



ERASMUS+ TRAINEESHIPS

ORIENTATION PROGRAM FOR OUTGOING STUDENTS

**2024-2025
academic year**



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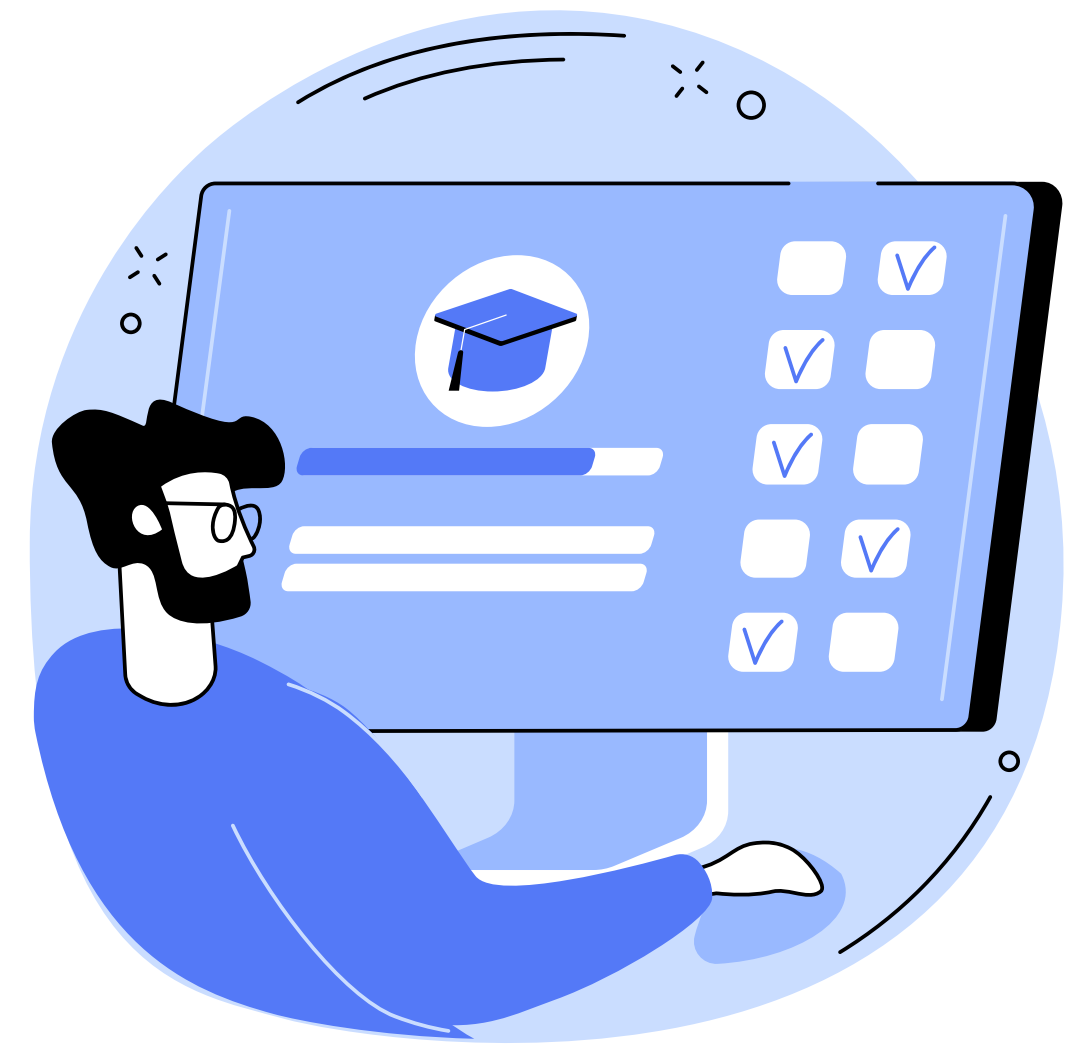
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THY Promocode

Learning Agreement for Traineeships

The purpose of the **Learning Agreement** is to provide a transparent and efficient preparation for the traineeship period abroad and to ensure that the trainees will receive recognition in their degree for the traineeship completed abroad. This document is signed and approved **by the student, the Departmental Coordinator and the Receiving Organisation.**

- Students must prepare their **Learning Agreements** by following the steps in the **Learning Agreement Guidelines**. The International Programs Office has no authority regarding this document's approval. So you'll need to contact your **Departmental Coordinator**.
- After the approval of all parties, your traineeship programme becomes binding for all parties.



Traineeship Recognition Form

This document demonstrates that your traineeship programme at the **Receiving Organisation** is equivalent to your traineeship at TEDU. If your traineeship is eligible for **ECTS credits**, whether it is mandatory or voluntary, you must complete this form, have it approved by your **Departmental Coordinator**, and submit it to the relevant **Faculty Secretary**.

After the LA has been signed and approved:

- The student must fill in and submit this document to the relevant **Faculty Secretary** to request approval from the **Faculty Decision Board**.
- **Recognition** procedures cannot be carried out for students who do not have a **Faculty Board Decision** before the mobility. Students must have their recognition forms approved and submitted to the **Faculty Secretary before going abroad**.



Travel-Health, Liability & Accident Insurance

Students who will participate in Erasmus+ traineeships are obliged to have fully comprehensive **Health Insurance** that includes **Personal Liability** and **Accident Coverage**. The insurance must cover your whole stay in the destination country and the EU.

- *Travel-Health: 30.000 EUR*
- *Personal Liability: 3.750 EUR*
- *Personal Accident: 1.500 EUR*

If the insurance does not meet the required minimum coverage, participation in the mobility will not be approved. As your Sending Institution, we must ensure that the mentioned coverages are complete.

Some of the insurance companies we suggest are ***Sompo Japan, HDI, AXA, Allianz, Koru Sigorta, Doğa Sigorta, and Demir Sigorta.***



Euro Account Information

Regardless of whether **funded or non-funded**, students are required to open a **Euro Account** from **DenizBank** for the grant agreement. Grants are transferred to **DenizBank** accounts.

- Students can open a **Euro Account** via the **MobilDeniz** application.
- Account details must be sent via e-mail both as a screenshot and in writing.

After receiving your grant, you can transfer it to a **bank account of your choice**.



Visa Letter

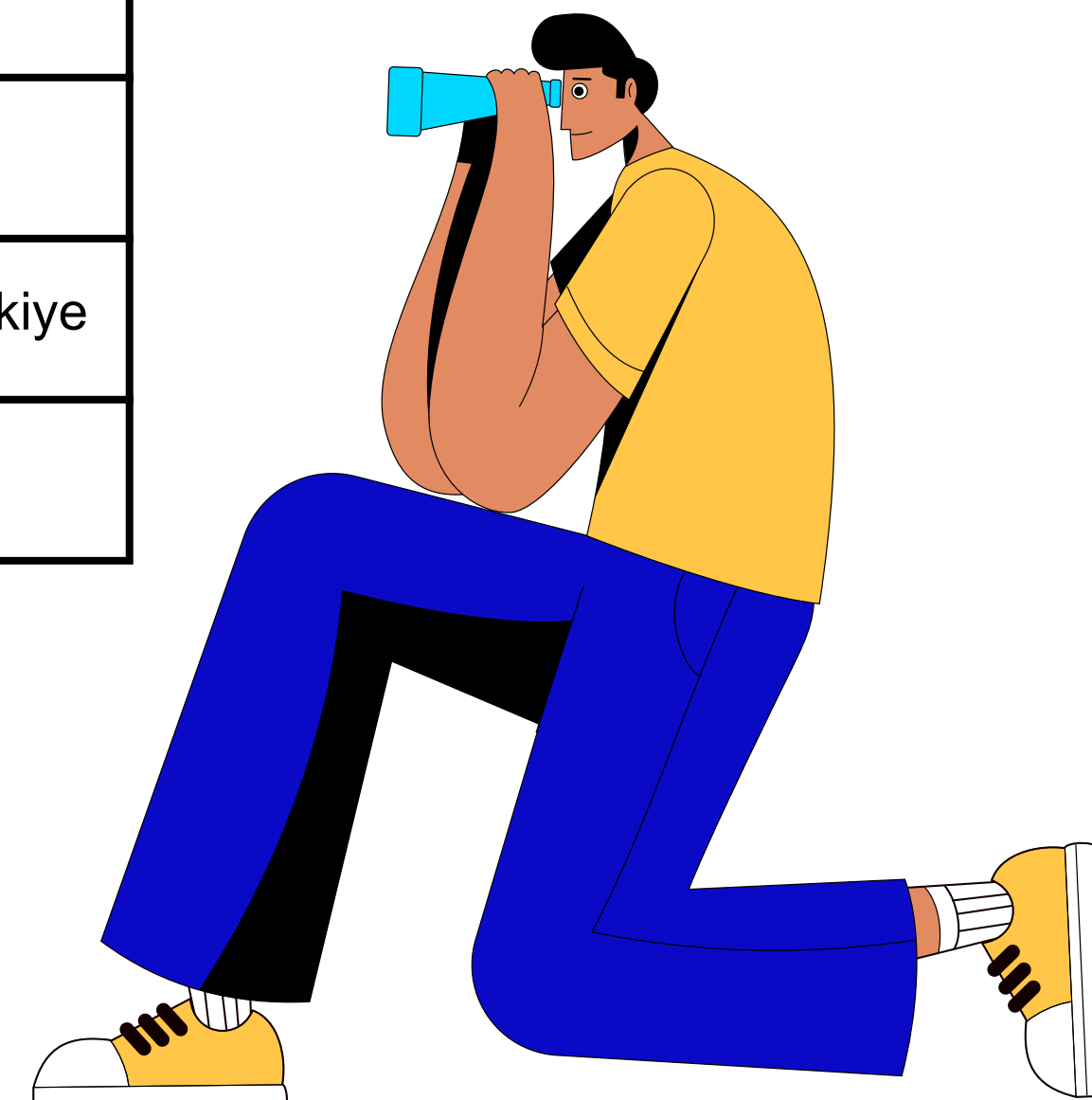
To help you with your visa applications, TURNAPortal provides an electronically signed **Visa Letter**. This official letter contains information about **your mobility, Receiving Organisation and total grant amount**. You can get this document through your existing application on TURNAPortal.

- To create this official document you must submit your **up-to-date Letter of Acceptance** so that we can fill out the required information from the system.
- If the consulate requests a document with an original signature, please visit our office with the printout of the document at least **5 days** before your appointment.



Visa Appointment

Country	Application Center
Austria, Belgium, Sweden and the Netherlands	VFS Global
Germany and Italy	iDATA
Portugal	AS Visa Solutions / Embassy of Portugal in Türkiye
Spain	BLS International



THY Promo Code

To benefit from discounts on your flights as part of the agreement between Turkish Airlines and the Turkish National Agency, you need to log in to TURNAPortal and proceed to the **THY Promo Code** section on the left-hand menu.

You can generate a promo code by entering your **Miles&Smiles** membership number on the transaction page.

The Promo Code includes:

- **%15 discount**
- **Extra baggage up to 40 KG**



EU Academy Online Language Support (OLS)

The Online Language Support (OLS) is designed to help Erasmus+ participants improve their knowledge of the language in which they will work abroad to make the most out of this experience.

While it is not compulsory to enrol in the courses, it is highly recommended to do so!

[Learn Language Basics with Online Language Support](#)



Grant Agreement

Since it contains **binding provisions** regarding mobility, all students who will participate in the mobility, regardless of their **funded or non-funded status**, are required to sign this agreement after completing the aforementioned documents and receiving their visa approval. **The grant agreement** is prepared in two copies by our office. After signing, a copy is kept in our office and a copy is delivered to the student.

- Following the signing of the agreement by the two parties, grant payments are made in **two instalments** within **30 business days**. **80%** of the total amount is paid **before the mobility** and **20%** **after the mobility**.
- Documents must be submitted at least **15 days** before the mobility for payments to be made on time.



Monthly Grant Rates for Studies

€750 for 1st and 2nd Group Countries:

Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece

€600 for 3rd Group Countries:

Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia



During the Mobility

1

Certificate of Arrival

2

During the Mobility a.k.a Exceptional Changes (Table A2)

3

Commitment to Your Learning Agreement

Certificate of Arrival

Students must send a **Certificate of Arrival** to the **Receiving Organisation** upon their arrival. The document should be signed by **the responsible person** at the Receiving Organisation. Students must keep the original copy until the end of their mobility.

To obtain the **Certificate of Arrival**, you must ask the **Receiving Organisation** to fill out and sign the template.

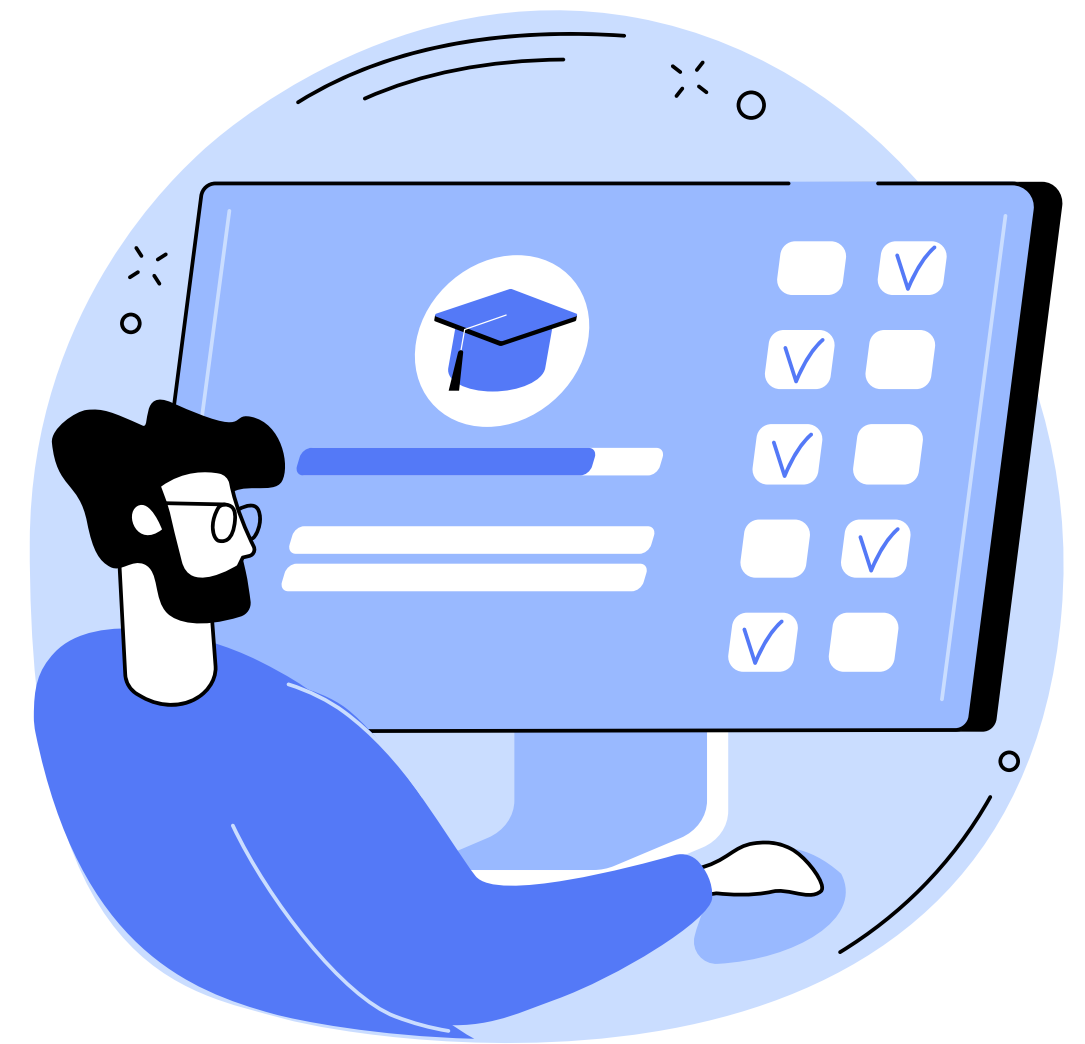


During the Mobility a.k.a Exceptional Changes (Table A2)

Upon arriving at the **Receiving Institution**, students may need to change the traineeship programme they had previously committed to taking before the mobility phase.

To make such changes, the students must contact the **Receiving Organisation** and **Departmental Coordinator** at TEDU. After receiving approval from both parties, they should fill out the "**During the Mobility (Table A2)**".

Students do not need to complete this step unless there are any changes in the traineeship programme.



After the Mobility

1

Certificate of Attendance

2

After the Mobility a.k.a Traineeship Certificate (Table D)

3

EU Participant Survey

4

The Remaining %20 Grant

Certificate of Attendance

The duration of your Erasmus+ traineeship must be confirmed by the **Receiving Organisation** on this form, which will serve as your **official certificate** for your mobility.

To obtain the **Certificate of Attendance**, you must ask the **Receiving Organisation** to fill out and sign the template.

The traineeship period must be completed for a minimum of 60 days; otherwise, your mobility will be considered invalid, and you will be asked to refund the entire amount that was funded before the mobility.



After the Mobility a.k.a Traineeship Certificate (Table D)

Your tasks, learning outcomes and evaluation must be stated by the **Receiving Organisation** on this form, which will also serve as your **official certificate** for your mobility.

This document is signed and approved **by the student, the Departmental Coordinator and the Receiving Organisation.**

This form is equivalent to your **Traineeship Certificate.** Please keep the original form for your future job and Master's applications.

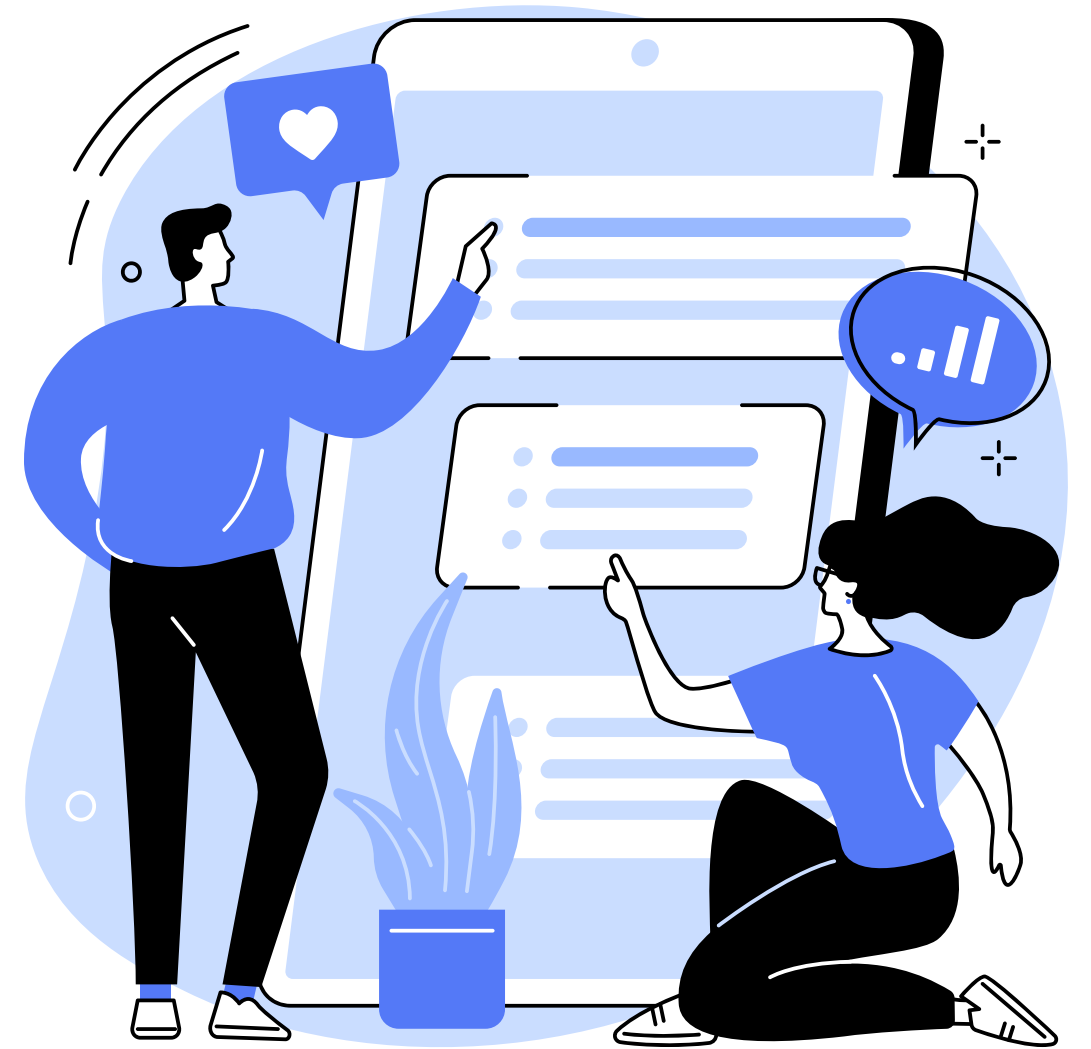


EU Participant Survey

After completing their mobility, students are required to fill out a **participant survey** that is sent to them online by the **European Commission**.

It is important to submit the necessary documents to our office so that we can process the mobility data and survey.

Please note that if students fail to complete the survey, they will not be able to receive their **remaining grant**.



The Remaining 20% Grant

The remaining **20%** of the grant will be transferred to the student's bank account as specified in the **Grant Agreement**, only if the student has submitted all the required documents and meets the criteria mentioned in the **grant agreement**.

However, if the student fails to submit any of the necessary documents, it may lead to the cancellation of the remaining grant amount. In such a case, the student may be asked to **refund the entire amount or a part of the grant (80%)** that was funded **before the mobility**.



Practical Matters

Passport: If you don't have a passport, you can request a Student Certificate from Student Affairs. This certificate can be submitted for **passport fee exemption** when you apply for a passport.

Visa: Please keep in mind that the country you're planning to study in requires you to obtain a visa. Make sure to familiarize yourself with the visa application requirements for that particular country. You can check the consulate's website for this information. **It's important to note that only the consulates are authorized to provide up-to-date information about visa procedures, as our office is neither authorized nor capable of overseeing your visa applications.**



Practical Matters

Accommodation:

- Please note that accommodation arrangement is **your responsibility**,
- Make research on student recommendations (such as **erasmusu.com**, **erasmusplay.com**, **housinganywhere.com** and **esn.org**),
- For private accommodation, we advise you to check the following;
 - Area: is the area safe? Do other students choose to live there?
 - Location: is it near the workplace? If not, what does the transportation cost? Does the organisation provide a free-transportation card?
 - Price: does it include bills?



Practical Matters

Health and Safety:

- Follow the **rules & regulations** of the host country,
- Show **respect and sensitivity** for cultural, political, and social issues,
- If there is a security concern, contact your organisation ASAP,
- In case of theft; keep a couple of copies of your **passport and documents** in a cloud service (iCloud, Google Drive, etc.),
- If your passport is stolen, inform the **Turkish Consulate** ASAP,
- If you have an accident or major health problem, inform your family, organisation, and IPO,
- Inform your organisation about your **emergency contacts'** details.





TED UNIVERSITY



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Got
further
questions?

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