

# 2023-2024 ACADEMIC YEAR ERASMUS+ STUDENT MOBILITY INTERNSHIP INFORMATION SESSION

# WHAT IS ERASMUS PROGRAM?

The Erasmus+ Program, implemented in our country since 2004, is the overarching name for a comprehensive initiative that provides support for various age groups and target audiences in the fields of education, youth, and sports. The program aims to encourage collaboration among higher education institutions in Europe.

Erasmus+ is an initiative by the European Union, fostering cooperation among higher education institutions across Europe. Students have the opportunity to receive education without paying fees at a Higher Education Institution in a European country that holds an ECHE (Erasmus Charter for Higher Education) for one or two semesters within an academic year.

For more information, you can visit [Erasmus+ Program](#) and watch this informative video on [YouTube](#).

# WHO IS NATIONAL AGENCY

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The European Commission establishes communication with Turkish universities holding the ECHE (Erasmus Charter for Higher Education) through the Ministry of EU Affairs and the National Agency for European Union Education and Youth Programs.

Contact Information:

- Website: [www.ua.gov.tr](http://www.ua.gov.tr)
- Address: Mevlana Bulvarı No:18, Balgat-Ankara

# ERASMUS OFFICE AND CONTACT INFO

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## Coordination of All Exchange Programs

This office oversees the coordination of all exchange programs. It organizes orientation programs for incoming and outgoing exchange students and provides assistance with all administrative matters they encounter throughout their accommodation periods.

Additionally, it manages Lokman Hekim University's relationships with the National Agency and partner universities, fulfilling responsibilities towards these entities.

# WHAT IS ERASMUS MOBILITY?

**Educational Mobility:** Students have the opportunity to engage in educational mobility at partner higher education institutions abroad as part of diploma programs at any educational level. This type of mobility may also include internship programs. The combination of internship and educational mobility aims to create a synergy between academic and professional experiences abroad.

**Internship Mobility:** Students can carry out internship activities in a foreign business, research institute, laboratory, organization, or any other relevant workplace. Internships abroad are supported for students at all levels of education and recent graduates. Internship mobility encompasses teaching internships for prospective teachers, research assistantships for students, and relevant research activities for doctoral candidates.

# WHAT IS ERASMUS MOBILITY?

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**Staff Mobility Activity:** Staff mobility activities can be conducted from a country associated with the program to another country associated with the program or to a country not associated with the program. To ensure the implementation of high-quality mobility activities with maximum impact on staff, the mobility activity should align with the professional and personal development needs of the personnel.

# WHAT IS ERASMUS MOBILITY?

**Teaching Activity:** Staff members have the opportunity to conduct teaching activities at a partner higher education institution abroad. Teaching activities abroad allow personnel who teach at a higher education institution or work in businesses to deliver lectures at a higher education institution in another country. Teaching activities can be carried out in any academic field.

**Training Activity:** Training activities can be conducted at partner higher education institutions, businesses, or other relevant institutions and organizations abroad. Training activities enable any personnel (academic or administrative) from a higher education institution to participate in overseas training related to their daily tasks at the home institution. Training activities may include educational events or on-the-job training.



# GRANTS

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National Agency determines the grant amount for each university based on its past performance and the number of students it plans to send in a given year, providing information to the universities accordingly. Considering the allocated amount for the university, the International Relations Office determines the number of students who will receive grants. If necessary, proportional cuts may be applied across all departments. During the distribution of grants, the same selection process used in the application for the program is employed as a basis. It's important to note that the grants are not sufficient to cover all expenses for the students. They may only cover approximately half of your expenses during the accommodation period. Therefore, all selected students for the program should conduct thorough research on the cost of living in the destination country and share this information with their families.



# WHO CAN APPLY - STUDENT MOBILITY

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Students enrolled in master's, bachelor's, or doctoral programs at universities are eligible candidates for Erasmus+ student mobility.

The activity can be carried out at any grade level during the educational period. The participation in mobility for first-year students can commence from the **second grade** onward based on the decision of the higher education institution's top management.

# WHO CAN APPLY - STUDENT MOBILITY

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Students participating in the activity must be enrolled in a diploma program at the higher education institution. Students are expected to be sent to pursue a program equivalent to 60 ECTS credits for a full academic year; 30 ECTS credits for one semester in a two-semester academic year, and 20 ECTS credits for one semester in a three-semester academic year, in order to conduct the studies required by their diploma/degrees abroad. Full academic recognition is provided for successfully earned credits in the pursued program. Credits that are not successfully completed will need to be retaken at the host institution.

# WHO CAN APPLY - STUDENT MOBILITY

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To benefit from the Erasmus program, the student must have obtained a minimum score of **50** in a foreign language exam. Acceptable language exams include YÖKDİL, YDS, and the Erasmus Language Exam.

Factors such as receiving disciplinary action, being classified as an 'irregular' student, or having failed courses do not prevent a student from benefiting from the Erasmus program. Students who have frozen their registration are not eligible to participate in educational mobility during the frozen registration period.

Students pursuing a double major can apply for mobility in only one major during the same application period. The ranking of students is conducted within the relevant department/faculty based on the quotas allocated to each department or faculty.

# STUDENT MOBILITY - TRAINSHIP

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Erasmus+ Student Internship Mobility is an activity where a registered student at a higher education institution has the opportunity to undertake an internship in a business, research institute, laboratory, or an organization abroad, related to their academic field of study. Following courses at the higher education institution is not considered as an internship.

The duration of the activity is between 2 and 12 months, applicable separately for each educational level. Internship activities can be carried out at any grade level during the educational period and within the 12 months following graduation for students in their final year. For post-graduation internship activities, the application must be submitted before the student graduates (while they are still an associate, undergraduate, master's, or doctoral student).

# STUDENT MOBILITY - TRAINSHIP

Internship placements can be provided by various public or private sector organizations based in countries where the internship activity is carried out. These organizations can operate in the labor market or in the fields of education, teaching, youth, research, and development. Examples of eligible institutions include:

- Small, medium, or large-scale businesses in the public or private sector
- Local, regional, or national public institutions
- Embassies or consulates of the sending country located in the host country
- Chambers of commerce, guilds, stock exchanges, and unions representing various business entities
- Research institutes
- Foundations

# STUDENT MOBILITY - TRAINSHIP

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Internship placements can be secured in various educational institutions, including schools, institutes, and training centers covering all levels of education from preschool to high school. Additionally, opportunities are available in:

- Non-profit organizations, associations, and NGOs
- Institutions providing career planning, professional counseling, and informational services
- Higher education institutions

The internship duration should be a minimum of **62** days and a maximum of 12 months.



# ERASMUS PROCESS - BEFORE GOING

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Before embarking on your Erasmus journey, there are several key steps and considerations to ensure a smooth and successful experience:

- Check the eligibility criteria set by your university and the Erasmus program.
- Be selected by your university to participate in the Erasmus program.
- Ensure you meet the language requirements of the host country or institution.
- Take language proficiency exams such as YÖKDİL, YDS, or the Erasmus Language Exam if required.
- Complete the application process set by your university.
- Prepare necessary documents, including your CV, motivation letter, and any required certificates.

# ERASMUS PROCESS - BEFORE GOING

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Before embarking on your Erasmus journey, there are several key steps and considerations to ensure a smooth and successful experience:

- Research the host country's culture, lifestyle, and any practical information you may need.
- Familiarize yourself with the local customs, transportation, and emergency services.
- Create a budget that includes travel, accommodation, and living expenses.
- Explore available grants and scholarships to support your financial needs.
- Obtain comprehensive health insurance coverage for the duration of your stay.
- Arrange accommodation in advance, considering university dorms or private rentals.

# ERASMUS PROCESS - BEFORE GOING

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Before embarking on your Erasmus journey, there are several key steps and considerations to ensure a smooth and successful experience:

- Develop a Learning Agreement in collaboration with your home and host institutions, outlining the courses you plan to take.
- Participate in pre-departure orientation sessions organized by your university or the Erasmus office.
- Gather information about your host institution, academic requirements, and support services.
- Connect with former Erasmus participants to gain insights and advice on your destination.


# ERASMUS PROCESS - BEFORE GOING


**The necessary documents include:**

- Pre-Approval Form
- Application Form (available on the website)
- Three Copies of Learning Agreement (Internship Agreement, available on the website)
- Transcript (unopened) (in English)
- Two Passport Photos
- Accommodation Form (if requested)
- Any additional documents required by the host institution.
- Applicants should ensure they follow the guidelines and submit all required

**17** paperwork to the Erasmus Office within the specified timelines.

# ERASMUS PROCESS - BEFORE GOING

 LOKMAN HEKİM  
ÜNİVERSİTESİ



Lokman Hekim Üniversitesi  
Dış İlişkiler Ofisi

ERASMUS+ PROGRAMI ÖĞRENCİ STAJ BAŞVURU FORMU

Kimlik Bilgileri

Adı, Soyadı				Fotoğraf Yaptırtınız (Zorunludur)
Doğum Tarihi (gg/aa/yyyy)				
Doğum Yeri (Kimliğe göre)				
T.C Kimlik No				
Enstitü / Fakülte / YO / MYO				
Bölüm / Program / ABD				
Öğrenci No		Sınıfı:		
Cep Tel-1		Cep Tel-2:		
Ev Adresi (Adres, Şehir)				
E-posta adresi				
Genel Not Ortalaması				

[Resimli ve Onaylı İngilizce Not Belpenizi, Davet Mektubunuzu ve Learning Agreement for Traineeships formunuzu bu başvuru formuna ekleyiniz!](#)  
[Form Bilgisayarda doldurulmalıdır! Elle doldurulan formlar kabul edilmecektir!](#)

Öğrencinin Staj yapacağı Kurumun Adı, Açık Adresi, Web Adresi, Sektör/Faaliyet Alanı / PIC Numarası  
(Üniversite / İşletme Faaliyetlerinin bölümünüz ile ilgili olup olmadığı hususunda Bölüm Erasmus Koordinatörünüzle görüşünüz)

*Yurtdışı Staj Başlangıç Tarihi (Kabul belgesinde verilen tarih; gg/aa/yyyy)	
*Yurtdışı Staj Bitiş Tarihi (Kabul belgesinde verilen tarih; gg/aa/yyyy)	

Daha önce Erasmus+ Öğrenim veya Staj Programından faydalanıp faydalanmadığı,  
Cevabınız Evet ise Toplam Faaliyet Süresi  
Erasmus+ Öğrenim Faaliyet Süresi: ☐ Tek Dönem ☐ Çift Dönem  
Hibeli Staj Faaliyet Süresi (ay):  
Hibesiz Staj Faaliyet Süresi (ay):  
Engelli öğrenci misiniz? Veya Özel bakım gerektiren sağlık sorunuz var mı?  
( ) Evet\* ( ) Hayır  
\*Cevabınız evet ise durumunuzla ilgili detaylı bilgi veriniz:

☐ Evet ☐ Hayır

Ben, başvuru sahibi olarak yukarıdaki tüm bilgilerin doğru olduğunu beyan ediyorum.

Başvuru Sahibinin:

Adı Soyadı:		Tarih/İmza:	
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Bölüm Erasmus+ Koordinatörünün:

Adı Soyadı:		Tarih/İmza:	
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Fakülte Erasmus+ Koordinatörünün:

Adı Soyadı:		Tarih/İmza:	
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# ERASMUS PROCESS - BEFORE GOING

Higher Education:  
Learning Agreement form  
Student's name  
Academic Year 20.../20...

Erasmus+

Learning Agreement  
Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex (M/F)	Study cycle <sup>1</sup>	Field of education <sup>2</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>3</sup> (if applicable)	Address	Country	Contact person name <sup>4</sup> ; e-mail; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size <input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Contact <b>06300 0606</b> position; e-mail; phone	Mentor <sup>5</sup> name; position; e-mail; phone

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

The level of language competence<sup>6</sup> in ..... (indicate here the main language of work) that the trainee already has or agrees to acquire by the start of the mobility period is: A1 - A2 - B1 - B2 - C1 - C2 - Native speaker -

Table B - Sending Institution

Please use only one of the following three boxes:<sup>4</sup>

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:  
Award ..... ECTS credits (or equivalent)<sup>7</sup> Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐  
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  
Record the traineeship in the trainee's **Erasmus** Mobility Document: Yes ☐ No ☐

2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:  
Award ECTS credits (or equivalent): Yes ☐ No ☐ If yes, please indicate the number of credits: ...  
Give a grade: Yes ☐ No ☐ If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐  
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐  
Record the traineeship in the trainee's Diploma Supplement (or equivalent).  
Record the traineeship in the trainee's **Erasmus** Mobility Document: Yes ☐ No ☐

3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:  
Award ECTS credits (or equivalent): Yes ☐ No ☐ If yes, please indicate the number of credits: ...  
Record the traineeship in the trainee's **Erasmus** Mobility Document (highly recommended): Yes ☐ No ☐

Accident insurance for the trainee

Higher Education:  
Learning Agreement form  
Student's name  
Academic Year 20.../20...

Erasmus+

Learning Agreement  
Student Mobility for Traineeships

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):  
Yes ☐ No ☐

The accident insurance covers:  
- accidents during travels made for work purposes: Yes ☐ No ☐  
- accidents on the way to work and back from work: Yes ☐ No ☐

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐ If yes, amount (EUR/month): ...  
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐  
If yes, please specify: ...  
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐  
The accident insurance covers:  
- accidents during travels made for work purposes: Yes ☐ No ☐  
- accidents on the way to work and back from work: Yes ☐ No ☐  
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐  
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Departmental Coordinator					
Head Of Department / Internship Committee					
Responsible person <sup>12</sup> at the Sending Institution					
Supervisor <sup>13</sup> at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise  
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

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# ERASMUS PROCESS - BEFORE GOING

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When applying, obtain three copies of the **Learning Agreement** from our website.

Work with your department's exchange coordinator to complete all **three copies**.

1. Send one copy along with your application documents to the university you will be visiting.
2. Submit the second copy to our office.
3. Keep the third copy for your records.

Make sure to collaborate closely with your department's exchange coordinator to ensure that the Learning Agreement is properly filled out and submitted to the relevant parties.

# ERASMUS PROCESS - BEFORE GOING

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When applying, obtain **PRE-APPROVAL FORM** from our website. Work with your department's exchange coordinator to complete **three** copies of the form.

1. Submit the first copy to our office.
2. Keep the second copy for your records.
3. Submit the third copy to your department.

Make sure to collaborate closely with your department's exchange coordinator to ensure that the Pre-Approval form is properly filled out and submitted to the relevant parties.

# ERASMUS PROCESS - BEFORE GOING

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Regularly check the email address you provided in your application. All necessary information and your **Letter of Acceptance** will be sent to this email address or by mail.

Upon receiving your Letter of Acceptance, submit a copy to our office or send it via email to [erasmus@lokmanhekim.edu.tr](mailto:erasmus@lokmanhekim.edu.tr). Students without an acceptance letter will not have their grants calculated.

# EXTENDED HEALTH AND TRAVEL INSURANCE

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All students are required to obtain Extended Travel and Health Insurance covering their accommodation dates, and they must submit a copy to our office before departure. Limitations of 92 days in insurance policies will not be accepted. Even if students need to obtain additional insurance in the host country, they must ensure they have insurance in place before departing.

# BANK DETAILS

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Before departure, students must send their **Letter of Acceptance** to the Erasmus Office at least two months in advance and open a EURO account at **Halk Bankası**.

Send the IBAN number and branch name to [erasmus@lokmanhekim.edu.tr](mailto:erasmus@lokmanhekim.edu.tr) via email.

ATTENTION: Send your bank account IBAN number via email as

"TR600006701000000089322923" and include the phrase '... Branch.' All students, whether receiving a grant or not, are required to open an account and provide the information.

# VISA

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1. Students who have received the **Letter of Acceptance** can obtain a letter from the Erasmus Office, indicating that the student is an Erasmus student and specifying if they have received a grant from the Erasmus Office.
2. ATTENTION: You can find the updated list of required documents on the embassy's website. All students are responsible for acquiring information about the visa procedures of the host country and completing the process on time. Some countries, such as the Netherlands, have specific rules. Visa procedures in countries like Denmark, the Netherlands, Slovenia, and the Czech Republic may take a long time, so apply as soon as possible and thoroughly understand the application process.



# ONLINE LANGUAGE SUPPORT

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- The European Commission provides support to all students through online language tests and courses. Before departure and upon completion of their programs, all students will take an online language test in the language of the host university. If they do not pass the test, they will also take an online course during their program. Taking the test and, if necessary, following the course is mandatory for all participating students. The tests will be sent to the participants' Lokman Hekim email addresses.
- It is mandatory. Failure to do so will result in a 5% grant deduction based on the total number of mobility days.

# HİBELER

Country Groups	Host Country	Monthly grant for learning mobility	Month Grant for Trainship
1st and 2nd group program countries	Almanya, Avusturya, Belçika, Danimarka, Finlandiya, Fransa, Güney Kıbrıs, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Yunanistan	600	750
3rd Group Program Countries	Bulgaristan, Çek Cumhuriyeti, Estonya, Hırvatistan, Kuzey Makedonya, Letonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan, Slovakya, Slovenya, Türkiye	450	600

# GRANT

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- The estimated payment amount will be calculated based on the Letter of Acceptance from the destination country and the payment group assigned to the student. After the student returns from the activity, the grant will be recalculated based on the Official Dates form they submitted and passport entries and exits. According to the final calculation, either a payment will be made, or a refund will be requested for any excess payment.
- Grants are in EURO currency. Grants are calculated based on your acceptance letters. 70% will be paid before departure, and the remaining 30% will be paid after the completion of your term and all relevant documents are sent to the Erasmus Office.

## UNDER WHAT CONDITIONS IS THE GRANT NOT PAID OR CAN BE WITHDRAWN?

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- If you stay for less than three months for studies or two months for an internship at the host university, and you do not have a valid excuse, you will be required to repay the total amount, and you may not be accepted as an Erasmus student. If you fail in all your courses due to absenteeism or '0' ECTS, you cannot receive the remaining 30%. Additionally, to receive the remaining 30%, you must pass at least 2/3 of the total ECTS credits.
- If the necessary documents requested for Erasmus+ program are not submitted before departure or upon return, the grant may not be paid or can be withdrawn.

## DURING ERASMUS ACTIVITY

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- Be at the host university on the exact date specified in your acceptance letter. Do not miss the orientation program. Do not leave before the end of the semester.
- If you need to make any changes to your Learning Agreement, fill out the During Mobility section, complete the signatures, and send it to us by email or fax. Please remember to update your pre-approval form, have it signed by the exchange coordinator at the host university, and send it to us. **ATTENTION:** Bring back your original Learning Agreement and submit it to our office upon your return.

## DURING ERASMUS ACTIVITY

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- Before departing, download the **official date form** from our website and have it signed by the International Office of the host university according to the entry and exit dates of your passport.
- NOTE: This document will serve as proof of your stay, and your grants will be recalculated accordingly.
- **TRANSCRIPT** At the end of the semester, if possible, obtain your transcript and submit it to our office **unopened**. If this is not possible, make the necessary arrangements for it to be delivered to our office.



## UPON ARRIVAL

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- **Learning Agreement:** Original. Ensure that all signatures are complete.
- **Official Date Form:** Approved by the host university. (wet-signed, original)
- **Passport Copies:** Include the information page and entry-exit stamps.
- **Transcript:** If you have received a transcript from the host university, please submit it unopened to our office. Your transcripts can also be sent directly to the Erasmus Office.
- **Participant Report:** After completing the above-mentioned documents, the European Commission will send a Participant Report to your Lokman Hekim email using the 'Mobility Tool.' You are required to fill out the report and submit it online.

## UPON ARRIVAL

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### **Transcript Submission**

Upon your return, present your transcript to the Erasmus Office in an unopened format.

The transcript from the guest university can be sent directly to our office.

Transcripts sent to us or to you via email will not be processed until the original is received. Therefore, we must obtain the original transcript.

## SUGGESTION FROM THE ERASMUS UNIVERSITY

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- Save our contact information.
- Print out the checklist on our website.
- Regularly check your email.
- Make sure to learn about your coordinator at the host university.
- Submit the documents you are responsible for on time.
- DO NOT LEAVE EVERYTHING TO THE LAST MINUTE!!!!!!!!!!

## SUGGESTION FROM THE ERASMUS UNIVERSITY

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- **Read the history of the country you are visiting.**
- **Be prepared for questions about Turkey/your home country.**
- **Ensure you have relevant information on the subject.**
- **Avoid taking anything personal.**
- **Follow the written rules of the country you are visiting.**
- **Carry photocopies of official documents; passport, residence permit, etc.**
- **You can find this presentation and the necessary documents on our website below.**

**FOR ALL YOUR QUESTIONS: [erasmus@lokmanhekim.edu.tr](mailto:erasmus@lokmanhekim.edu.tr)**