

OFFICE OF INTERNATIONAL PROGRAMS

# Erasmus+ Internship FAQ

FREQUENTLY ASKED QUESTIONS

Updated November 2022

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# ABOUT THE PROGRAM

## What is Erasmus+ Internship ?

Erasmus+ Internship enables students to spend a placement (traineeship) period of internship/traineeship in an enterprise or organization, higher education institution in one of the Program Countries (i.e. Member States of the European Union, Macedonia, Iceland, Liechtenstein and Norway); or public or private organizations active in the labour market. The objectives of the program are as follows:

## Who can apply and participate in the program?

Undergraduate, graduate, PhD students and Postdoctoral Researchers can participate in the program. Undergraduate students must complete their freshman course load and become a sophomore to apply, Graduate students must complete at least one semester to become eligible for application. Students can participate in the program after their graduation, provided that they get accepted for the program while they are studying. For Postdoc's participation, the application must be submitted during the PhD study period.

# PROGRAM TYPES

**What are different program types to participate in the Erasmus+ Internship Program?**

- ☐ **Long Term (Physical Mobility)**  
**(2-12 months of physical participation)**
- ☐ **Short Term (Blended Mobility)**  
**5-30 days of physical participation + virtual component before or after the mobility**





# APPLICATION

HOW AND WHEN CAN I APPLY TO THE PROGRAM?



## How can I apply to the Erasmus+ Internship Program?

The applications are made online on OIP's KUAPP system. Students who are applying for the first time must make a Preliminary Application and then select the Exchange program type they would like to apply.

## How long can the duration of my internship be?

Students can participate in Erasmus+ programs for a total of 12 months in one study cycle.

Long term internships must be a minimum of two months. Blended internships can have a physical participation of 5-30 days abroad.

## How many times can I apply for an internship program?

Students can apply to the program several times during their studies and participate in the program more than once, for a maximum duration of 12 months, combined.

The maximum duration is 24 months for students at the School of Medicine.

## When can I apply and when can I go?

There are usually two application rounds in every academic year for Erasmus+ Internship, depending on the total budget and quota our university is allocated each year.

Internships must start after the announcement of results for each application round.

Please visit our [Application & Selection Calendar](#) for specific dates.

## Which documents do I need to complete my application?

- Invitation/acceptance letters for the internship placement
- Most recent transcript and language scorecard
- A photo to complete their application

However, there are additional documents in some cases. Please visit [here](#) for detailed information.



## What are the GPA requirements for applying for Erasmus+ Exchange? Am I eligible to apply

Undergraduate students must complete at least two semesters and postgraduate students must complete at least one semester at their departments to be eligible for application. Minimum GPA requirements for application are 2.20/4.00 for undergraduate students and 2.50/4.00 for graduate students

## Which language score do I need to apply?

With the recent update on language requirements, Koc University English Proficiency Exam (KUEPE) results will also be accepted and students will be able to apply for the program using their expired language scorecards as well. The minimum required scores for Erasmus+ applications are:

Koc TOEFL:550  
TOEFL IBT: 80  
IELTS 6.5  
KUEPE: 60

## How does OIP do the selection for Erasmus+ Internship? How is my placement score calculated?

Students' placement scores are calculated as: %50 of student's CGPA + %50 of language score. There are several specific factors that might affect the student's placement score. You can see these factors on our [website](#). Students are ranked based on their placement scores.

## How can I find an internship position for Erasmus+ Internship?

Students must find and arrange their internship placements individually. One of the required documents for the application is an invitation letter, so the internship placement must be found before the application. There are several websites including [erasmusintern.org](http://erasmusintern.org) or students can look for opportunities on LinkedIn and may consult Koc University Career Development Center for further assistance.





# APPLICATION DOCUMENTS



## MOST RECENT TRANSCRIPT

This can be obtained from  
Registrar or e-devlet.



## LANGUAGE SCORECARD

- Official TOEFL/IELTS score
  - Or screenshot of KUSIS page for KUEPE results
- Expired language scores are also accepted.



## INTERNSHIP ACCEPTANCE LETTER\*

\*Long Term/Short Term must be indicated in the acceptance letter

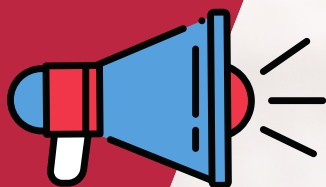


## CV (RESUME)

Your most recent resume.

Applications are made online, on [kuapp.ku.edu.tr](http://kuapp.ku.edu.tr)





### What should I do after I complete my application on kuapp?

Students must check their application and required documents to see the documents have been uploaded correctly. OIP will announce the placement results **on OIP's website**: Erasmus+ Internship > Placement Results section. The students will also be communicated via e-mail, with information on further steps of their Erasmus+ Internship.

### Can I benefit both from Erasmus+ Study Mobility and Erasmus+ Internship Mobility during my education?

Yes, students can apply to both Erasmus+ Study Mobility and Erasmus+ Internship Mobility. However, the total duration of Erasmus+ participation can be up to 12 months during one study cycle (i.e. Bachelor, Masters or PhD)

### Does my Global Exchange application effect my Erasmus+ placement score?

No, Erasmus+ and Global Exchange applications are evaluated separately and do not affect each other's placement scores. However, if students have previous selection in the Erasmus+ Study Program, there will be a -10 points in their Erasmus+ Internship applications.

### What is the Quota for Erasmus+ Internship?

The quota for any application round is determined based on the budget our university is allocated. We ask our students to check our application announcements for the quotas.

# AFTER SELECTION

WHAT DO I DO AFTER BEING SELECTED?





### ● What is the next step if I get selected? What should I do after the results are announced?

Students must submit their commitment letters within the given time to let OIP know about their participation decision. If students do not submit their commitment letters within the given period, their participation will automatically be cancelled.

### ● Does OIP provide any services in terms of visa, insurance or accommodation?

No, students are responsible to make the arrangements for their visa application, insurance and accommodation. Each country might have their own visa, insurance and accommodation procedures. We ask our students to follow their host countries' guidelines, pay attention to the relevant country consulate's rules and regulations for these arrangements.

### ● What happens if my status is indicated as "Substitute" on the placement results? What should I do?

Being substituted means that the quota was used by students with higher placement scores. If the selected students choose to cancel their program within the commitment letter submission period, OIP will use the quota to place the substitute students. These students will be informed individually about their placements after the commitment letter submission deadline.



# Deferral/Change of Position

## ● What happens if I decide to defer my Erasmus+ Internship?

Selected students may defer their internship placements and still participate in the program. However, there are certain deadlines to do this as students are selected from a certain project budget. Students must consult OIP to learn the timeline and the procedures of the deferral process.

## ● Can I change my internship position? Or can I change the company/institution that I do my internship?

Yes, students will be able to make changes in their internship placement organization or institution. However, all changes must be consulted to OIP and required documents to indicate these changes (a revised invitation letter) must be submitted to OIP upon making the changes.





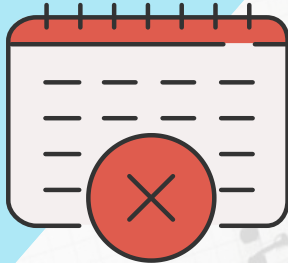
# Cancellation

## ● What should I do if I decide to cancel my Erasmus+ Internship?

After being selected, students are given usually around two weeks to decide whether they would like to participate in the program or not. If students cancel within the given period, there is no penalty. However, if students decide to cancel their Erasmus+ Internship after the given period, a 10-point deduction will be made on the students next Erasmus+ application. Students who wish to cancel their Erasmus+ Exchange must fill in and submit the cancellation petition, which can be found on our [website](#).

## Important:

If students' exchange programs are cancelled due to Covid-19 restrictions, governmental and institutional decisions prohibiting physical travel to the exchange destinations, students will not be subject to the 10-point deduction in their next applications.



## ● Can I apply again if I cancel my Erasmus+ Internship once?

Of course, students can re-apply in the next round of applications even if they cancel their Erasmus+ Internship. However, it must be noted that students who cancel after the notice period will be subject to a -10 point penalty in their future applications.

# Erasmus+ Procedures

WHICH DOCUMENTS DO I NEED TO  
SUBMIT?

HOW CAN I RECEIVE THE ERASMUS+  
INTERNSHIP GRANT?



● **Can I receive the Erasmus+ Grant? Is the grant guaranteed if I get selected? Do I need to apply for grant separately?**

Students do not need to apply for Erasmus+ grant separately. Erasmus+ grants are distributed based on the number of applications and our university's available budget allocated by Turkish National Agency. The decision on how to distribute the grant among the students is announced when the placement results are announced.

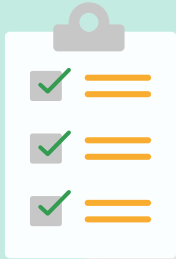
● **How is the Erasmus+ Grant paid? Do I receive the payment monthly?**

Grants are paid to students in two instalments. 70% of the grant is paid before departure, following the submission of before mobility documents to OIP, and the remaining 30% is paid after the student submits all required after mobility documents,

● **Can I be an Erasmus Internship student without receiving the Erasmus+ grant?**

Students are able to participate in Erasmus+ 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.





## Which documents do I have to submit before I start my Erasmus+ Internship?

Students can find all required Before Mobility documents on our website. The fundamental documents to be submitted are;

- Erasmus+ Learning Agreement for Traineeship
- Copy of Insurance Policy\*
- OLS Exam (sent by OIP)
- Grant Agreement (Issued and sent by OIP)

\*Please note the the insurance coverage within the Erasmus+ Internship framework must include Personal Liability and Accident coverage as well.

## How much grant can I receive?

It depends on the Erasmus+ Funding allocated to Koc University by Turkish National Agency. However, there are certain grant categories based on Erasmus+ destinations.

Grants will also be depending on the program type (Long Term - Blended Mobility) For more information, please visit our [website](#).

## Are there extra grants for students with special needs or financial needs?

Yes, more information on additional grant opportunities for students with special needs or financial needs can be found [here](#). Students with special or financial needs should contact our advisors individually.



# Grant payment procedures



## ● Can I receive the Erasmus+ Internship Grant if I receive scholarships from other institutions?

Grant allocations are done regardless of the students' scholarship status. All selected students are evaluated equally and ranked according to their placement scores.

## ● In which cases will I be asked to refund the Erasmus+ Internship Grant?

The rules and regulations about refunding the Erasmus+ Grant are explained on our [website](#) in detail.

## ● Do I need to open a EUR bank account to receive the grant?

Students must open a Yapı Kredi EUR bank account to receive their Erasmus+ Grants.



## **Does Koc University provide grants for travel or accommodation other than Erasmus+ Grant?**

Erasmus+ Grants are allocated to students to help them finance their expenses. However, each student are responsible for their own arrangements. Koc University does not provide additional financial support for travel or accommodation expenses.

## **Do I need to prepare and submit Erasmus+ Documents if I am not receiving the Erasmus+ Grant?**

All Erasmus+ students must submit the required documents in order to participate in the program, even if they do not receive the Erasmus+ grant.

## **Do I need to submit any documents while I am on Erasmus+ Internship?**

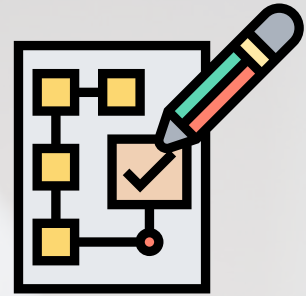
If there are changes in a student's internship description after starting the Erasmus+ Internship, During Mobility part of the Learning Agreement for Traineeship document must be filled and submitted to OIP.



## Which documents do I need to submit after I complete my Erasmus+ Internship?

Students must complete all required After Mobility documents on our website upon completing their Erasmus+ Internship.

- Certificate of Participation
- Passport/Boarding Pass copies
- Learning Agreement After the Mobility
- Participant report (EU Survey)



## How can I indicate the internship in my Koc University Transcript after completing the Erasmus+ Internship program?

After their Erasmus+ Internships are completed, students should follow up on their recognition procedures. Recognition of these internships is done by students' faculties. Students may contact their faculties for more information.

## Can I use the Erasmus+ Internship program as the mandatory internship that is required by my department?

Students must consult their faculties and get their approval if they wish their Erasmus+ Internship to be recognized as their mandatory internship. Students' faculties will evaluate the internship specifically and will consider if their internships can be accepted as the mandatory internships.



# STUDENT TESTIMONIALS

WHAT DID OUR ERASMUS+ INTERNSHIP  
STUDENTS SAY ABOUT THE PROGRAM?



# STUDENT TESTIMONIALS

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**Gulce Guner**

Philosophy & Business  
Administration

I feel so lucky to have the chance to get work experience abroad at the beginning of my career through the Erasmus+ Internship Program. During Summer, I worked as Marketing Intern in one of the prominent tech companies in Lund, Sweden, which is the birthplace of many pioneer international brands inventions Working at a Swedish company in such an innovative city provided me with great networking opportunities, hands-on experience with a foreign market in a multicultural environment, improved soft skills such as cultural adaptability, confidence, resilience, and definitely made my CV stand out! In a globalized business world, I recommend everyone to seize such opportunities to enhance career prospects.

Participating in the Erasmus+ Internship program has been one of the best decisions I have made. I did a very fulfilling internship that has taught me a lot. I always wanted to pursue my work life outside of the country and this opportunity has provided me with many necessary things for taking the first step towards reaching my goals. The whole process of taking a job in a foreign country provides many skills, including interviewing for a job, working with different nationalities and cultures; understanding, learning and adapting to the regulations of a new country, all of which also boosts your confidence to be successful at your career prospects.



**Mert Akin**

Economics

# STUDENT TESTIMONIALS

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**Mert Yusuf Erdolu**

Physics & Electrical and  
Electronics Engineering

I have participated Erasmus+ Internship program at Vrije Universiteit (VU) Amsterdam as an Electrical and Electronics Engineering and Physics bachelor intern student. This program has enabled me to engage the scientific environment of The Netherlands from different aspects. I have also experienced the unique Dutch innovation culture of bringing products into the market from an engineering view. During my traineeship, I met with people who have given me some insights in science and industry about what to expect from working in those areas. Overall, I have gained invaluable social, academic and professional skills through this program and I strongly suggest everyone to apply for it.

I had the chance to do my internship via Erasmus+ program and I consider myself very lucky not only because of the financial support but also the because of the honor of being a member of the Erasmus family. Being an Erasmus+ internee have helped me a lot through this journey, in terms of both finding an internship and also the recognition of the internship by my own faculty. This was a very important milestone for my education and my future career, as I intend to continue my career in Germany. Therefore, I am very grateful to the OIP Staff for making this internship possible for me.



**Kaan Ersoy**

Medicine

# CONTACT OIP

HOW CAN I CONTACT OIP IF I NEED MORE INFORMATION?



**E-mail & KUDaily  
Announcements**




**Info Sessions**



**Online Advising  
(1:1 Meetings)**



**outgoing@ku.edu.tr  
or OIP Track-it**

**Don't forget to follow us on Instagram!   
@kocunivoip**

**e-mail: outgoing@ku.edu.tr**

## ● How can I contact OIP if I have further questions?

Students can send their questions and requests to [outgoing@ku.edu.tr](mailto:outgoing@ku.edu.tr) or book an appointment with our outgoing advisors.

## ● Does OIP have office hours so that we can talk about the process and ask our questions?

Students can book an appointment with our outgoing advisors during office hours through Erasmus+ Internship > Contact section to discuss any questions they might have about exchange programs.

## ● Does OIP hold any info sessions or Q&A sessions for students?

Yes, OIP holds info sessions for every exchange program including Erasmus+ Internship Program during these programs' application periods. The specific dates and times of the info sessions/Q&A sessions for the programs will be announced via e-mail and KUDaily when the applications start.