



MOBILITY FOR TRAINEESHIP

The Erasmus+ Mobility for Traineeship program provides partial funding opportunities to participants who spend at least 2 months as trainees in enterprises or institutions in one of the Program Countries. The placement mobility is recognized in the diploma supplement with explicit acknowledgement of the duration, country, and the name of the host organization.

Traineeships can be undertaken at any time during the year. For this reason, there is no deadline for submission of applications. Contact the Erasmus+ Mobility advisor at the Office of International Relations for guidance.

Selection & Placement

To apply, please submit the following documents to the Office of International Relations:

- Application Form
- Student Information Form
- Transcript
- Acceptance Letter
- YADYOK Language Document
- Recommendation Letter (If you have a compulsory traineeship in your department, your advisor must confirm this in the recommendation letter.)

Application Evaluation

The applications are evaluated by our committee based on the quotas and regulations approved by the ÜYK. The applications are ordered according to the Erasmus Traineeship Points (ETP) calculated as follows:

$ETP = M \cdot (AP + LP) - 10 \cdot (\text{prior Erasmus participations})$ where $M = 1$ for mandatory/Comenius traineeships and $M = 0.9$ for all others, academic points $AP = 12.5 \cdot \text{GPA}$, language points $LP = 50, 48$ or 46 , depending on the BÜEPT Proficiency grade.

Funding

The amount of available funding and the minimum requirements are subject to change.

- Please note that funding is NOT GUARANTEED and is contingent on the funds to be provided by the National Agency.

- Download a copy of the decision passed by the University General Board of Directors regarding the financing of Erasmus+ Mobility from the website of the Office of International Relations (<http://intl.boun.edu.tr/?q=selection-placement-1>)

Please download the guide published by the National Agency for the rules and regulations of the application term (<http://intl.boun.edu.tr/?q=selection-placement-1>)

2. Before You Go

You must submit the following documents to the Office of International Relations before you go:

1. The results of the Online Linguistic Support test.

The exam must be taken in the language of your host institution before and after your mobility.

2. The Learning Agreement for Traineeship

Download the Learning Agreement for Traineeship (<http://intl.boun.edu.tr/?q=you-go-2>)

3. The Erasmus+ Traineeship Mobility Agreement Model

Please fill in the parts of the following agreement highlighted in yellow:
2015-2016 Erasmus+ Öğrenme Hareketliliği Sözleşme Modeli
(<http://intl.boun.edu.tr/?q=you-go-2>)

4. Trainee Acceptance Letter for Funding (Hibe Bilgi Notu)

Download Hibe Bilgi Notu (<http://intl.boun.edu.tr/?q=you-go-2>)

5. Traineeship Bank Account Number (Staj Banka Hesap No. Bildirimi)

Download Staj Banka Hesap No Bildirimi (<http://intl.boun.edu.tr/?q=you-go-2>)

6. Health insurance Information Document (Sigorta Bigilendirme Formu)

The mandatory health insurance for trainees will cover general needs in the host country, but it may not be enough in case of serious illness or injury.

Download the Insurance Information Form (Sigorta Bilgilendirme Formu), and sign to attest that you have read and understood its contents.
(<http://intl.boun.edu.tr/?q=you-go-2>)

3. At the Host Institution

Once you have arrived at your host institution, print out the Confirmation Letter and the Traineeship Certificate and have them signed by your mentor. Both documents must be submitted to the Office of International Relations upon your return to Boğaziçi University.

- **Confirmation Letter**
Print out the Confirmation Letter after downloading it from the link below, fill it out, and have your mentor in your host country sign it (<http://intl.boun.edu.tr/?q=host-institution-2>).
- **Traineeship Certificate**
Print out the Traineeship Certificate, complete the required information, and have your mentor sign it. Submit this document to our Office when you have returned home (<http://intl.boun.edu.tr/?q=host-institution-2>).

4. When You Return

When you return to Turkey, you need to submit the following documents which were signed by your mentor at the host institution.

1. Take and submit your results for the Online Linguistic Support assessment exam in the language of your host institution.

You will receive an email after your mobility with details on how to proceed.

2. Submit the following documents to the Office of International Relations upon your return to Boğaziçi University:

- **Learning Agreement for Traineeship** (signed by your mentor at the host institution.) (<http://intl.boun.edu.tr/?q=when-you-return>)
- **Letter of Confirmation** (signed by your mentor at the host institution.) (<http://intl.boun.edu.tr/?q=when-you-return>)
- **Traineeship Certificate** (signed by your mentor at the host institution.) (<http://intl.boun.edu.tr/?q=when-you-return>)
- **Passport Photocopy** of the photo page and the pages that show your dates of entry and exit. You must bring your original passport with you when you submit the photocopied pages.