

Erasmus+ Traineeship Mobility Information Sheet – Before the Mobility

Dear Students,

To ensure a successful mobility experience, we would like to provide you with essential information before the **Erasmus+ Orientation Meeting on May 22, 2025**. Below is a list of documents you need to prepare:

1. **Learning Agreement for Traineeships:** The Learning Agreement for Traineeships is an agreement signed between the host institution and your home university. This document must be signed by you, your department coordinator, and the host organization. You can access the document via [this link](#). The [Learning Agreement Guide](#) provides instructions on how to complete the required steps. Please fill out your Learning Agreement based on the notes in the document and under the guidance of your [Departmental Coordinator](#). As part of the 2021–2027 Erasmus Paperless Strategy, completing the signing process digitally will facilitate the procedure.
2. **Traineeship Recognition Form:** Regardless of whether your traineeship is mandatory or voluntary, if you wish to have it recognized for academic credit, you must complete this form, obtain approval from your department coordinator, and submit it to the relevant faculty secretary. If you do not complete this form and receive the required signatures before mobility, your traineeship will not be recognized for credit. If you do not intend to have your traineeship recognized for credit, you do not need to prepare this document. You can access the form via [this link](#).
3. **Health, Personal Liability, and Accident Insurance:** Students participating in Erasmus+ traineeship mobility are required to obtain comprehensive insurance coverage, including personal liability insurance (covering damages caused at the workplace) and accident insurance (covering any injuries that may occur at the workplace). If your insurance policy does not meet these requirements, your participation in the mobility will not be approved. As a higher education institution, we are responsible for ensuring these coverages are in place, so we kindly ask you to pay close attention to this requirement.
 - i. **Health and Travel Insurance:** *Must cover the entire traineeship period and include outpatient medical treatment.*
 - ii. **Personal Liability Insurance:** *Should cover damages that the student may cause at the workplace.*
 - iii. **Accident Insurance:** *Should cover injuries that the student may sustain at the workplace.*
4. **Visa Letter:** To facilitate your visa application, you must generate a QR-coded visa letter through your existing application on the TURNAPortal. This document serves as an official confirmation of your traineeship, including details about the host institution, mobility dates, and grant information. Before generating the visa letter, please ensure that your host institution and mobility details are accurate. If you notice any discrepancies, please contact us at erasmus@tedu.edu.tr. If the consulate requires a wet-signed document, please visit our office with a printed copy of your visa letter. Even if you hold a green (special) passport and do not require a visa, we recommend checking the [Visa Regulations for Turkish Citizens page](#) for further information. Please note that the university has no authority over visa applications and processes; they remain your sole responsibility.



5. **Euro Bank Account:** All students participating in the traineeship mobility, whether they receive a grant or not, must open a non-term Euro account at Denizbank and submit their account details to erasmus@tedu.edu.tr along with the required documents.
6. **Grant Agreement:** Since the Grant Agreement contains legally binding provisions regarding mobility, all students (both with and without a grant) must sign it after completing the required documents and obtaining their visa approval. Our office will prepare two copies of the agreement. One copy will be kept in your file, and the other will be given to you. Grant payments will be made within 30 working days after the agreement is signed by all parties. Therefore, it is crucial to submit all required documents before the start of your mobility.

For more detailed information, please visit <https://ipo.tedu.edu.tr/en/student-mobility-traineeships>.

We wish you a smooth and successful preparation process.

Best regards,

International Programs Office