

ERASMUS+ PROGRAMME

HIGHER EDUCATION MOBILITY ACTION

2025-2026 ACADEMIC YEAR

CALL FOR ERASMUS+ TRAINEESHIP MOBILITY APPLICATIONS

The purpose of this call is to receive applications and to carry out the selection process for students wishing to benefit from Erasmus+ Traineeship Mobility in the 2025-2026 Academic Year within the scope of the **2024 Contract Period Higher Education Mobility Activity Projects (2024-1-TR01-KA131-HED-000226733 / 2024-1-TR01-KA131-HED-000222703)**.

The application timetable, procedural details and the applicable terms and conditions are explained in this announcement. In order for your application to be processed appropriately, please read the announcement carefully and complete your application accordingly.

ERASMUS+ PROGRAMME & TRAINEESHIP MOBILITY

Erasmus+ (2021–2027) is the European Union's funding programme 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 in Turkey by the Turkish National Agency.

Erasmus+ Traineeship Mobility enables students enrolled in a higher education institution to undertake a traineeship (internship) abroad at a business, research institute, laboratory, or other organisation relevant to their academic field of study. Taking courses at a higher education institution is not considered a traineeship. To be considered valid, a traineeship must involve practical work experience with an economic value in the relevant sector, rather than being purely academic. The traineeship is not required to be a mandatory part of the student's degree programme. However, the sector in which the traineeship takes place must be relevant to the student's current programme of study.

The duration of the mobility period can be between 2 and 12 months, applicable to each level of study. The traineeship can be undertaken at any point during each academic year, including within 12 months of graduation for students in their final year of study. For post-graduation traineeships, the application must be made before the student graduates (while still enrolled as an undergraduate, graduate, or postgraduate student). Students who have already graduated are not eligible to apply. The post-graduation traineeship must be completed within 12 months of the graduation date.

In terms of workload, participants are generally expected to work full-time, based on their receiving organisation's working hours.

i. Eligible Participating Organisations:

Any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. For example, such organisation can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at the local, regional or national level;
- embassies or consular offices of the sending EU Member State or third country associated to the Programme;

- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- an HEI from an EU Member State awarded with an ECHE.

The following types of organisations are not eligible as receiving organisations for student mobility for traineeships

- EU institutions and other EU bodies, including specialised agencies (their exhaustive list is available on the website: https://europa.eu/european-union/about-eu/institutions-bodies_en)
- Organisations managing EU programmes such as Erasmus+ National Agencies (to avoid a possible conflict of interests and/or double funding).

The suitability of the traineeship placement and programme to the student's degree programme content is assessed by the relevant departmental authorities within the faculty/department.

For further information about the Erasmus+ Programme, students are encouraged to visit our [website](#).

APPLICATION REQUIREMENTS

1. Applicants must have completed **at least one semester** in their current degree programme at the time of application.
2. A minimum cumulative grade point average (CGPA) of **2.50** for undergraduate and **2.75** for postgraduate programs is required.
3. Applicants must take the **ELS Erasmus+ English Proficiency Exam** or hold a valid **TOEFL iBT, IELTS Academic, PTE Academic, or Cambridge English Assessment** certificate.
4. Applicants must have a valid **Letter of Acceptance** from an eligible organisation.

Useful Notes

- Students intending to apply for Traineeship Mobility must obtain a valid **Letter of Acceptance** from a suitable traineeship placement, covering an activity period of **at least 2 months**.
- The traineeship placement and programme must be compatible with the student's degree programme. Otherwise, the application will be considered invalid.
- Students enrolled in double major programs may only apply for mobility within **one major** during the same application period.
- A student may participate in Erasmus+ mobility for a **maximum of 12 months** within the same academic level (undergraduate, postgraduate, or doctoral), regardless of whether the mobility is funded or unfunded. For students who have previously participated in the programme and are applying again within the same academic level, their total prior mobility duration will be subtracted from the 12-month limit.
- For post-graduation traineeships, the application must be made before the student graduates. Students who have already graduated are **not eligible** to apply.

Special Conditions for First-Year Students

Based on the decision taken at the Internationalization Committee Meeting held on June 10, 2020, considering the limited places, it was decided that the following application principles would be taken into account for Erasmus+ Student and Traineeship Mobility starting from the 2020-2021 Academic Year:

- First-year students can be selected for Erasmus+ mobility, but their number must not exceed 50% of the total allocated places for their department.
- If there are insufficient applications from upper-year students (sophomores and juniors), the remaining places will be allocated to first-year students.
- For departments with only one available spot, priority will be given to the highest-ranking upper-year student, even if a first-year student has a higher total score.

FINDING A TRAINEESHIP PLACEMENT

Students intending to apply for a traineeship can utilise the [TEDU Erasmus+ Traineeship Database](#) or the [ErasmusIntern.org](#) web platform to find suitable placements.

During the application process, students are advised to contact their [Erasmus+ Departmental Coordinators](#) for guidance regarding the traineeship placement and programme. The traineeship placement and programme must be compatible with the student's degree programme. Otherwise, the application will be considered **invalid**.

When applying to organisations you are interested in, it is recommended that you have an up-to-date CV and a cover letter. For guidance on preparing an effective CV and cover letter, you can contact the **Career Centre** at kariyer@tedu.edu.tr.

FUNDED PLACES & MOBILITY DURATION

Under the 2024 Contract Period Higher Education Mobility Activity Projects (2024-1-TR01-KA131-HED-000226733 / 024-1-TR01-KA131-HED-000222703), the number of participants has been determined in accordance with the agreement signed between the Turkish National Agency and our University, based on the **allocated estimated budget**.

The total number of participants who can be funded is **9**, and the allocation of places has been announced on our [website](#). In order to enable more students to benefit from mobility activities within the current budget, the traineeship mobility period will be funded for a **maximum of two months**.

The provision of additional places is dependent on the allocation of extra funding to our University by the National Agency during the interim report phase of the project.

Project Details

- **2024-1-TR01-KA131-HED-000226733 – 7 Students** – Students who are selected for mobility under this project will be funded directly by TED University.
- **2024-1-TR01-KA131-HED-000222703 – 2 Students** – As a partner in the SMART Ankara Consortium, students selected for mobility under this project will sign a grant agreement with the project coordinator, Ankara Yıldırım Beyazıt University. Grant payments will be made by Ankara Yıldırım Beyazıt University (AYBU).

APPLICATION TIMELINE

10 February 2025 – 11 March 2025: Application Period via [TURNAPortal](#)

21 March 2025: Announcement of Selected Candidates and Reserve List

21 March 2025 – 28 March 2025: Period for Appeals Regarding Selection Results / Requests for Zero-Grant Mobility (Fall Semester Only) / Submission of Withdrawal Letters¹

APPLICATION PROCESS & REQUIRED DOCUMENTS

All applications must be submitted through [TURNAPortal](#), accessible via e-Devlet. Applicants must log in to TURNAPortal using their e-Devlet credentials, access the TED University application page, and complete their application by the deadline stated in this announcement, no later than 18:00. **Applications will be considered incomplete unless the "Submit Application" button is clicked.**

Applicants are strongly advised to carefully review the [Application Guide](#) to ensure the proper and complete submission of their applications.

The following information and documents are required during the application process:

1. Language Proficiency Certificate

The following language exams and certificates are accepted for TED University Erasmus+ Programme applications:

- ELS Erasmus+ English Proficiency Exam administered by the TED University English Language School
- TOEFL iBT, IELTS Academic, PTE Academic, Cambridge English Assessment

Applicants must upload their official score reports for the above-mentioned exams in PDF format to TURNAPortal. The accuracy of uploaded documents is the sole responsibility of the applicant.

Important Note: ELS Erasmus+ English Proficiency Exam results will be directly imported into the application system. Therefore, students do not need to upload these results separately. Applicants who believe there is an error in their displayed exam score, or those who wish to use a different valid exam score, must contact our office.

The following language exams and certificates are acceptable for this application call:

- [February 24, 2024 ELS Erasmus+ English Proficiency Exam](#)
- [December 19, 2024 ELS Erasmus+ English Proficiency Exam](#)
- TOEFL iBT, IELTS Academic, PTE Academic, Cambridge English Assessment

[Click here](#) for detailed information regarding acceptable language certificates.

2. Academic Records

Applicants must verify their current cumulative GPA through the e-Devlet system. The accuracy and up-to-dateness of this information is the sole responsibility of the applicant. Applicants who identify any discrepancies in their records must contact the Registrar's Office.

3. Letter of Acceptance

All students applying for a traineeship must upload a Letter of Acceptance obtained from the host organisation where they will carry out their traineeship activities to the application system. A sample Letter of Acceptance can be found on [this page](#).

¹ Accepted via email only.

4. Supplementary Documents

Any documents that may influence the weighted score considered in the application evaluation and/or documents supporting requests for additional grant support must be uploaded to TURNAPortal.

EVALUATION CRITERIA & SELECTION PROCEDURES

Erasmus+ student selection is carried out from among the applicants who meet the minimum requirements, in accordance with the evaluation criteria and weighted scores established by the Turkish National Agency. Applicants are ranked from highest to lowest based on their scores. Placement is determined by considering preference, score, and budget criteria.

Students are ranked according to their Erasmus+ weighted score within their **own faculties** and are selected as **funded participants** to fill the available funded places within the framework of the allocated budget. When determining placements, both the students' overall scores and their preferred university choices are taken into account.

Applications are reviewed and finalised by the Internationalisation Committee. The results, including the scores of all eligible applicants in all evaluated areas, will be published on the university's website.

i. Reserve List Candidates:

Students who are not initially allocated a funded place are put on the **reserve list** according to their Erasmus+ weighted score and are assigned to the institutions they have been accepted to. For traineeship mobility, there is no limit on the number of zero-grant places, except for institutions subject to bilateral agreements. Reserve list candidates may participate in the mobility with zero funding by submitting a request within the period specified in the announcement.

ii. Unsuccessful Candidates:

Students who do not submit a Letter of Acceptance with their application, regardless of their score, are listed as unsuccessful.

The evaluation criteria and weighted scores to be used in assessing mobility applications are set out below:

Criterion	Weighted Score
Academic success	%50 (out of 100 points)
Language proficiency	%50 (out of 100 points)
Children of martyrs and veterans ²	+15 points

² Priority is given to war veterans and their spouses and children, the spouses and children of war martyrs, and the spouses and children of those who were injured, became disabled, died, or were killed due to terrorist acts while performing their duties in the country or abroad, or even if their titles have been revoked, in accordance with Article 21 of the Anti-Terror Law No. 3713, dated 12/4/1991. It also applies to spouses and children of those who lost their lives or civilians who became disabled due to the coup attempt and terrorist act carried out on July 15, 2016, and the acts that followed, as well as the spouses and children of these individuals, in accordance with Article 7 of the Decree-Law No. 667, dated July 23, 2016, if they apply for Erasmus+ student mobility.

Students with fewer opportunities (upon presentation of documentation) ³	+10 points
Students under protection, care, or shelter order in accordance with Social Services Law No. 2828 and Child Protection Law No. 5395 ⁴	+10 points
Submission of Letter of Acceptance during application	+10 points
Students or their first-degree relatives receiving disaster victim assistance from AFAD ⁵	+10 points
Priority given to Digital Opportunity Traineeships (DOTs) ⁶	+5 points
Previous participation in Erasmus+ (funded or unfunded) ⁷	-10 points
Participation in mobility in the country of citizenship	-10 points
Failure to participate in mobility without submitting a timely withdrawal notification after being selected	-10 points
Applying for two mobility types simultaneously (reduction applied to the mobility type preferred by the student) ⁸	-10 points
Non-attendance at meetings/training sessions organized by the higher education institution regarding mobility, without a valid excuse (applied if the student reapplies for Erasmus+)	-5 points
Declaring to take the language exam and not taking it without a valid excuse (applied if the student reapplies for Erasmus+)	-5 points

ERASMUS+ GRANTS & TRAVEL SUPPORT

Students will receive a grant to partially cover their living expenses during their mobility period abroad. The grant is intended as a **contribution** and is not meant to cover all expenses associated with the mobility.

This grant support is provided for a **specific activity period** (see: Funded Places and Mobility Duration), or the activity can be undertaken with zero grant funding. Whether a selected student can be supported with a grant for the entirety of the planned mobility period depends on sufficient funding being available.

³ For prioritization, the student must submit a Disability Health Board Report as stipulated in the "Regulation on Disability Assessment for Adults," published in the Official Gazette numbered 30692 on February 20, 2019.

⁴ For prioritization, the student must submit a letter from the Ministry of Family and Social Policies stating that there is a decision for protection, care, or shelter regarding them in accordance with Law No. 2828.

⁵ Applied only once. It will not be applied in the student's subsequent applications if they are selected. The additional score will continue to be applied in subsequent applications if the student is not selected.

⁶ Any student traineeship will be considered as a "traineeship in digital skills" when one or more of the following activities are practised by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

⁷ In addition to the average of academic achievement and language scores, 10 points are deducted from the selection scores of students who have previously benefited from the Erasmus+ Programme within the same study cycle, for each activity (regardless of whether it is for study or traineeship).

⁸ If a student applies for both study and traineeship mobility at the same time, the student will be given the choice of which activity the "-10 point" deduction will be applied to. In this case, the student must submit a petition indicating their preference via email during the application process. If no petition is submitted, the deduction will be applied to the last completed application in the system.

Participating countries are divided into three groups based on their cost of living, and monthly grant amounts for traineeship mobility have been established for each group:

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

i. Travel Support and Green Travel

To contribute towards students' travel costs, a travel grant is calculated using the [Distance Calculator](#) provided by the European Commission. The distance between the starting point of the mobility and the location of the activity is determined in km, and the corresponding travel grant is calculated based on the table below. The grant amount shown in the table for each distance band is for a round trip; it is not doubled. Travel support is a **one-time** payment.

Travel Distance (km)	Standart Travel Grant (EUR)	Green Travel Grant (EUR)
100 – 499	211	285
500 – 1999	309	417
2000 – 2999	395	535
3000 – 3999	580	785

As a general rule, for distances under 500km, participants are expected to travel by means of low-emission transport.

Green travel is defined as travel that uses low-carbon emission means of transport for the most of the journey, such as bus, train, or car-pooling (with at least two people). To be eligible for green travel support, both the outbound and return journeys must use green travel options, and these options must account for over half of the total travel distance.

If necessary, individual support grants may be provided for up to two days for travel immediately before and after the activity, and for up to six days in the case of green travel.

ii. Additional Grant Support

The Erasmus+ Programme promotes inclusion and encourages the participation of individuals with fewer opportunities under the Inclusion & Diversity Strategy. An individual with fewer opportunities is a potential participant whose personal physical condition, mental state, or health condition is such that their participation in the project or mobility activity would not be possible without extra financial support.

TED University is committed to ensuring that the principles of equality and inclusion are observed, implemented, and maintained in all Erasmus+ Programme areas, in line with the commitments made under the 2021-2027 Erasmus Charter for Higher Education (ECHE).

Participants with fewer opportunities may receive additional grant support in addition to the standard grant they are entitled to. For the purposes of this grant, a participant with fewer opportunities is defined as an individual with limited economic and social opportunities who falls into one of the following subcategories:

1. Those subject to Law No. 2828 (those under protection, care, or shelter in accordance with Law No. 2828 of the Ministry of Family and Social Services).
2. Students for whom protection, care, or shelter has been ordered under the Child Protection Law No. 5395.
3. Those receiving an orphan/death allowance.
4. Martyrs'/veterans' spouses and children, and veterans themselves⁹
5. Those receiving a need-based allowance for themselves or their families (a document proving that the student, their parents, or their guardian is receiving financial support from municipalities, public institutions, and organizations such as Ministries, Social Assistance and Solidarity Foundations,1 Foundations General Directorate, the Red Cross, or AFAD at the time of Erasmus+ application is sufficient).
6. Individuals with fewer opportunities¹⁰
7. Those who are receiving a need-based or disability allowance for themselves, a parent, or a guardian, in accordance with Law No. 2022 dated 01.07.1976 on Need-Based, Powerless, and Unattended to Turkish Citizens Over 65 and Disabled and Indigent Turkish Citizens.¹¹
8. Students or their first-degree relatives receiving disaster victim assistance from AFAD.¹²

Student loans from the Credit and Dormitories Institution, similar loans, other grants classified as merit-based, and one-time financial aids are not considered financial assistance within this scope.

Students who fall under the above categories may be provided with Additional Grant Support upon request and on the condition that they provide documentation of their status:

Mobility Type	Monthly Additional Grant Support (EUR)
Student mobility between 2-12 months	250

IMPORTANT MATTERS

- Successful applicants to this call are expected to undertake their mobility period for one semester during the **Fall, Spring or Summer Semester of the 2025-2026 Academic Year**. All mobility activities, regardless of funding status (funded or zero-grant), **must be completed by the project end date of July 31, 2026**.
- To be considered for prioritisation, Digital Opportunity Traineeships (DOTs) must have their focus on developing digital skills **clearly stated** in the letter of acceptance. Letters of

⁹ Priority is given to war veterans and their spouses and children, the spouses and children of war martyrs, and the spouses and children of those who were injured, became disabled, died, or were killed due to terrorist acts while performing their duties in the country or abroad, or even if their titles have been revoked, in accordance with Article 21 of the Anti-Terror Law No. 3713, dated 12/4/1991. It also applies to spouses and children of those who lost their lives or civilians who became disabled due to the coup attempt and terrorist act carried out on July 15, 2016, and the acts that followed, as well as the spouses and children of these individuals, in accordance with Article 7 of the Decree-Law No. 667, dated July 23, 2016, if they apply for Erasmus+ student mobility.

¹⁰ For prioritization, the student must submit a Disability Health Board Report as stipulated in the "Regulation on Disability Assessment for Adults," published in the Official Gazette numbered 30692 on February 20, 2019.

¹¹ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

¹² Applied only once. It will not be applied in the student's subsequent applications if they are selected. The additional score will continue to be applied in subsequent applications if the student is not selected.

acceptance that do not refer to one of the activities listed in the footnote of the assessment criteria table (see: Evaluation Criteria and Selection Procedures) will be **disregarded** in the scoring.

- Changes to the host institution after the placement results may be accepted, provided that students submit a new letter of acceptance. However, to avoid exceeding the budget plan, the country group of the new host institution must be the same as the country group of the institution initially accepted in the first stage: **institution changes from Group 3 Countries (600 Euros) to Group 1 and 2 Countries (750 Euros) will be subject to further evaluation.**
- For traineeship mobility, the minimum activity period is two full months, and the maximum is 12 full months. If, in the absence of a **force majeure situation**¹³, the mobility period is shorter than the minimum duration, the mobility will be cancelled, and no grant payment will be issued. TED University may, under certain circumstances (including but not limited to academic failure, unexcused absences, failure to complete the participant survey, or failure to submit required documentation of participation), reduce grant amounts or demand a full refund of the grant disbursed, provided that the details are stipulated in the agreement to be signed with the participant.
- Students may waive their right to the grant or participate in the programme without grant funding. Zero-grant students are subject to the same evaluation criteria and processes as other applicants. **Their status as non-funded participants does not affect their eligibility for selection.**
- The International Programs Office will offer support throughout the process, and some required documents will be provided by our office. **However, students are responsible for securing and funding their own passports, visas, insurance, and travel arrangements.**
- Selected students should be aware that they are initially considered **provisional candidates**. To participate in the mobility, **candidates are responsible for obtaining formal acceptance from their chosen host institution, completing all required official procedures and documentation, preparing their Learning Agreements in conjunction with the traineeship program, and, importantly, applying for their visas in a timely manner.**
- In cases not covered in this announcement, the guidelines set forth by the Turkish National Agency in the '**Erasmus+ Programme Handbook for Higher Education Institutions for the 2024 Contract Period**' shall apply.
- The Internationalization Committee reserves the right to make changes to the exams, application process, and evaluations as deemed necessary.

TURNAPortal SUPPORT

If you encounter any technical issues within the application system, please report them to erasmus@tedu.edu.tr, including a screenshot of the problem. **Only email communications** will be considered to ensure that technical issues can be properly documented and forwarded to TURNAPortal Support.

We wish all students the best of luck!

TED University

International Programs Office

¹³ "Force majeure" refers to any unforeseeable, exceptional situation or event beyond the parties' control that prevents either of them from fulfilling any of their obligations. This cannot be attributed to error or negligence on their part or on the part of their subcontractors, affiliated entities, or third parties involved in the implementation, and proves unavoidable despite exercising due diligence. Labor disputes, strikes, or financial difficulties cannot be invoked as force majeure, nor can any default of a service, defects in equipment or material, or delays in making them available, unless they directly result from a relevant case of force majeure.