

ERASMUS+ PROGRAMME

SocialEASE TRAINEESHIP CONSORTIUM

2024 – 2025 ACADEMIC YEAR SPRING SEMESTER

ERASMUS+ GRADUATE TRAINEESHIP IN SOCIAL ENTREPRENEURSHIP AND CREATIVE INDUSTRIES APPLICATION CALL – ROUND 3

This call is for students wishing to participate in **Graduate Traineeship Mobility in the fields of Social Entrepreneurship and Creative Industries** under the Higher Education Mobility Consortium Projects of the 2023 Project Period (2023-1-TR01-KA131-HED-000164380) during the Spring Semester of the 2024–2025 Academic Year.

Distinct from other Erasmus+ Traineeship Mobility calls, this announcement focuses specifically on traineeships in institutions or organisations engaged in social entrepreneurship and creative industries, as defined in the Erasmus+ Programme Guide. Applicants must secure an acceptance letter from such institutions, ensuring the traineeship aligns with the project's objectives and content.

The application timeline, process, rules, and conditions are detailed in this announcement. Please read it carefully to ensure a smooth application and evaluation process.

ERASMUS+ PROGRAMME and TRAINEESHIP MOBILITY

The **Erasmus+ Programme (2021–2027)** is the European Union's funding scheme for education, youth, and sports. It supports learning opportunities abroad, including studies, traineeships, professional development, non-formal youth activities, and cooperation between organisations. Under **Key Action 1: Mobility of Individuals**, Erasmus+ offers higher education students the opportunity to study, train, and gain professional experience in Europe. The programme is managed by the European Commission and implemented by the Turkish National Agency in Turkey.

Traineeship Mobility enables students enrolled in higher education institutions to undertake practical training in a business, research institute, laboratory, or organisation related to their field of study abroad. Following courses at a higher education institution or engaging in academic learning activities is not considered a traineeship. Similarly, experiments, lab work, or scientific research conducted abroad to complete or support a thesis are not considered traineeships under this activity. A valid traineeship involves gaining professional skills and practical experience in an economically relevant sector rather than contributing directly to academic studies. The traineeship does not need to be a compulsory component of the student's diploma programme but must be in a sector relevant to their field of study.

The duration of the activity ranges from **2 to 12 months** per academic cycle. Traineeships can be conducted during the study period at any educational level or within **12 months after graduation**, provided the application was made before graduation (while still enrolled as an undergraduate, graduate, or postgraduate student). Graduates who have already completed their studies cannot apply. Recent graduate traineeships must be completed within **12 months from the graduation date**.

Eligible Host Organisations include any public or private organisation established in a participating country, operating in the labour market, or active in education, training, youth, research, or development. Examples of eligible host organisations include, but are not limited to:

- Small, medium, or large enterprises in the public or private sector.
- Local, regional, or national public authorities.
- Embassies or consulates of the sending country abroad.

- Chambers of commerce, trade unions, or other business associations.
- Research institutes.
- Foundations.
- Schools, institutes, or training centres (covering education from pre-school to upper secondary, including vocational or adult education).
- Non-profit organisations, associations, or NGOs.
- Organisations providing career planning, professional counselling, and information services.
- Higher education institutions (must hold an ECHE if located in a programme country).

Students interested in further details about the Erasmus+ Programme can visit our website for comprehensive information.

SocialEASE TRAINEESHIP CONSORTIUM

The **SocialEASE Consortium Project** is a mobility initiative funded by the European Union and coordinated by TED University. It aims to encourage students in Turkey to shape their career paths with a focus on social impact by gaining hands-on experience in social entrepreneurship. Through Erasmus+ Traineeship Mobility, the project offers students opportunities to engage with European social enterprises and creative industry organisations and support institutions working in social entrepreneurship.

The ultimate goal is to facilitate the transfer of knowledge gained through international experiences, contributing to the development of Turkey's social innovation and entrepreneurship ecosystem. Participants will gain practical experience and engage in projects in social entrepreneurship and creative industries. These activities aim to equip participants with the essential knowledge and skills to create value in these fields.

There are no faculty or department restrictions for traineeships conducted under this project. Eligible traineeships must be aligned with the **Erasmus+ Programme Guide** and occur in organisations active in social entrepreneurship and creative industries. Graduating students must secure an **acceptance letter** from institutions in these fields, ensuring that the traineeship and host organisation align with the project's objectives and content.

QUOTAS and FUNDED MOBILITY DURATION

There are no faculty or department restrictions for traineeships conducted under this project. For the 3rd Call, the total quota allocated across the university is **5 participants**.

The maximum funding duration for selected participants will be determined based on the host countries and the requested activity periods. The maximum funded duration for this call has been set at **3 full months**.

APPLICATION TIMELINE

December 23, 2024 – January 24, 2025: Application period via [TURNAPortal](#)

February 5, 2025: Announcement of main and reserve lists

February 5–12, 2025: Objections to selection results and submission of withdrawal petitions (Only via email)

APPLICATION REQUIREMENTS

1. Must graduate by the end of the **Fall 2024 semester** and be able to complete a minimum of two months of traineeship by **July 31, 2025**.
2. Must hold an active student status at the time of application.
3. Must have a minimum GPA of 2.50 for undergraduate programmes or 2.75 for postgraduate programmes.
4. Must possess a valid ELS Erasmus+ English Language Exam score or an [equivalent language certificate](#).
5. Must have obtained an **Acceptance Letter** from an eligible host organisation.

IMPORTANT NOTES

1. Students planning to apply for mobility must obtain an **Acceptance Letter** from an eligible host organisation covering a minimum period of **2 months**. The traineeships must be in social entrepreneurship and creative industries organisations as specified in the Erasmus+ Programme Guide. Therefore, students must ensure that the traineeship and programme align with the project's objectives and content.
2. Students must maintain **active student status** during application to benefit from the graduate traineeship mobility. **Graduates are not eligible to apply**.
3. Students enrolled in a double major can only apply for mobility from **one major programme** during the same application period.
4. A student can participate in a maximum of **12 months of mobility** (whether funded or unfunded) during a single academic level (bachelor's, master's, or doctoral). For students who have previously participated in Erasmus+ activities and are still at the same educational level, the duration of their previous activities will count toward the 12-month total. Therefore, students cannot exceed this 12-month limit.

FINDING A HOST ORGANISATION

Students interested in applying for a traineeship in social entrepreneurship and creative industries can contact the following networks to find suitable host organisations:

- [Social Enterprise World Forum](#)
- [Euclid Network](#)
- [Social Enterprise Denmark](#)
- [Social Enterprise Netherlands](#)
- [Impact Hub](#)
- [European Creative Hubs Network](#)
- [Arts & Humanities Entrepreneurship Hubs](#)
- [DESIS Network | Design for Social Innovation and Sustainability](#)

For further information about these networks, contact **IstasyonTEDÜ** via istasyon@tedu.edu.tr

When applying to the organisations of interest, it is strongly recommended to have an updated **CV** and a well-written **motivation letter**. For guidance on creating an effective CV and motivation letter, contact the **Career Centre** via kariyer@tedu.edu.tr

To prioritise traineeships that aim to develop **digital skills (DOTs)**, the traineeship's purpose and content must align with the relevant assessment criteria. The acceptance letter must also clearly state the intended digital skills to be developed through the traineeship.

APPLICATION PROCESS and REQUIRED DOCUMENTS

All applications will be submitted through [TURNAPortal](#), which is configured via e-Government. Candidates must access the [TURNAPortal](#) using their e-Government login credentials and enter the application page created by TED University. Applications must be completed by **the deadline specified in the announcement**, no later than **18:00**. **If the "Complete Application" button is not clicked, the application will not be considered valid.**

Applicants are responsible for ensuring their application is fully completed. It is strongly recommended to review the [Application Guide](#) before submission.

Candidates are responsible for providing the necessary information and documents during the application process:

1. Language Proficiency Certificate

For **TED University Erasmus+ Programme applications**, in addition to the **ELS Erasmus+ English Language Test** administered by the English Language School, the following language certificates are also accepted

- **TOEFL iBT, IELTS Academic, PTE Academic, and Cambridge English Assessment**

Applicants are required to upload their language test certificates in PDF format to the application system. Applicants are personally responsible for the accuracy of the uploaded documents

For this application call, the accepted tests include:

- [24 February 2024 ELS Erasmus+ English Language Test](#)
- [19 December 2024 ELS Erasmus+ English Language Test](#)
- **TOEFL iBT, IELTS Academic, PTE Academic, and Cambridge English Assessment**

For additional information regarding language certificates, please visit the [provided link](#).

2. Education Information

Applicants must verify their most up-to-date **academic GPA** through the e-Government system. Candidates are solely responsible for the accuracy of this information. If you believe there is an error in your data, please contact the [Directorate of Student Affairs](#).

3. Host Organisation Acceptance Letter

All applicants must upload an **Acceptance Letter** from their selected host organisation or institution where the traineeship will take place during the application process. A sample of the acceptance letter is available [here](#).

4. Additional Documents

Candidates must upload any documents that could influence the weighted assessment scores or support additional funding requests during the application process (refer to **Evaluation Criteria and Weighted Scores**). These must be uploaded to [TURNAPortal](#) for review.

Applicants should ensure all documents are accurate, complete, and submitted in the required format.

EVALUATION CRITERIA and WEIGHTED SCORES

Student selection will be conducted from among applicants who meet the minimum eligibility requirements. The selection will be based on the **evaluation criteria and weighted scores** announced by the **Turkish National Agency**. Applicants will be ranked from the highest to the lowest score, considering **preference order, score, and budget constraints**.

In addition to the average of academic success and language proficiency scores, students who have previously benefited from any **Erasmus+ Programme** within the same academic level will have their **Erasmus+ selection score** reduced by **10 points** for each previous activity, regardless of whether it was a study or traineeship mobility.

Based on the **Erasmus+ success score**, students will be ranked from the highest to the lowest across the university. Only the top-ranked students, within the **maximum quota set by budgetary limits**, will be selected as funded participants.

If a student applies simultaneously for **both study and traineeship mobility**, the **reduction of 10 points** will apply to the selected activity, and the choice of whether the reduction applies to study or traineeship will be left to the student's preference. In this case, the student must submit a formal request by **email** during the application process to specify their choice of activity for the reduction to apply. **If the applicant fails to submit a petition, the point deduction will be made from the latest application on TURNAPortal.**

The evaluation criteria and weighted scoring used in assessing mobility applications are as follows:

Criteria	Weighted Scoring
Academic success	50% (out of 100)
Language proficiency	50% (out of 100)
Children of martyrs and veterans	+15 points ¹
Students with special needs (Requires official documentation)	+10 points
Students for whom protection, care, or accommodation decision has been taken within the scope of Social Services Law No. 2828 and Child Protection Law No. 5395.	+10 points ²
Those who themselves or their first-degree relatives receive disaster relief from AFAD	+10 points
Participants who have already benefited from the programme (with or without a grant)	-10 points

¹ In addition to combat veterans and their spouses and children, as well as spouses and children of war martyrs, according to Article 21 of the Anti-Terrorism Law No. 3713 dated 12/4/1991, "public officials are prohibited from performing their duties at home and abroad, or from performing these duties even if their titles have been removed." spouses and children of those who were injured, became disabled, died or were killed as a result of terrorist acts, and the coup attempt and terrorist act carried out on 15 July 2016 and the continuation of this act, by Article 7 of the Decree-Law No. 667 dated 23 July 2016. Spouses and children of those who lost their lives due to actions or disabled civilians and their spouses and children are prioritized if they apply for Erasmus+ student mobility.

² For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a protection, care or shelter decision regarding him/her in accordance with Law No. 2828.

Participating in mobility in the country of citizenship	-10 points
Not participating in the mobility without providing notice or waiver despite being selected	-10 points
Applying for two types of mobility at the same time (reduction is applied to the type of mobility preferred by the student)	-10 points
For students selected for mobility: Not participating in orientation meetings organised by the Higher Education Institution without an excuse (applicable if the student applies for Erasmus+ again)	-5 points
For students selected for mobility: Not attending orientation meetings organised by the Higher Education Institution without a valid excuse will result in a point reduction for future Erasmus+ applications	-5 points

GRANT AMOUNTS

Students participating in **Erasmus+ Traineeship Mobility** will receive financial support to cover a portion of their expenses incurred during their stay abroad. This financial support aims to offset costs associated with living abroad for the duration of the traineeship. The financial support can be provided for the entire duration of the activity, a part of it, or the traineeship can be conducted **entirely without financial support** (zero-funded). The awarding of this support depends on the availability of sufficient financial resources and the assessment of successful applicants.

The countries eligible for traineeship mobility are divided into **three groups based on their living standard levels**, and the monthly financial support amounts for each group are as follows:

Country Groups	Host Country	Monthly Grant for Traineeships (€)
1st and 2nd Group	Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden	750
3rd Group	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia	600

Students can only receive financial support for the duration of their stay abroad for **mobility-related activities**. If the student stays for a shorter period than planned or stipulated in the agreement, the financial support will only cover the actual duration of their stay.

If the mobility period is completed for less than the minimum required duration **without a force majeure situation**³, the activity will be considered invalid, and no financial support will be provided.

INCLUSION SUPPORT

Erasmus+ Programme encourages the participation of people with special needs in the programme under **Inclusion Support**. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility activity without additional financial support.

TED University is committed to ensuring the observance, implementation, and sustainability of the principles of equality and inclusion in Erasmus+ Programme areas to meet the commitments made within the scope of the **2021-2027 Erasmus Charter for Higher Education (ECHE)**.

Additional support may be provided to participants with fewer opportunities besides the grants they receive. For the grant in question to be awarded, a participant with fewer opportunities is defined as an individual with limited economic and social opportunities who fits into the following subcategories:

- Those who are subject to Law No. 2828 (those who have a protection, care, or shelter decision issued by the Ministry of Family and Social Services by Law No. 2828)
- Students for whom protection, care, or shelter decisions have been made within the scope of the Child Protection Law No. 5395
- Those who have no other parental income and receive an orphan's pension
- Children of martyrs or veterans
- Those who receive a dependency pension for themselves or their family (a document proving that the student, his/her parents, or guardian received financial support from municipalities, public institutions and organisations; Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc., is sufficient while applying for Erasmus+).
- People with special needs⁴
- Students whose parents or guardians receive special needs pension within the scope of Law No. 2022 dated 01.07.1976 on Pension to Dependent and Orphaned Turkish Citizens Over the Age of 65 and Turkish Citizens with Special Needs⁵
- Those who themselves or their first-degree relatives receive disaster victim assistance from AFAD

The scholarships provided by the General Directorate of Credit and Dormitories Agency, as well as similar scholarships, grants, aids, and success scholarships, are not accepted as part of the financial aid program mentioned.

Additional Grant Support may be available to students who meet the above criteria upon request, provided they have appropriately documented their situation. **All documents related to Additional Grant Support requests must be uploaded to the system during the application.**

³ "Force majeure" means any event preventing either party from fulfilling contractual obligations. It means any exceptional situation or event beyond the control of the parties that is not caused by the error or negligence of the parties, their subcontractors, affiliates, or third parties involved in the application. It is inevitable and unpredictable despite all the care and attention taken. Failure to provide a service, defects in equipment or materials, or failure to make them available on time cannot be invoked as force majeure unless a force majeure event directly causes it and is also caused by a labour dispute, strike, or financial hardship.

⁴ People with special needs, with a disability rate of at least 70%, documented by the Disability Health Board report in the "Regulation on Disability Assessment for Adults" published in Official Gazette No. 30692 dated February 20, 2019.

⁵ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

Type of Mobility	Monthly Additional Grant (€)
Student mobility between 2-12 months	250

GREEN TRAVEL SUPPORT

Students who choose **green travel** can receive an additional one-time financial support of **50 Euros** and up to **four days of individual support** for travel days.

Green travel refers to using low-carbon transportation options such as buses, trains, or shared cars. To be eligible for green travel support, students must use green transportation for both their **departure and return trips** and complete more than half of the entire journey using low-carbon transportation options.

PLACEMENT RESULTS

The Committee of Internationalisation will review and finalise applications. The selection results will be published on the university's website and include the scores of all eligible applicants across all assessed criteria. Following the placement process, all selected candidates are required to attend the **Erasmus+ Traineeship Mobility Orientation Meeting**.

Students selected and placed will carry out the necessary procedures under the guidance of the **International Programmes Office and Erasmus+ Departmental Coordinators**.

Selected students need to remember that they are merely candidates at this stage. To complete the mobility, it is the student's sole responsibility to ensure the following: securing final acceptance from the host organisation, completing the necessary official procedures and paperwork, preparing a traineeship work plan, and particularly managing their visa application process.

IMPORTANT INFORMATION

Selected students are expected to complete their mobility activities for at least **2 full months** during the **Spring Semester of the 2024–2025 Academic Year**. Regardless of whether funded or unfunded, all mobility activities must be completed **before the project end date of July 31, 2025**.

Traineeships in **social entrepreneurship and creative industries**, within the scope of **eligible host organisations** as defined in the Erasmus+ Programme Guide, will be considered valid. Students must obtain an **acceptance letter** from institutions or organisations operating in these fields, and the host organisation and programme must align with the project's objectives.

The minimum duration for traineeship mobility is **2 full months**, while the maximum duration is **12 full months**. If the mobility is conducted for less than the minimum required period **without a valid reason⁶**, the activity will be deemed invalid, and no financial support will be provided. TED University reserves the right to reduce or revoke funding under specific circumstances, including **failure, absenteeism, failure to complete participant surveys, or failure to submit required proof of participation**, as stipulated in the signed agreement.

⁶ "Force majeure" means any event preventing either party from fulfilling contractual obligations. It means any exceptional situation or event beyond the control of the parties that is not caused by the error or negligence of the parties, their subcontractors, affiliates, or third parties involved in the application. It is inevitable and unpredictable despite all the care and attention taken. Failure to provide a service, defects in equipment or materials, or failure to make them available on time cannot be invoked as force majeure unless a force majeure event directly causes it and is also caused by a labour dispute, strike, or financial hardship.

Although the **International Programmes Office** will provide support and assistance throughout the process and issue certain documents, the following expenses and processes will remain the responsibility of the student: securing a **passport, managing visa applications, obtaining insurance, and planning travel**. Participants must have sufficient insurance coverage for health, accident, and liability risks before beginning the traineeship activity.

Students may choose to **waive financial support** and participate **without funding** if they prefer. These students will still be evaluated on equal grounds with funded applicants, and the absence of financial support does **not exclude them from the selection process**. Importantly, there is **no quota limit for non-funded traineeship applications**.

The Committee of Internationalisation reserves the right to make changes to the application process, examination procedures, and evaluation criteria as necessary.

TURNAPortal SUPPORT

If you experience any technical issues with the application system, please report them [via email](#) and include a screenshot. Only email correspondence will be considered to ensure that technical issues are documented properly and forwarded to the **TURNAPortal Support Team**.

We wish all our students the best of luck.

TED University

International Programs Office X İstasyonTEDU