ISTANBUL OKAN UNIVERSITY

ERASMUS+ STUDENT MOBILITY

Study Mobility & Traineeship Mobility

| **Information Session**

What Is Erasmus+?

A European Union programme

- Supports education, training, youth and sport.
- Promotes international learning and cooperation.
- Offers students opportunities to study or gain work experience abroad.

What students can gain

- Academic and professional development
- Foreign language practice
- Intercultural experience
- Greater independence and confidence

Two Types of Student Mobility

STUDY MOBILITY	TRAINEESHIP MOBILITY
Attend courses at a partner university abroad.	Gain practical work experience at an organisation abroad.
Follow an agreed academic programme.	Carry out agreed professional or practical activities.
Earn credits for successfully completed courses.	Develop skills related to your field of study.
An active inter-institutional agreement is required.	An inter-institutional agreement is not required.
The host university must accept the student.	The student is responsible for finding a host institution.

https://www.okan.edu.tr/en/erasmus/page/1571/bilateral-agreements/

Who Can Apply?

STUDY MOBILITY	TRAINEESHIP MOBILITY
Undergraduate students	Associate degree students
Master's students	Undergraduate students
PhD students	Master's and PhD students
Associate degree students are not eligible.	Recent graduates may participate if they applied before graduation.

Important

- Students must be registered at Istanbul Okan University at the time of application.

Minimum Application Requirements

REQUIREMENT	STUDY MOBILITY	TRAINEESHIP MOBILITY
Undergraduate GPA	2.20 / 4.00	2.20 / 4.00
Graduate GPA (Master's / PhD)	2.50 / 4.00	2.50 / 4.00
Foreign language score	At least 60 / 100	At least 60 / 100
Registration	Full-time student	Full-time student

Students without a current university transcript: the previous graduation GPA or high school graduation grade may be considered under the conditions stated in the application announcement.

Foreign Language Requirement

Minimum score: 60 / 100

- A valid language result is required for application.
- Accepted results include YDS, e-YDS, YÖKDİL and e-YÖKDİL.
- Other examinations recognised as equivalent by ÖSYM may also be accepted.

Istanbul Okan University English Examination

- Students who do not hold an eligible language certificate may take the university's foreign language examination.
  - The examination is held once a year.
  - The examination dates are announced in advance.
  - Students can follow the announcements on our official website and Instagram account.

Application Process & Important Dates

Application period

•Applications are announced once a year.

•Students can check the application dates and deadlines through the university’s official website and Instagram account.

•Applications are submitted online via the TURNA Portal.

How to apply

- Log in to the TURNA Portal via e-Government.
- Select the relevant Erasmus+ announcement.
- Complete your information, upload documents and submit the application.

Please remember

- Applications by post or in person are not accepted.
- Saving a draft is not the same as submitting an application.
- No additional documents are accepted after the deadline.

Application Documents

Required documents

- Current Student Certificate
- Current Academic Transcript
- Turkish ID Card
- Valid foreign language certificate, if available
- Supporting documents for additional points, if applicable

Additional for Traineeship applicants

- Traineeship Acceptance Letter, if available.
- Upload all documents in readable PDF format.
- Submit all documents before the application deadline.
- Check that every required document has been uploaded successfully.

Traineeship: Acceptance Letter & Additional Points

CONDITION	ADDITIONAL POINTS
Traineeship Acceptance Letter	+10
Digital Opportunity Traineeship (DOTs)	+5
Compulsory traineeship	+5

Acceptance letter – key information

- Student's name, host organisation, traineeship dates, activities and responsible contact person.

The acceptance letter is not mandatory, but it must be uploaded before the application deadline to receive the additional points.

How Is the Selection Score Calculated?

50% Academic Achievement

- Based on the student's academic GPA.

50% Foreign Language Score

- Based on the student's valid language result.

Additional points and deductions

- Additional points may apply to eligible students under the categories listed in the announcement.
- Deductions may apply for previous Erasmus+ participation, withdrawal after selection, applying for both mobility types, or missing mandatory activities without a valid reason.

Evaluation, Selection & Placement

- Applications are checked for eligibility.
- Eligible applicants are ranked according to their Erasmus+ selection scores.
- Placement depends on available quotas, department eligibility and student preferences.

Study Mobility

- Placement is made within the available partner university agreements and quotas.

Traineeship Mobility

- Selection and placement follow the faculty / institute / vocational school allocation rules in the call.

Selection by Okan University does not guarantee acceptance by the host institution.

Mobility Duration

Study Mobility

- Takes place during the next academic year.
- Students may participate in the Fall or Spring semester.
- An additional semester may be possible with approval; the extension is without a grant.

Traineeship Mobility

- Minimum duration: 2 full months.
- Maximum duration: 12 months.
- The traineeship must be carried out continuously.
- Extensions require approval and may be zero-grant.

Erasmus+ Monthly Grant Amounts

COUNTRY GROUP	STUDY MOBILITY	TRAINEESHIP MOBILITY
Groups 1 and 2	€600 / month	€750 / month
Group 3	€450 / month	€600 / month

The Erasmus+ grant is a contribution towards living expenses abroad; it is not intended to cover all expenses. The funded duration is determined by the project call and the student's eligible mobility period.

Travel Support, Green Travel & Inclusion

Travel support

- Calculated according to the official distance bands.
- The amount differs for standard and green travel.
- Supports the round-trip journey.

Green travel

- Low-emission travel options include train, bus and shared car.
- Additional travel-day support may apply under the programme rules.

Inclusion support

- An additional €250 per month may be available to eligible students.
- Supporting documents are required.
- Eligibility is assessed under the current call.

Study Mobility: Before Departure

- Nomination: The Erasmus Office nominates the selected student to the partner university.
- Host application: The student follows the partner university's application procedure and deadlines.
- Acceptance: The host university evaluates the application and issues an Acceptance Letter if approved.
- Course selection: Courses are selected in consultation with the academic coordinator.
- Learning Agreement: The Learning Agreement for Studies (LA / OLA) and course recognition documents are completed and approved.

The student must follow both Okan University's and the host university's instructions and deadlines.

Traineeship Mobility: Before Departure

- Find a host organisation: Students are responsible for finding their own traineeship placement.
- Obtain acceptance: The host organisation confirms the placement and dates.
- Academic approval: The traineeship must be related to the student's field and approved by the relevant academic unit.
- Learning Agreement: Complete the Learning Agreement for Traineeships, including tasks and learning outcomes.
- Prepare documents: Complete insurance, visa and grant agreement procedures before departure.

An Erasmus+ inter-institutional agreement is not required for Traineeship Mobility.

Learning Agreement, Insurance & Visa

STUDY MOBILITY	TRAINEESHIP MOBILITY
Learning Agreement for Studies (LA / OLA)	Learning Agreement for Traineeships
Lists courses and academic workload.	Lists tasks, activities and expected learning outcomes.
Approved by the student, home university and host university.	Approved by the student, home university and host organisation.

Insurance

- Arrange the insurance required for the full mobility period. Traineeship students must also meet accident and liability insurance requirements.

Visa

- Check the destination country's visa rules and apply early. Students are responsible for completing visa procedures.

During Mobility: Important Reminders

- Follow the approved mobility dates and programme.
- Check emails from the host institution and Erasmus Office regularly.
- Obtain approval before changing courses, activities or mobility dates.
- Inform the Erasmus Office about any significant changes.
- Keep travel tickets, boarding passes and official documents.
- Follow the host institution's academic, workplace and attendance rules.

After Mobility: Documents & Final Grant

STUDY MOBILITY	TRAINEESHIP MOBILITY
Certificate of Attendance	Traineeship Completion Certificate
Transcript of Records	Traineeship evaluation / completion documents
Learning Agreement – After the Mobility	Completed traineeship documentation
Travel evidence and Participant Report	Travel evidence and Participant Report

Grant payment

- 80% of the calculated grant is paid before mobility. The remaining 20% is paid after mobility, following submission and verification of the required documents.
- The final grant is calculated according to the actual eligible mobility period.

Five Things to Remember

Before you apply

- Read the current application announcement carefully.
- Check your eligibility and language score.
- Submit your application and documents before the deadline.
- Study Mobility requires an eligible partner agreement.
- Traineeship students must find their own host organisation.

Before and after mobility

- Do not travel before completing required procedures.
- Obtain approval before making changes.
- Keep all travel and mobility documents.
- Submit all return documents on time.
- Complete the participant report.

More information: www.okan.edu.tr/en/erasmus/ | Instagram: @okanerasmus

Thank you for your participation!

For any questions or further information regarding
Erasmus+ mobility processes, please feel free to contact:

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