



Erasmus+



KOÇ
ÜNİVERSİTESİ
OFFICE OF
INTERNATIONAL
PROGRAMS





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Program Details & Application

1

What is Erasmus+ Internship Program?

Erasmus+ supports traineeship (work placements, internships, etc) abroad for students currently enrolled in higher education institutions in Programme countries at Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates on condition that you applied and were selected by your home university before the graduation. You can also combine your Erasmus+ traineeship with a study period abroad.

2

Who can apply?

Students currently enrolled in higher education institutions holding an Erasmus+ Charter for Higher Education in Programme countries at Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates on condition that you applied and were selected by your home university before the graduation.



Program Details & Application

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If I want to apply, do my home university and Koç University have to have a student exchange agreement?

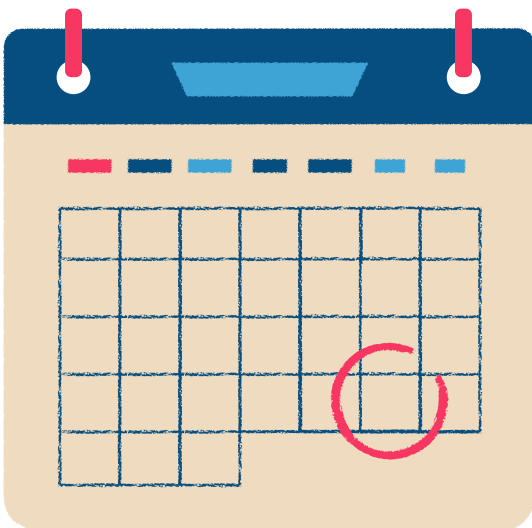
For Erasmus+ Internship Program, your home university and Koc University does not need to have a student exchange or inter-institutional agreement. You just need to comply with the other requirements (Please check Question 2).

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When can I apply? What are the application dates?

For the application dates of your home university, please contact your institution's Erasmus+ Office. To apply to KU, there is no specific period. We receive Erasmus+ Internship applications on a rolling-basis.

We highly advise students to contact related KU departments/ faculty members to for an internship invitation at KU prior to their application.



Program Details & Application

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What are the application documents?

For the application documents of your home university's internal selection process, please contact your home university's Erasmus+ Office. In order to apply to KU after or during your home university's application process, please send an e-mail to incoming@ku.edu.tr with your CV and letter of intent/motivation letter attached.



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How can I apply?

You can apply through the Erasmus+ Office of your home university. And after you are selected by them or during the application round at your home university, you can contact us via incoming@ku.edu.tr for an Erasmus+ Internship position at KU. After this point, our Office will liaise between you and the potential host department/person and assist you with finding a supervisor at KU.

Program Details & Application

Once you are accepted by a KU Department for your internship, you will also be asked to make an online application on our Office's application system called KUAPP. Application instructions will be shared with an email by our Office.

If you already have an acceptance/invitation letter from a KU Department or a Professor, you can directly get in touch with your supervisor and kindly ask them to put you in contact with us.

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Whom should I contact to, if I have an issue with online application?

If you face an issue during the online application, please contact incoming@ku.edu.tr -preferably with a screenshot of the error- you are facing. Our team will look into it at their earliest convenience.

Program Details & Application

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What are the departments I can conduct my Erasmus+ Internship at KU?

Please see the departments at KU below:

Colleges and Schools

Graduate Schools

Administrative Offices

Research Centers and Labs

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Is there a specific period of the year that you accept Erasmus+ Interns (Summer, Spring etc)? / When can I conduct my Internship?

There is no set period for Erasmus+ Interns to conduct their program at KU. Period of internship should be decided by the staff/professor who will supervise the student and the students themselves.

Program Details & Application

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Are there minimum or maximum number of days for Erasmus+ Internship mobility?

Your Erasmus+ internship abroad can last from a minimum of 2 months (60 days) to a maximum of 12 months in one study cycle (Bachelor, Master or PhD) unless otherwise is advised by your home institution.

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Are there any documents I should complete before my Erasmus+ Internship?

Incoming Erasmus+ Interns at KU are required to have travel insurance as well as a valid European Health Insurance Card (EHIC). The insurance should cover medical expenses, flight cancellations, personal accidents, lost luggage, lost or stolen money, lost or stolen personal effects, and a level of personal liability cover.



Program Details & Application

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If I'm not from an Erasmus+ country or I would like have an internship on voluntary basis, do you still assist me with the internship application?

Our Office only coordinates Erasmus+ Internships. If you wish to have an internship position at KU on voluntary basis, you should directly contact the relevant College/School, Graduate School or Administrative Office at KU.



After Being Accepted for / During the Erasmus+ Internship

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After being accepted by a KU Department, what is the next step?

After being accepted by a department and a supervisor at KU, you will receive the instructions for online Erasmus+ Internship application; because we need to keep the records of Erasmus+ students in one place. Also prior to your arrival, you should complete your Before Mobility documents with the help of your home university's Erasmus+ Office and send us a soft copy of your travel and liability insurance.

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Who can help me with my Erasmus+ paperwork?

When filling out the Erasmus+ paperwork, you can ask for assistance from your home university's Erasmus+ Office. And for the signature of the documents (Signature of Mentor or Signature of Supervisor parts), you can send it to incoming@ku.edu.tr.



After Being Accepted for / During the Erasmus+ Internship

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Do you provide any assistance on visa and residency procedures?

You can check the relevant web page by our International Community Services Office (ICO).



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Do I need a different type of visa for Erasmus+ Internship Program?

You do not need a different or special type of visa for Erasmus+ Internship placement in Turkey. You are subject to the general entry to Turkey rules for your country of citizenship.



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Do you offer scholarship or stipend for incoming Erasmus+ interns?

We don't offer any stipend or scholarship for incoming Erasmus+ Interns.

After Being Accepted for / During the Erasmus+ Internship

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Do you provide accommodation for incoming Erasmus+ interns?

During periods of low occupancy, Erasmus+ interns may be eligible for housing on campus (Main Campus & West Campus) at their own cost. Otherwise, Erasmus+ interns are to be referred to the private housing market. The intern is responsible for arranging their own accommodation, with possible assistance from the department. For all other dorm-related inquiries, please e-mail to housing@ku.edu.tr.

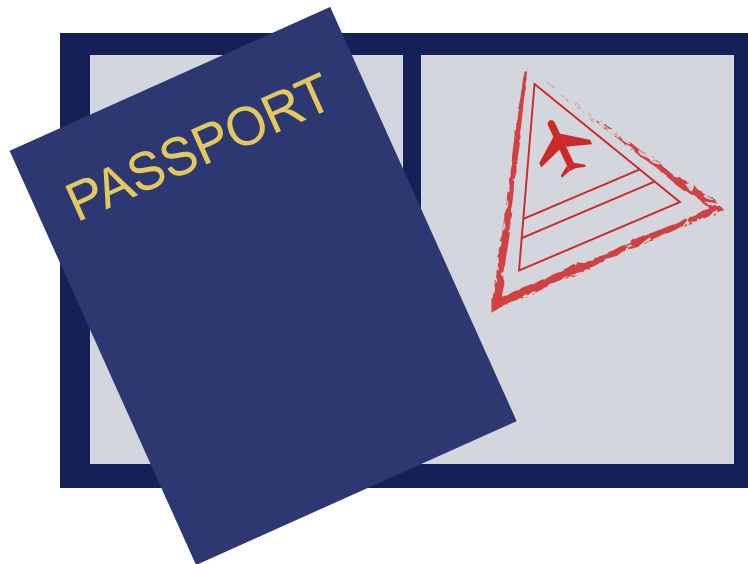


After Being Accepted for / During the Erasmus+ Internship

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Do you provide insurance for incoming Erasmus+ interns?

Incoming Erasmus+ Interns are required to have an international travel and liability insurance that cover their whole internship period and that is applicable in Turkey. You are also required to send a soft copy of insurance policy in English to us through incoming@ku.edu.tr prior to your internship period.



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Are there any websites or other type of resources that I can check for pre-arrival and arrival?

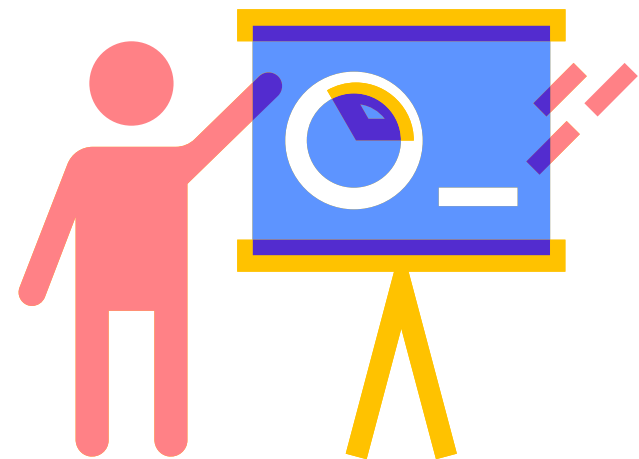
You can check the Pre-Arrival Resources by our International Community Services Office (ICO) [here](#).

After Being Accepted for / During the Erasmus+ Internship

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Will I receive an orientation program or training in the beginning of internship?

Our Office can organize a quick orientation session for you. You can also ask for orientation from your Mentor or Supervisor. If you will work in a lab, you may also be required to receive a training by your Mentor, Supervisor or Occupational Health and Safety Department for the lab and personal safety. If you need an orientation session from our Office, please contact us prior to your arrival and make an appointment for the session.



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If I stay on campus, can I use the facilities and services open to students or staff?

If you stay on campus, you can use the facilities and services open to students and staff with your KU ID Card. If you stay off-campus, you can still make use of some campus facilities. Further information will be provided during the orientation session.

After Being Accepted for / During the Erasmus+ Internship

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Can I take courses at Koc University during my Erasmus+ Internship period?

Erasmus+ interns are not permitted to take courses or acquire academic qualifications at Koç University during their internship unless their mobility type is combined mobility*.

*It's the combination of study and traineeship mobility. For further information, please contact your home university's Erasmus+ Office.



End of / After the Erasmus+ Internship

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Are there any documents I should submit before the end of my internship?

KU can provide the Erasmus+ interns with a “Traineeship Certificate” after completing their internship at the request of the participating student. No other certificates or documents will be issued.

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Is there anything else I should do before the end of my Internship?

- You have to give back your room keys to Dormitory Management upon check-out.
- You have to return all books and movies before leaving campus. If any, you may pay fines with either a credit/debit card in person, or by visiting the Yapi Kredi Bank on campus. If you pay via the bank, you will need to drop the receipt off to the library as proof.
- KU ID cards have to be returned to the OIP.

End of / After the Erasmus+ Internship

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What should I do when my Internship is over?

Once you completed all the procedures at KU and return home, you need to submit your Erasmus+ Internship - After Mobility documents to your home university's International or Erasmus+ Office. for further information on document and procedures, please contact your home university before your departure from KU and Turkey.



Useful Resources and Contact Details

General Info & Contact

For incoming students & staff (to KU): incoming@ku.edu.tr

For international cooperation & partnerships: partner@ku.edu.tr

Erasmus Code: TR ISTANBU17

Mailing Address: Rumelifeneri Yolu, 34450, Sarıyer, Istanbul, Turkey

Links

[Office of International Programs Website](#)

[Website for Erasmus+ Internship at KU](#)

[Colleges and Schools](#)

[Graduate Schools](#)

[Research Centers & Labs](#)

[Administrative Offices](#)

[Pre-Arrival Resources](#)

Social Media



Instagram



YouTube



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