

Course of Action For Students Who Wish To Participate In Mobility For Training Within The Framework Of Erasmus+ Program K103 Project

FIRST STAGE: BEFORE APPLYING TO MOBILITY

1- Student; **finds an institution in one of the Erasmus+ Program countries that is compatible with the learning outcome of his/ her department, with his/ her efforts until the application period of the institution and by contacting the institution, student obtains a 'LETTER OF ACCEPTANCE' which indicates that the institution accepts the student in the said announcement period for traineeship activity.** It is the obligation of the student to follow up to receive the Letter of Acceptance. While İstanbul Kent University Erasmus+ and International Programs Office supports students in preparation of English motivation letter and CV, which may be required when they try to obtain a letter of acceptance, the Office does not take action for students to obtain letter of acceptance.

- Before contacting the institution to which the student will apply, he / she should get an approval from the relevant Departmental Coordinator that the institution is compatible with the Department's learning outcome.

-Applications without acceptance letter is evaluated as well. However, students who submit an acceptance letter get +10 points.

- How the traineeship mobility will be evaluated for the student; whether the traineeship within the framework of Erasmus+ Mobility for Training will be accepted as mandatory internship is determined before the mobility by the decision of the Department Coordinator and the Executive Board of the relevant Faculty/Institute/Vocational School/Vocational School of Health Services.

2- HOW DO I APPLY?

1. Students log in with their e-mail address with the domain of kent.edu.tr by clicking <https://app.erasmus.kent.edu.tr/>.

2. Students apply to the active announcement. To apply, students must perform the actions in the system step by step. You need to upload the following documents to the system.

- Your current transcript of records (for first grade students, high school diploma GPA OUT OF 4.00),

- LPDD forms which can be accessed in the following link

<https://www.kent.edu.tr/outgoing-students-101484>,

- If a student has a disability, the official medical document indicating the type and scale of disability.

- If any, an official document from the Ministry of Family and Social Policies stating that there is a decree on protection, care or housing regarding the student in accordance with Law No. 2828.

- If any, a photocopy of the martyr's or veteran's relative card.

- Applications that do not contain the necessary documents are not evaluated. If a student does not declare his/her disability, being a relative of martyr and/or veterans and/or the fact that he/she has a decree to protect and housing in accordance with the law No. 2828 with official documents during the application, his/her situation cannot be evaluated for the application of plus points in the selections, and the applicant cannot request plus points at this

stage, his/her objection to the application of plus points to the selection decisions is not evaluated.

3. An "Application Code Number" randomly assigned by our Office will be sent to the email addresses used by students applying during the application, and the results of the selection will not be announced with name/surname/student number, but with application code numbers on 01.03.2021 on the "Announcements" link of our Erasmus+ tab and it will be e-mailed to students' e-mail addresses with the domain of kent.edu.tr. Students who apply will be able to see the results in the system.

4- The student takes the English Examination.

*50% of students' GPA score and 50% of English exam results are taken into account to calculate final results, then according to the final results, a list is created from the highest score to the lowest score, based on this list students are selected, the students who are selected as "principal candidates" within the total quota opened for the announcement period are eligible to participate in the mobility for training for the relevant mobility period. If students wish, they may waive their right to participate in

the specified waiver dates. In that case, a reselection is carried out from the list of "alternate candidate" students, taking into account the highest score ranking within the total quota opened for the announcement period, and the selected students are eligible to go. While the ranking of points is established, several situations determined by the Turkey's National Agency are considered as plus and minus points; these situations are as follows:

1- During the evaluation process, the children of martyrs and veterans are awarded +15 points.

2- During the evaluation process, students with disabilities are awarded +10 points, provided that the disability is documented.

3- In the evaluation process, +10 points are awarded to students who have a court rule of protection, care or shelter pursuant to Social Services Law No. 2828.

4- In the evaluation process, while calculating the total sum of the scores of the academic achievement and foreign language test results of students who previously benefited from Lifelong Learning Program or higher education mobility for learning or training in the framework of Erasmus+; for each activity previously benefitted from (without distinguishing as learning or training), a reduction of 10 points is applied.

5- During the evaluation process, if a student participates in mobility in his/ her country of nationality, a reduction of 10 points is applied.

6- During the evaluation process, if a student who is selected for mobility does not participate in mobility without giving notice of waiver during the waiver period, a reduction of 10 points is applied on his / her next application.

7- During the evaluation process, when a student applies to both types of mobility at the same time, a reduction of 10 points is applied according to his/ her preference in terms of type of mobility.

8- During the evaluation process, if students who are selected for mobility do not attend the meetings/trainings about mobility organized by the higher education institution, without an excuse, when those students reapply to Erasmus, a reduction of 5 points is applied.

9- In the evaluation process, when students who apply but do not take the English language exam without an excuse, reapply to Erasmus, a reduction of 5 points is applied.

10- In case of previous participation in the mobility, 10-point reduction is not applied for activities performed at the previous cycle of study or activities apart from learning/ training mobility activities in higher education. 10-point reduction is applied when a student who has participated in the mobility reapplies in the same cycle of education.

*All students who have won the in-house selections and have gained the right to participate in the activity are "Candidate" students until the grant for the relevant announcement period is deposited by the Turkey's National Agency into the corporate

EURO account of Istanbul Kent University; it is only when the Turkey's National Agency deposits the grant for the relevant period in the corporate EURO account of Istanbul Kent University, and there is enough grant, then it becomes definite that the "Candidate" students can participate in the mobility.

*If the grant is not deposited in Istanbul Kent University Corporate EURO account during the relevant project period; or if there is not sufficient grant, the student who accepts and chooses to participate in the traineeship activities without a grant may participate in the activity without a grant.

*There are procedures to be carried out by students after the Erasmus+ and the International Programs Office nominates the principal candidates to the receiving institutions and gets the confirmation.

SECOND STAGE: PROCEDURES FOR SELECTED STUDENTS

1- The original **letter of acceptance** must be submitted to the institution to which the visa application will be made (consulate or intermediary company), and the copy must be submitted to Istanbul Kent University Erasmus+ and International Programs Office.

2- The student who submits the copy of the letter of acceptance to Istanbul Kent University Erasmus+ and International Programs Office, is given the **official letter of assistance for obtaining a visa** in English. The original document should only be submitted to the Consulate.

3- In order to obtain the necessary documents for **student passport application**, Student Affairs Directorate must be consulted. Since the passport issuing process will take time, it is recommended to apply for a passport as soon as the student receives his / her letter of acceptance.

4- The student prepares **Learning Agreement Mobility for Traineeship** carefully with his/ her Departmental Coordinator. The Erasmus+ and International Programs Office checks the agreement before the host institution signs it. At this stage, 'Before the Mobility' section must be filled in the Learning Agreement. In this section, it should be shown how the student will gain professional experience in the host institution and how the traineeship process will be evaluated.

IMPORTANT NOTE 1: The duration of traineeship mobility for each cycle of study (associate's degree, bachelor's degree, master's degree) is minimum 2 full months and maximum 3 full months. When preparing the agreement, it should be considered to meet the requirement of minimum and maximum period of the traineeship over the working days. For the student's traineeship activity not to be interrupted for reasons such as holidays, the student should research and learn in advance the dates at which the host institution will be closed. There will be no grant reduction for the period the host institution is closed. However, the period when the host institution is closed cannot be considered as the activity period. In order to meet the requirement of minimum activity period without any problems,

it is important to ensure that the minimum period requirement is met even after the holiday period has been removed. Weekend holidays are not included in the holiday to be excluded from the activity period. Except for events of force majeure, if the student returns before the end of the minimum period, the activity is not accepted, and the remaining grant is not paid.

IMPORTANT NOTE 2: Students may participate in mobility for traineeship during their education period. On condition that they apply in their last year, the students who graduate can also participate in the traineeship within 12 months of graduation. However, graduated students can not apply to participate in mobility for training.

5- The student should fill the **Traineeship Information Form** with the information of the host institution where he/ she will train. Filled-in form should be sent to erasmus@kent.edu.tr. The relevant form can be obtained from Erasmus+ and International Programs Office.

Students who complete the above-mentioned procedures properly, must complete the documents listed below properly without any errors and submit them to Istanbul Kent University Erasmus+ and International Programs Office before going to host institution. The student must hand in the documents personally.

Documents:

1- Current transcript of records,

2- If the student has graduated during the process, copy of diploma,

3- Executive Board Decision from the Student's Department: If the student has a mandatory internship for graduation and the approved traineeship report is found suitable by the Executive Board of the Faculty / Institute / Vocational School / Vocational School of Health Services, traineeship mobility is accepted for the mandatory internship and is shown in the Diploma Supplement.

5- Approval Letter from the Institute: Graduate/post graduate students who will carry out the traineeship mobility will submit the internship approval letter and signed LA document to their department. The department sends this document to the Institute. The student must submit a copy of this document to Erasmus+ and International Programs Office.

6- Copy of Passbook: Student opens a EURO account in his / her name for the deposit of the Erasmus+ activity grant he / she will participate, in the bank branch of Istanbul Kent University corporate EURO account. The grant will be deposited into this account. A copy of the page containing the student's ID and IBAN number in this passbook, must be submitted.

7- Account Declaration Document: It is the document in which the student officially declares the Euro account that he / she wants his / her grant to be deposited. The

student should complete the dates of the mobility, his / her own information, print it out and sign it. It must be submitted with the copy of the passbook.

8- Copy of Travel-Health Insurance (English); Health Insurance Coverage: Student is liable to take out health insurance. Before applying for a visa, student should take out an insurance policy which covers the internship period, it is recommended that the insurance covers both outpatient and inpatient services, and it should have a coverage of at least 30.000,00 euros.

The student can take out the said insurance policy from a valid insurance company in his/ her country of destination by going to the insurance agency or do it online. Said insurance policy will probably be among the list of documents required for a visa, when the student applies to the Consulate. Insurance companies can issue these documents both in Turkish and English. The host institution can also claim an insurance policy. Therefore, even if the consulate accepts insurance policy in Turkish, student should get a version in English as well. As it can be among the documents required for the visa, valid insurance companies can vary according to the country. Therefore, Istanbul Kent University Erasmus+ and International Programs Office recommends that students learn these companies from the Consulate of the country for the most accurate information. Students' insurance in Turkey may also be valid abroad, if the country of destination is among the countries that have a joint agreement with Turkey through the Republic of Turkey Social Security Institution (SGK). If you have any questions about this issue, you can get the most accurate information from SGK's website or telephone line. If the student's health insurance in Turkey is not valid abroad, and therefore it is necessary to obtain a new health insurance upon arrival in the country where the host institution is located, or if the other institution/country is to obtain a health insurance for the student, the student must send the certificate of this health insurance to Istanbul Kent University Erasmus+ and International Programs Office via e-mail. (For information erasmus@kent.edu.tr)

9- For countries that have an agreement with Turkey, student must obtain an AT11 document from SGK: In order to receive this document, the student must apply to SGK with a letter from Erasmus+ and International Programs Office and must hand in a copy of the document to Erasmus+ and International Programs Office. See: http://www.sgk.gov.tr/wps/wcm/connect/SGK+Internet/emeklilik/yurtdisi_islemler/yurtdisi_saglik_islemleri/ (For more information: erasmus@kent.edu.tr)

10- Liability Insurance Coverage: It is the insurance coverage for any damage that the student may cause to the workplace. The student is liable to take out liability insurance. Also, Training Agreement must indicate whether the liability insurance is taken out by the host enterprise or not. If the host institution is not liable to take out insurance according to the legislation of the country of destination, the host institution may not take out insurance. If the host institution does not take out Liability Insurance, the student is liable to take out insurance. (For more information erasmus@kent.edu.tr)

11- Accident Insurance Coverage: It is the insurance coverage against accidents that the student may experience at work. The student is liable to take out this insurance for his / her own safety. In addition, Training Agreement must indicate whether the relevant insurance is carried out by the host institution or not. The company may not take out

insurance if the company is not liable to take out insurance in accordance with the legislation of the country of destination. If the host institution does not take out Liability Insurance, the student is liable to take out insurance. (For more information erasmus@kent.edu.tr)

12- OLS (Online Language Support): Online test conducted by the European Union to measure students' foreign language levels and their progress before and after they arrive at the host institution. On-line language course is also provided for students who wish to further their foreign language level. OLS exam invitation is sent to student's e-mail address with @kent.edu.tr extension via e-mail, before he/ she leaves Turkey. After completing the exam, the student must print out the result certificate generated by the system and submit it with the other documents.

Important: If the National Agency sends OLS licenses to our office late, OLS exam invitation may be sent after the students have gone abroad.

***The student, who completes the above-mentioned processes and prepares the documents, must apply for a visa according to the desired date of arrival in the country of destination, taking into account the dates of traineeship in the host institution, the processes such as travel, finding accommodation and settling in. Students can obtain detailed information about visa by applying to the consulates of the relevant countries.**

After obtaining a visa, **a copy of the page with the visa stamp of the passport** must be handed in to the office. (It is required in the event of a force majeure situation or when there is a notice regarding participation in mobility, otherwise it is not necessary.)

•Grant Agreement: After all necessary documents are submitted to Erasmus+ and International Programs Office, Grant Agreement is filled by the office staff and signed by the student.

THIRD STAGE: GOING TO THE HOST INSTITUTION

Confirmation of Arrival: This is a document prepared by the relevant authorized personnel in the host institution, and it indicates that the student has arrived at the host institution and started the traineeship activity. This document should be prepared on corporate letterhead, should be signed, sealed, scanned and finally sent to erasmus@kent.edu.tr e-mail address.

If the host institution demands other procedures from the student (applying to the foreigners' office for residence permit, issuing a temporary identity document, etc.), he/ she must apply to the relevant authorities to carry out these procedures.

After the student starts the traineeship and if he/ she wishes to make alterations and/ or extend the traineeship period (not exceeding the maximum period of 3 months): **"Section to be completed DURING the MOBILITY"** in the LAT (Learning Agreement for Traineeships) document:

- If there is an alteration in the job description or duration of the internship, within one month at the latest after the start of the internship;

- If student decides to extend his/ her traineeship, not exceeding the maximum period of 3 months, then the document should be prepared within one month at the latest after the end of internship, the necessary signatures should be completed and it should be sent to Erasmus+ and International Programs Office.

FOURTH STAGE: COMPLETION OF THE TRAINEESHIP

After completing the traineeship, the student must prepare the following documents at the host institution:

1- Section to be completed AFTER THE MOBILITY: This part of the LAT (Learning Agreement for Traineeships) document must be filled in by the host institution after the end of the traineeship activity and it should be delivered to the student signed and sealed. The student must submit the original document to Erasmus+ and International Programs Office.

2- Certificate of Attendance: The Certificate of Attendance must be issued by the host institution; it must be prepared on the institution's own letterhead, then it must be signed and sealed. The student must submit the original document to Erasmus+ and International Programs Office.

FIFTH STAGE: RETURN

Upon completion of traineeship and arrival in Turkey, the student must complete the following documents and submit them to Istanbul Kent University Erasmus+ and International Programs Office in a sheet protector, properly without any fault:

1- Traineeship Agreement: Student prepares it after the traineeship and has it approved by the host institution, then it is forwarded to the relevant Faculty / Institute / Vocational School / Vocational School of Health Services by the Erasmus+ and International Programs Office; the process is concluded with the evaluation of the Executive Board of the relevant Faculty / Institute / Vocational School / Vocational School of Health Services.

2- Board Decision regarding the recognition of the traineeship: It is the board decision regarding the recognition of the internship for the students who have a mandatory internship and who wish to have the Erasmus+ Mobility for Training accepted as compulsory internship.

3- Copy of the page in the passport that has the stamps of entry to-exit from the country where the host institution is located. The student must also have **his/ her passport** with him/ her for control. (It is required in the event of a force majeure situation or when there is a notice regarding participation in mobility, otherwise it is not necessary.)

4- Online Linguistic Support (OLS) Exam Result: An invitation for the OLS exam is sent to the student's e-mail address with @kent.edu.tr extension via e-mail, after the student returns from the host institution. The student who completes his / her examination must submit the result certificate generated by the system among the required documents.

5- Online Final Report: When the student submits all his / her documents, it will be sent to the student via e-mail by the Office. The student completes the report via system. The student's remaining grant (if there is any) is deposited into the student's account after the end of the survey.

NOTE: Students are advised to save documents as digital files in pdf format and to prepare them as output in at least 3 copies in case of losing important documents.