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2025 KA131 Erasmus+ Traineeship Mobility Applications

Project No: 2025-1-TR01-KA131-HED-000306298

DO NOT APPLY BEFORE READING THE INFORMATION BELOW!

STUDENTS WHO APPLIED ARE CONSIDERED TO HAVE READ THE RELEVANT ANNOUNCEMENT.

APPLICATIONS FROM STUDENTS WHOSE STATUS REMAINS "ACTIVE" WILL BE CONSIDERED INVALID. PLEASE COMPLETE YOUR APPLICATION.

APPLICATIONS ARE ACCEPTED ONLY THROUGH TURNAPORTAL. THERE IS NO OTHER APPLICATION SYSTEM.

TO AVOID SYSTEMIC PROBLEMS, DO NOT LEAVE YOUR APPLICATION UNTIL THE LAST DAY.

Calendar¹:

Application starting date: 2 February 2026, time: 10.00

Application deadline: 25 February 2026, time: 16:00

Announcement of Exam Locations (special notification will be sent to students who have completed their applications via e-mail): March 5, 2026

Erasmus+ English/Russian/Spanish/Arabic Written and Speaking Exam organized in IAU Florya Campus: 07 March 2026 (There is no make-up exam for this exam)

Date of publishing the results: 25 March 2026, the latest

Objections to the results and/or the Letter of commitment for participation need to be delivered by 1 April 2026 at the latest

The Information Meetings regarding the application process will be held on February 4, 2026 and February 5, 2026 on ZOOM. A detailed link will be sent to the [IAU UBİS platform](#).

Latest end date for the Erasmus+ Study Mobility: 31 July 2027

Application Requirements:

- Minimum 2.20/4.00 CGPA for the students in the Associate and Bachelor's programmes
- Minimum 2.50/4.00 CGPA for the students in the Master's and Ph.D. programmes
- Attending the Erasmus+ Language Proficiency Exam (**This exam will not be repeated**). *To participate in the Study Mobility, a minimum of 65 points (B1) is required from the*

¹ Sınav, sonuç ve süreç duyuruları erasmus.aydin.edu.tr ve <https://turnaportal.ua.gov.tr/> adresinden yayınlanacaktır.



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Erasmus+ Language Proficiency Exam.

- Must be a **full-time** registered student of Istanbul Aydın University in an Undergraduate/postgraduate programme with physical presence (**except language preparation/scientific research students enrolled students**)
- Upload Acceptance Letter
- If the student has previously participated in Erasmus+/LLP-Erasmus higher education mobility activities within the current level of study as an Erasmus Mundus scholarship recipient, or within the same level of study, the total duration of the new activity must not exceed 12 months. (**Medical students can benefit from the program for 24 months.**)

Important Notes:

- **Students who freeze their registration cannot participate in study mobility during the freezing period. Applications for study mobility can be submitted during the freezing period.**
- **Provided that the application is submitted before graduation and the program is accepted, participants can benefit from the Erasmus+ Traineeship mobility program within 12 months following graduation.**
- **The latest date for the completion of the Erasmus+ Traineeship mobility planned under the 2025 KA131 project is July 31, 2027.**

HOW TO APPLY?

All the Erasmus+ Traineeship Mobility applications will be accepted only through the [Turkish National Agency Portal](https://turnaportal.ua.gov.tr) (<https://turnaportal.ua.gov.tr>). Candidates must log in to the e-Government Application Portal with their Turkish Republic Identity Numbers, select the relevant announcement (**2025 Erasmus+ Traineeship Mobility**) from the announcements section, and apply online according to the information provided in the announcement text.

To log in to the e-Government system, you will need your Turkish Republic identity number and password.

*** Students whose applications remain in ACTIVE status must complete their applications before the final application deadline. Applications from students whose status remains ACTIVE will be considered invalid.**

IMPORTANT NOTICE: We strongly advise you not to leave your Erasmus+ applications until the last minute. System overload and technical issues may occur during the application process. Please note that many universities have similar application deadlines. Our office is not responsible for any problems arising from the system.

- **Important Information: Acceptance Letter**
- **Traineeship mobility applications cannot be submitted without an acceptance letter.**
- **An acceptance letter in Trainee Mobility applications earns +10 points.**
- **Students who match their mandatory internship/work placement will receive +5 points.** They must prove they have matched their mandatory internships by obtaining a signature from the department coordinator on the **Approval Form** during the application process. This document must be uploaded to TurnaPortal.



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Exam Equivalency standards: <https://www.osym.gov.tr/TR,33527/uluslararasi-yabanci-dil-sinavlari-esdegerlikleri.html>

3) EUROPASS CV

You need to upload your pre-prepared CV, formatted in the most up-to-date Europass format, to the "English CV" section of the system.

- CVs must be prepared in a complete format. CVs that only contain a short sentence in the "about me" section will be rejected.
- You must include your email address ending in @stu.aydin.edu.tr in your CV. (Your IAU student email)
- Link: <https://europass.europa.eu/en/create-europass-cv>

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

4) If you are the child of a martyr or veteran, or if you have any disability, upload your current official documents obtained from e-government/official institutions to the relevant section. Otherwise, leave this section blank.

5) If you have a special situation, upload your official and valid documents obtained from e-government to the relevant section. Otherwise, leave this section blank.

***Relevant documents will only be considered if uploaded to turnportal. No documents submitted in person after application will be accepted.**

6) Erasmus+ Traineeship Mobility – Acceptance Letter

The acceptance letter you receive from the institution where you plan to do your Erasmus+ Traineeship Mobility must be uploaded to the application system.



INFORMATION THAT MUST BE INCLUDED IN THE ACCEPTANCE LETTER

The acceptance document to be uploaded must contain the following information in full:

- Clearly stating that the planned internship is within the scope of the **Erasmus+ Traineeship Mobility Program**.
- **Internship start and end dates** (in dd/mm/yyyy format)
 - The internship period must be **at least 2 months**. (If you have not previously participated in an Erasmus mobility program, you can do an internship for a maximum of 12 months.)
 - If eligible for funding, the internship will be funded by the Erasmus+ Office for a **period of 2 months**.
 - **Activities lasting less than 60 days** (except in cases of force majeure) **will absolutely not be accepted**.
- Before scheduling your internship dates, **be sure to research the average duration of your visa preparation process**.
- The subject of the internship or the internship position
- **Name and location of the institution** where the internship will be conducted
- **Name, surname, title/position, contact information, and stamp/signature** of the approving person

EVALUATION CRITERIA

Selection Criteria and Scoring Table	
Cumulative Grade Point Average (CGPA)	%50 out of max. of 100 points
Foreign language proficiency (result calculated as 75% of the written exam + 25% of the speaking exam)	%50 out of max. of 100 points
Republic of Turkey. Children of martyrs and veterans, and veterans themselves. ³ (provided that it is documented)	+15 points
To students with disabilities ⁴ (provided that the disability is documented)	+10 points
Those who, or their immediate family members, have received disaster relief assistance from AFAD (Disaster and Emergency Management Presidency). ^{5**}	+10 points

³ War veterans and their spouses and children, ³ as well as the spouses and children of war martyrs, and, according to Article 21 of the Law No. 3713 on Combating Terrorism dated 12/4/1991, the spouses and children of "public officials who were injured, disabled, died, or killed as a result of terrorist acts while performing their duties domestically or abroad, or even if their official capacity has ceased to exist," and, in accordance with Article 7 of the Decree Law No. 667 dated 23 July 2016, the spouses and children of those who lost their lives or became disabled as a result of the coup attempt and terrorist act of July 15, 2016, and subsequent acts of a similar nature, and their spouses and children, are given priority when applying for Erasmus+ student mobility.

⁴ For priority consideration, the student must submit the Disability Health Board report included in the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, and numbered 30692.

⁵ It is applied once for each level of education (undergraduate, postgraduate, doctorate) and each project type (KA131-KA171). If the student participates in the mobility, it will not be applied in subsequent applications. The additional points will continue to be applied in subsequent applications if the student does not participate in the mobility (if withdrawn within the waiver period or due to force majeure).



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Students for whom a protection, care, or shelter decision has been made under the Social Services Law No. 2828 and the Child Protection Law No. 5395 (For priority, the student must submit a letter from the Ministry of Family and Social Policies stating that a protection, care, or shelter decision has been made for them under Law No. 2828.)	+10 points
Submit internship acceptance letter with the application.	+10 points
Digital skills training internships (DOTs) are prioritized* *Internships involving one or more of the following activities are considered: digital marketing (e.g., social media management, web analytics), digital graphics, mechanical and architectural design; application, software and code or website development; installation, maintenance and management of information systems and networks, cybersecurity, data analytics, data mining and visualization; programming, robotics and artificial intelligence training. General customer service, request generation, data entry or routine office tasks are not considered.	+5 points
Applying for a mandatory internship/work placement ⁶	+5 puan
Previously utilized within the same project type. ⁷ (with or without grant)	-10 puan
Participating in mobility within the country of citizenship.	-10 puan
Failure to participate in a mobility program without notifying of withdrawal within the given timeframe, despite being selected for the program.	-10 puan
If a student applies for two types of mobility simultaneously and is eligible for both (a reduction will be applied to the mobility type the student chooses). CLICK HERE FOR THE LETTER to submit to the Erasmus Office via email at erasmus@aydin.edu.tr in case of multiple applications at the same time.	-10 puan
For students selected for mobility: Failure to attend meetings/training sessions organized by the higher education institution regarding the mobility program without a valid excuse (this applies if the student reapplies for Erasmus).	-5 puan

- If the student has previously benefited from mobility at their current educational level, they should mark the question "Have you previously benefited from Erasmus?" as "yes". If they have never benefited from mobility before and/or not at the same educational level (for example, a student currently in the Master's program previously benefited in the Bachelor's program), they should leave the question "Have you previously benefited from Erasmus?" blank.
- If the higher education institution conducts the study and traineeship mobility selections within the same application and evaluation process, in the case of a student who has not previously benefited from mobility, and who applies for both study and traineeship activities simultaneously, the student will have the option to choose which activity the "-10 point" deduction will be applied to. In this case, the student will be asked to submit a petition indicating which activity they prefer to have the deduction applied to. If a student who has previously benefited from mobility applies for both study and traineeship activities simultaneously, a deduction of "-20" points will be applied

⁶ When matching a mandatory internship/work placement, you must indicate your preferred internship during the application process via the [Approval form](#) approved by your department coordinator.

⁷ BIP, short-term doctoral mobility and short-term blended mobility participations are not evaluated within this scope. It applies only if a student who has completed mobility at the same level applies again within the same level of education.



from the type of mobility they previously benefited from, and a deduction of "-10" points will be applied from the second type of mobility they are applying for.

BIP, short-term doctoral mobility and short-term blended mobility participations are not considered within this scope.

- ****Students who received disaster relief aid from AFAD must combine their family tree document, payment receipt, and e-government document into a single PDF file when uploading their documents to the system.****
- For students who were selected in a previous election period within the same educational level but did not carry out their activity without a compelling reason, a deduction of "-10 points" will be applied for each activity not carried out, despite being entitled to it. If the higher education institution anticipates withdrawals and gives students a period of time to notify their withdrawal, and students notify their withdrawal within this period, no point deduction will be applied.
- Deductions are made from the student's total score.
- In cases where the total scores calculated considering all criteria are equal, priority is given to the student with the higher academic achievement score; if the academic achievement scores are also equal, priority is given to the student in the upper grade within the same level.

ELECTION PROCESS AND ANNOUNCEMENT OF GRANT RESULTS

Student selections are made by the Erasmus+ Selection Committee according to the selection criteria specified in the **2025 Erasmus+ Implementation Handbook** and approved by the IAÜ Senate. Erasmus+ student selection and granting are carried out by ranking students who meet the minimum requirements and who have applied, based on the evaluation criteria and scores announced by the **National Agency**, from highest to lowest.

The Erasmus+ grant is distributed by the National Agency through the European Commission. Selected students will receive their grants from the budget (within the limits) of our currently active **2025 KA131 Project**.

**Grants are non-refundable (provided the conditions in the Erasmus agreement are met).*

During this application period, **20 students** will be selected as "**Grant-Receiving/primary**" recipients. These students, selected as main (grant-receiving) recipients, will receive grant support for a maximum of **two months in total**, distributed equally among them. The selection will be made based on the ranking of students with **the highest scores within the available quota**.

The announced quota for students receiving grants will be distributed as follows: **a maximum of 30% for postgraduate students and 70% for associate/undergraduate students**. Quotas have not been allocated across departments.

The amount of financial support to be provided to Erasmus+ students selected for grants for their internships abroad is as follows:

Project No: 2025-1-TR01-KA131-HED-000306298		
Country groups	The Country to Be Visited	Monthly Grant for Internship (Euro)
1st and 2nd group countries	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Southern Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg,	750



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	Malta, Norway, Portugal, Slovakia, Slovenia, Greece	
3rd group countries	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia	600

NOTE: Erasmus+ students selected for grant funding may waive their grants. In this case, the grant will be distributed to the student(s) with the highest scores and "Reserve - non-grant" status.

OPPORTUNITIES AND ADDITIONAL GRANT SUPPORT FOR STUDENTS WITH DISABILITIES AND DISADVANTAGES:

Disadvantaged students may receive additional grant support in addition to the grant they are entitled to. To be eligible for this grant, a disadvantaged participant is defined as an individual with limited economic and social resources who falls into one of the following subcategories.

****IF THE DOCUMENT SHOWING YOUR STATUS IS NOT UPLOADED TO TURNAPORTAL DURING THE APPLICATION PROCESS, YOUR APPLICATION WILL NOT BE CONSIDERED.**

- 1) Those subject to Law No. 2828 (those for whom the Ministry of Family and Social Services has issued a protection, care, or shelter decision in accordance with Law No. 2828)
- 2) Students for whom a protection, care or shelter decision has been made within the scope of the Child Protection Law No. 5395
- 3) Those receiving orphan/death pension
- 4) Spouses and children of martyrs/veterans, and the veterans themselves.
- 5) Students who submit documents proving that they, their family, or their guardian received support from a public institution (such as municipalities, ministries, social assistance and solidarity foundations, the General Directorate of Foundations, the Turkish Red Crescent, or AFAD) at the time of application.
- 6) Students with disabilities⁸
- 7) Those who, under Law No. 2022 dated 01.07.1976 concerning the granting of monthly allowances to needy, frail, and destitute Turkish citizens aged 65 and over, and to disabled and needy Turkish citizens, have a parent or guardian receiving a disability or need allowance.⁹
- 8) Those who, or their immediate family members, have received disaster relief assistance from AFAD (Disaster and Emergency Management Presidency).¹⁰

** Scholarships from the Credit and Dormitories Institution and similar scholarships, other grants, aid, and scholarships of a merit-based nature, and one-time grants are not considered within the scope of this financial assistance.*

Students who meet the above criteria may be eligible for additional grant support in the following amounts, depending on the type of mobility, provided they attach the relevant supporting documents

⁸ According to the "Regulation on Disability Assessment for Adults" published in the Official Gazette dated February 20, 2019, and numbered 30692, disabled individuals with a disability rate of at least 50% as documented by a Disability Health Board report are eligible.

⁹ <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2022.pdf>

¹⁰ This applies only once. If the student participates in this mobility program, they will not receive additional grant support in this category for subsequent mobility programs with the same document.



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to their online application:

Mobility type	Additional Grant Support Amount Top-up grant (EURO)
Student mobility lasting 2-12 months	Monthly 250 €

INCLUSION SUPPORT

The Erasmus+ Programme provides additional support to encourage the participation of students whose personal, physical, mental, or health condition would prevent them from participating in the project/mobility activity without additional financial support.

- Inclusion Support is available for participants whose selection process has been completed. The Inclusion Support request must be made before the mobility activity begins. Applications made after the activity has started or completed will absolutely not be considered.
- Students applying for Inclusion Support must complete the Inclusion Support Request Form accurately and completely. The form will be sent to you by our Office.
- The application form must clearly, in detail, and with justification explain why Inclusion Support is needed. The requested support should cover essential and directly related additional costs that will enable the student to participate in the mobility program.
 - The requested additional grant amount should be specified on a per-expenditure basis; it should clearly indicate how much support is requested for each expense.
 - It is mandatory to attach supporting documents to the application.
 - In cases of disability: A doctor's report or a photocopy of the disability card, issued within the last 3 months, indicating the percentage and level of disability.
 - In cases of chronic illness: A current doctor's report must be submitted.
 - In addition, the application must include documentation from the host higher education institution demonstrating that it is aware of the student's need for Inclusion Support and that it possesses the necessary physical/digital resources.
 - If Inclusion Support is allocated, the student is responsible for obtaining all invoices and documents for expenses incurred during the mobility period and keeping them for submission after the activity.
 - Expenditures not supported by documentation, and expenditures exceeding the allocated Inclusion Support amount, will not be considered eligible expenditures and will not be covered by the grant, even if they have been incurred.

TRAVEL SUPPORT

To contribute to the travel expenses of selected grant-funded students, the distance between the starting point of the mobility (**the city where the institution is located**) and the location of the activity should be determined using the distance calculator provided by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm), and the travel grant should be calculated using the table below. **The corresponding round-trip grant amount in the table below is the kilometer figure obtained from the distance calculator, and this amount should not be multiplied by two.**



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Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10 - 99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000 - 2999 KM	395	535
3000 - 3999 KM	580	785
4000 - 7999 KM	1188	1188
8000 KM/ or more	1735	1735

• As a general rule, participants are expected to travel by low-emission vehicles for distances under **500 km**.

Green travel; Green travel involves using low-carbon public transportation. Buses, trains, and shared cars are all included in green travel. To receive green travel support, green transportation must be used for both the outward and return journeys, and more than half of the entire trip must be undertaken using green vehicles.

- If required, individual support grants are provided for travel time before and after the activity, up to a maximum of two days for travel days and up to a maximum of six days if green travel is used.
- It is assumed that the starting point of the trip is where the sending organization is located, and the place where the activity takes place is where the host organization is located.

IMPORTANT INFORMATION REGARDING INTERNSHIP LOCATION AND DURATION

Internship Duration:

- 1) An Erasmus+ Traineeship Mobility can last a minimum of two months; 60 consecutive days, and a maximum of 12 months. Furthermore, a maximum of 12 months of mobility can be undertaken at a single educational level under the Erasmus+ program. For example, if you previously participated in Erasmus for 10 months and 5 days at the undergraduate level, you can no longer apply for an Erasmus Traineeship.
- 2) Under the Erasmus+ program, a maximum of 60 days of your internship can be funded.
- 3) The Erasmus+ Internship Mobility must be completed by **July 31, 2027, at the latest**.

Internship Location and Scope

Any public or private sector organization located in one of the countries where internships can be carried out, and operating in the labor market or in the fields of education, training, youth, research and development, can be considered a suitable internship location. While not exhaustive, the following organizations can be considered examples of suitable internship locations:

- Small, medium, or large-scale enterprises belonging to the public or private sector
- **Local, regional or national public institutions**
- **Embassies and consulates** of the sending country abroad
- **Chambers of commerce, tradesmen and artisans' associations, stock exchanges, trade unions,** and all kinds of business organizations/associations
- **Research institutes**
- **Foundations**
- **Schools, institutes, and training centers**
(All types of educational institutions, from preschool to high school level, including vocational training and adult education)



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- **Non-profit organizations**, associations, and civil society organizations (CSOs)
- Organizations that offer **career planning, professional counseling, and information services.**
- **Higher education institutions**
 - Higher education institutions located in countries involved in the program must hold an **ECHE** (Electronic Charter for Higher Education).
 - Higher education institutions located outside program countries must be recognized by a competent authority in accordance with their national legislation and must have **signed a bilateral inter-institutional agreement** with the sending institution before the internship activity begins.
 - The following organizations are not eligible for Higher Education Traineeship Activities under Erasmus+:
 - [European Union Institutions](#) and EU agencies

National Agencies and similar organizations that implement EU programs

***When choosing your internship placement, you should definitely consult with our Erasmus+ Office and your department's Erasmus+ Program/Department Coordinator.**

Internship Finding Tips

When searching for internship placements, based on feedback from our students, we recommend trying the following methods:

- You can contact individuals and organizations related to your field; using your planned **country/city and department together**, you can search online for internship opportunities that will provide you with professional experience.
- Try to obtain acceptance letters by sending application emails containing **your CV and motivation statement** to the institutions you are considering applying to.
- If you receive multiple acceptances, you are expected to inform us of the institutions you will not be considering.
- **It is not recommended to use intermediary agencies**, as these agencies may charge fees.

Useful Internship Platforms

- <https://erasmusintern.org/>
- <https://www.praxisnetwork.eu/>
- <https://leo-net.solidintern.com/>
- <http://globalplacement.com/>
- <https://www.trainingexperience.org/>
- <https://www.eu4eu.org/default2.aspx>
- <https://www.goabroad.com/>

IMPORTANT WARNINGS

The number of students who can receive Erasmus+ grants will be limited by the budget allocated to our university by the National Agency. Our unit does not guarantee that any student will become a "Grant Student" beyond the Erasmus+ grant allocated to our university.

Regarding this application, Istanbul Aydın University students should take this into account when applying for Erasmus+ mobility. Students who win a grant will receive a monthly Erasmus grant based on their country of origin, and students who win a grant will not receive any additional



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funding from Istanbul Aydın University.

IMPORTANT NOTE: All documents and information requested by the system for applications must be uploaded completely to the Erasmus application portal (<https://turnaportal.ua.gov.tr/>). Applications with incomplete documents and information will not be considered valid. Applications must be submitted within the application dates specified in the announcement. The system will be closed to applications after the application period ends.

To prevent any potential system errors, after completing your application through the application system, you must take a screenshot of the "**Your application has been completed**" message, download the application form, and keep it safe.

Please complete the application form accurately and completely as requested. Incomplete, pending, or false applications will not be considered valid.

Wishing you good luck in this call for applications,

Istanbul Aydın University
ERASMUS+ OFFICE