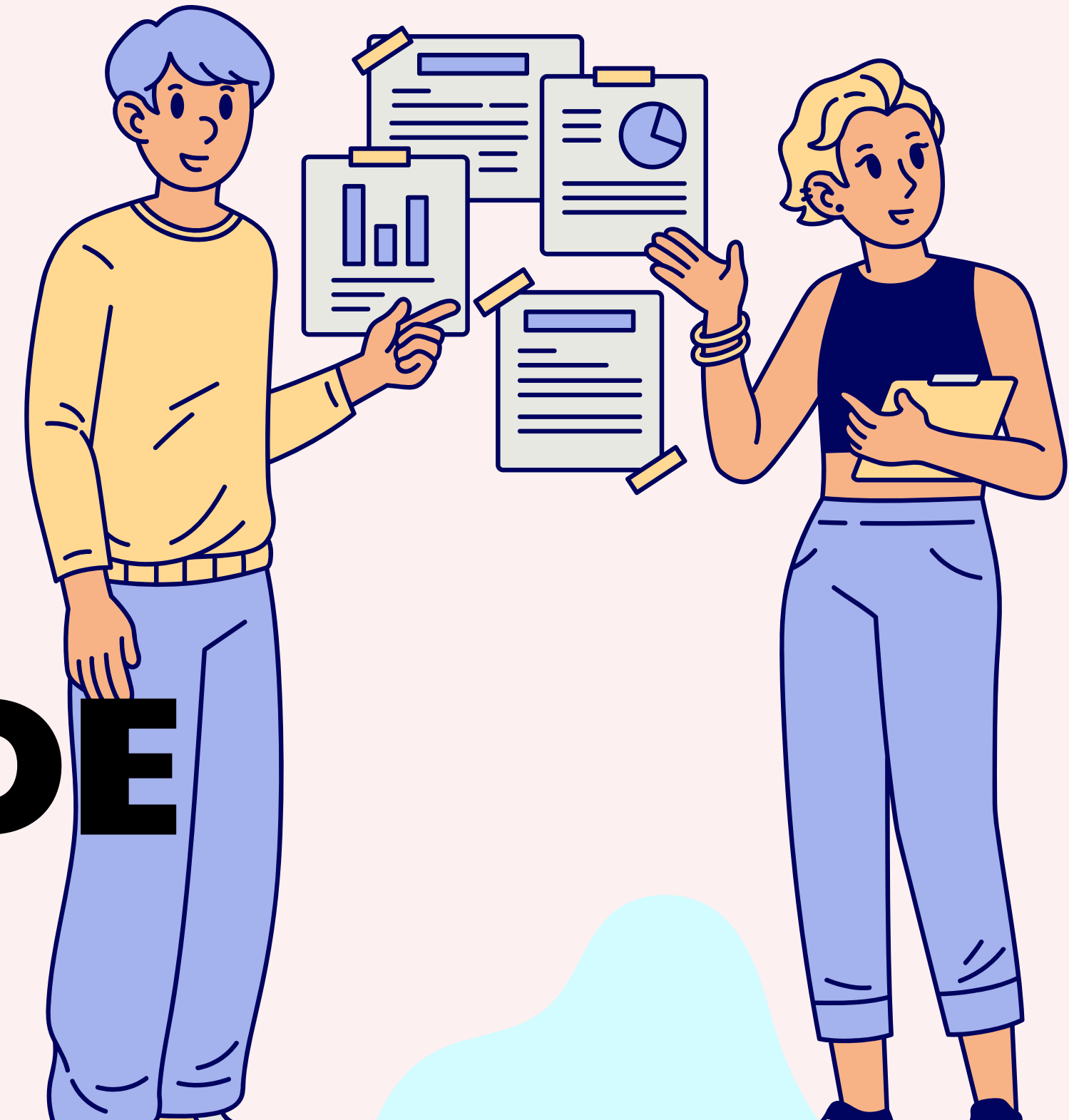




# ERASMUS+ KA 131 INTERNSHIP MOBILITY GUIDE



# Before the Mobility

**1**

Receiving the  
Acceptance Letter

**2**

Learning  
Agreement for  
Tranieeship

**3**

Visa Procuders

**4**

Contract

# During the Mobility

**1**

During the Mobility

# After the Mobility



# Before the Mobility

**1**

## **Acceptance Letter**

It is not possible to participate in internship mobility without obtaining an Acceptance Letter.

The institution where the internship will be conducted must be related to the student's field of study. The student is responsible for tracking the application process, preparing the necessary documents, and completing the required procedures.

**2**

## **Learning Agreement for Traineeship**

If a mandatory internship is to be completed, the Learning Agreement must be approved and signed by the Erasmus Department Coordinator and the Erasmus Institutional Coordinator, and the internship is then counted as a course grade. If a voluntary internship or a post-graduation internship is to be completed, the Learning Agreement is signed and stamped only by the Erasmus Institutional Coordinator. The signed Learning Agreement is uploaded to the TurnaPortal system.

# Before the Mobility

## 3

### Visa Procedures

Students who have completed the necessary acceptance procedures at both their home institution and the host institution and have prepared their documents can begin the visa application process. Visa procedures vary depending on the destination country. Therefore, students should contact the consulate, embassy, or visa application center of the country they will be visiting. For documents that may be required for the visa and need to be provided by the university, students should contact the Erasmus Office.

## 4

### Contract

Students who have completed their acceptance/registration and visa procedures should open a Euro account at the designated partner bank. Before their departure date, they must visit the Erasmus Office to sign the required documents. For documents requiring a wet signature, the student must apply in person.

# During the Mobility

**1**

If the student needs to make changes to the internship content or dates after the Learning Agreement is prepared, the "During the Mobility" section of the Learning Agreement for Traineeships must be completed.

If the changes are deemed appropriate, the approval of the faculty/department coordinators must be officially documented in the "During the Mobility" section of the Learning Agreement form (in case of a mandatory internship).

Any changes must be reported to the Erasmus Coordination Office as soon as possible.



# After the Mobility

**After the return date, the required return documents must be submitted to the Erasmus Office within 30 days.**

**1**

## **Learning Agreement**

The 'Responsible Person at Receiving Institution' section in the signature area of the Before the Mobility section of the Learning Agreement, completed before departure, must be signed and stamped by the responsible authority at the host institution. This step is mandatory.

The final section of the Learning Agreement, After the Mobility, must be fully completed and signed and stamped by the responsible authority at the host institution. This process is mandatory.



# After the Mobility

**After the return date, the required return documents must be submitted to the Erasmus Office within 30 days.**

**2**

## **Transcript**

In the case of a mandatory internship, the host institution must issue a transcript for the student.

**3**

## **Certificate of Attendance**

The host institution must issue a certificate of participation for the participants. The Certificate of Participation must be submitted to the Erasmus Office.

# After the Mobility

**After the return date, the required return documents must be submitted to the Erasmus Office within 30 days.**

**4**

## **Passport**

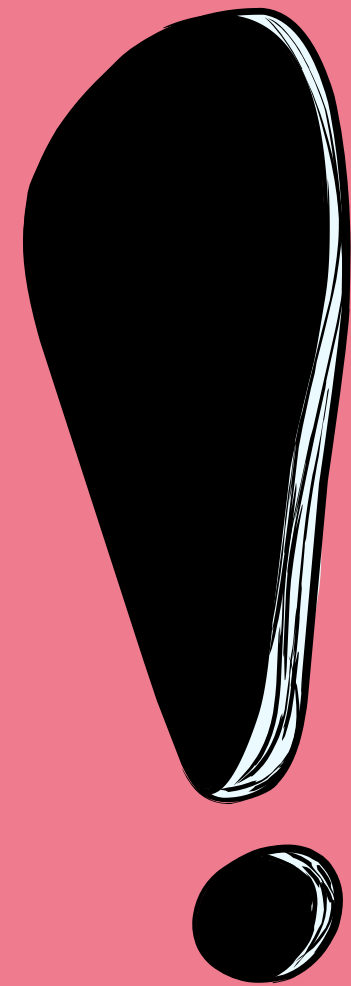
After returning, the student must submit a copy of the entry/exit stamp pages from their passport and/or the entry/exit document from the E-Government portal to the Erasmus Office. If the passport or entry/exit document cannot be obtained, copies of the departure and return tickets must be submitted to the Erasmus Office.

**5**

## **EU Survey**

Students will be assigned a survey by the EU (European Union). The survey, containing questions about the mobility process, will be sent to the students' email addresses. The EU survey is an online questionnaire consisting of multiple-choice, open-ended, and evaluation grid questions. Completing the EU survey is mandatory. Students who do not fill out the survey will have a definite deduction from their grant.




# Warnings and Important Reminders





Prepare all your documents in digital format.

Students who will do a mandatory internship should meet with the department coordinator.

# Warnings and Important Reminders

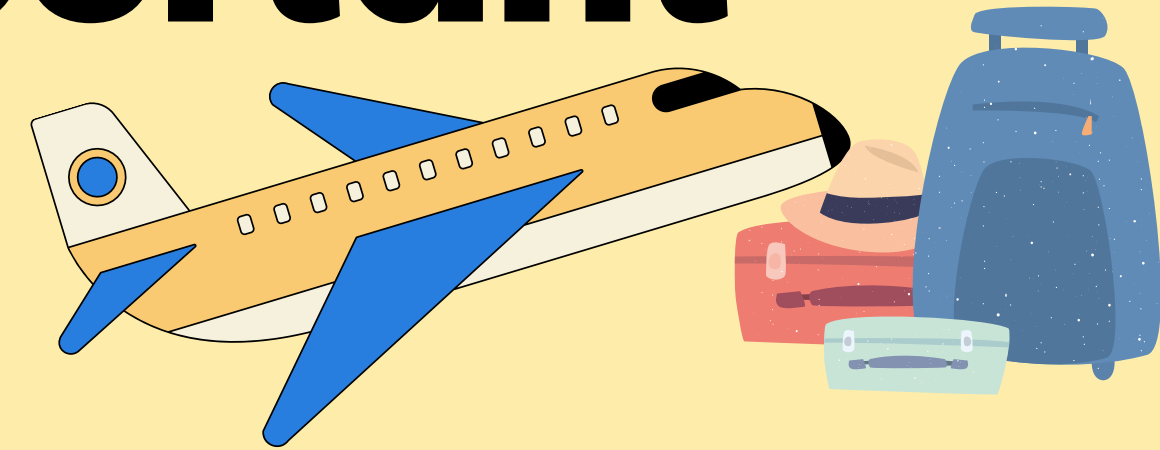


All scholarships and grants you are receiving will continue during the Erasmus exchange.



The Erasmus office or your coordinators may not be able to answer all your questions about the institution or country you will be visiting. Therefore, do not hesitate to ask your questions directly to the host institution

# Warnings and Important Reminders



- If possible, prefer direct (non-stop) flights. Keep your tickets
- until the submission of documents after your Erasmus return.
- Research the weather conditions of the country you will be
- visiting thoroughly.
- Pay attention to the weight and liquid limits of your luggage.
- Keep some food in your luggage that might be needed
- during the journey, just in case.

# Warnings and Important Reminders

As of 2025, the tuition fee stamp is no longer sold physically.\*

Don't forget to purchase your tuition fee stamp online.\*

Make your visa application as early as possible.

If you have a special (green) passport, remember that you still need to obtain a visa.\*

Some countries or institutions may accept interns with a green passport, please consult with the relevant institutions.\*



\* Only for Turkish citizens



# Warnings and Important Reminders

- Remember that the student is entirely responsible for the visa process.
- Additionally, some countries may require you to apply for a residence permit. Make sure to research the process in the country you are visiting thoroughly.





# Warnings and Important Reminders

If the institution you will be visiting does not provide accommodation, make sure to arrange your place to stay before you leave. Research options such as student dormitories, rental apartments, or shared houses, and make an early reservation



# Warnings and Important Reminders



Erasmus Student Network

By researching the ESN (Erasmus Student Network) community at the university or city you will be visiting, you can learn about social events, cultural trips, and opportunities to meet other Erasmus students. ESN organizes many events that will help ease your adaptation process and assist you in making new connections.

# What is Inclusion Support for Students in the Erasmus+ Program?

The Erasmus+ program aims to ensure equal opportunities and access, inclusion, diversity, and fairness across all its actions. Under the inclusion and diversity strategy, the goal is to provide equal access opportunities by giving special importance to the involvement of participants facing various barriers (social, economic, physical, psychological, etc.) in project processes.

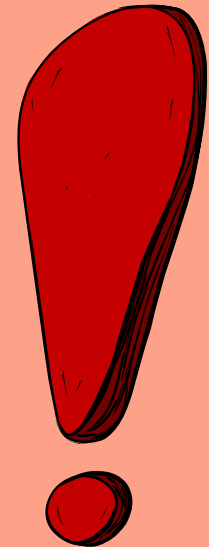
**Erasmus+ Program Inclusion and Diversity Support:** The Erasmus+ Program encourages the participation of individuals with special needs. Potential participants are individuals with special needs who would be unable to take part in the project or mobility activity due to physical, mental, or health-related conditions, unless additional financial support is provided.

**Accessibility and Special Needs:** Support that can be provided for special needs during Erasmus+ mobility may include accessible accommodation, travel assistance, medical aid, necessary equipment, appropriate learning materials, and a companion.



**For participants with special needs in the physical, mental, or health domains, additional grant opportunities are available through Erasmus+ special needs support. Therefore, Erasmus+ grants may be higher than standard study, internship, or staff grants in order to compensate for the specific challenges faced by these participants. The mentioned additional grant is a form of support based on actual costs.**

# What is Inclusion Support for Students in the Erasmus+ Program?



## Additional Grant Support

**Disadvantaged participants may be provided with Additional Grant Support in addition to the grant they are entitled to. In order for this grant to be awarded, a disadvantaged participant is defined as an individual with limited economic and social means who falls under one of the subcategories listed below.**

1. **Individuals subject to Law No. 2828 (Those under the protection, care, or shelter decision issued by the Ministry of Family and Social Services in accordance with Law No. 2828)**
2. **Students under a protection, care, or shelter decision within the scope of the Child Protection Law No. 5395**
3. **Individuals receiving an orphan's pension**
4. **Children of martyrs or veterans**
5. **Individuals receiving a means-tested pension for themselves or their families (A document proving that the student, their parents, or legal guardian receive financial aid from municipalities or public institutions and organizations—such as ministries, Social Assistance and Solidarity Foundations, the General Directorate of Foundations, the Red Crescent, or AFAD—at the time of the Erasmus application is sufficient)**
6. **Individuals with disabilities (Those with at least a 70% disability rate documented by a Disability Health Board Report as defined in the “Regulation on Disability Assessment for Adults” published in the Official Gazette dated 20 February 2019 and numbered 30692 - <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>)**
7. **Students whose parent or guardian receives a disability or needs-based pension within the scope of Law No. 2022 dated 01.07.1976 on Providing Monthly Payments to Needy, Powerless, and Orphaned Turkish Citizens Aged 65 and Over, and to Disabled and Needy Turkish Citizens**

## What is the Aim?

**The aim of this support is to ensure that mobility opportunities are accessible to everyone, not just based on academic success. With its inclusive approach, Erasmus+ encourages every student to have an international experience.**

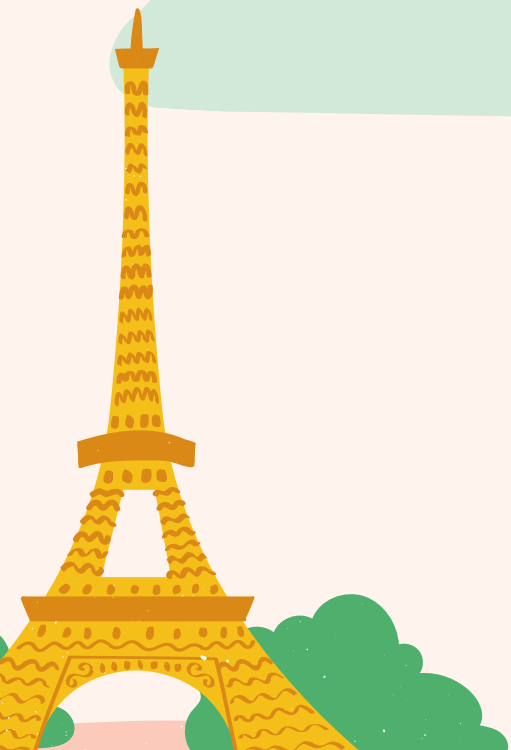
## Type of Mobility and Amount of Additional Grant Support

**Student mobility of 2-12 months – €250 per month**

**Short-term student mobility of 5-14 days\* – €100 in addition to the total daily grant**

**Short-term student mobility of 15-30 days\* – €150 in addition to the total daily grant**

**\*Note: Scholarships from the Credit and Dormitories Institution(KYK) and similar, merit-based grants, aids, and one-time payments are not considered within the scope of this financial support.**





# What is Inclusion Support for Students in the Erasmus+ Program?

## Inclusion Officer: Reyryan Rabia DENİZ

**If you believe that the conditions mentioned in the previous slides apply to you and that this situation prevents you from studying abroad through the Erasmus+ program, you can contact us.**



**reyryan.deniz@ostimteknik.edu.tr**

**0312 386 10 92**

**Inclusion Officer: Within the scope of the Erasmus+ Program's priorities, specifically the "Inclusion and Diversity Strategy," the Inclusion Officer is responsible for ensuring equal access opportunities to the program for participants with limited means by giving special importance to their involvement in project processes in accordance with the principles stated in the ECHE document signed by our higher education institution. This includes participants facing various barriers (social, economic, physical, etc.).**

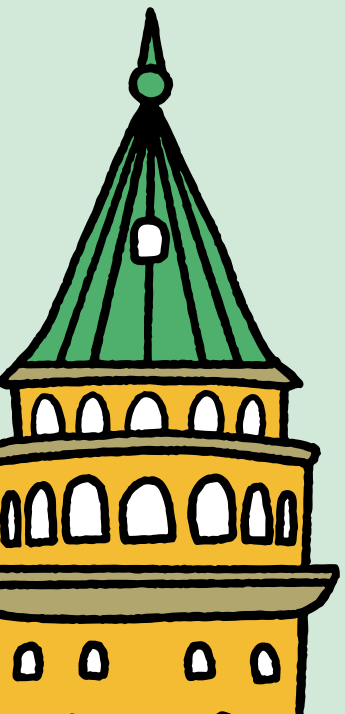


# What is Inclusion Support for Students in the Erasmus+ Program?

## How to Apply?

**You can submit your request for Erasmus+ special needs support to the Erasmus Institutional Coordination Office with a written petition. Applications for this grant are made together with the Erasmus Institutional Coordination Office and are evaluated by the Turkish National Agency.**

**Note: The mentioned supports are provided only to students and staff who have already been awarded a grant.**







# OSTİM Technical University Erasmus Coordination Office

[erasmus@ostimteknik.edu.tr](mailto:erasmus@ostimteknik.edu.tr)