**SOCIAL SCIENCES UNIVERSITY OF ANKARA**

**INTERNATIONAL OFFICE**

**CHECKLIST FOR ERASMUS + MOBILITY FOR TRAINEESHIP**

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| *\*If the selected student decides not to participate in the Erasmus+ traineeship program, the petition for waiver must be submitted to the International Office within the period specified in the announcement. If the petition for waiver is not delivered within the specified timeframe, applicants’ total evaluation score for Erasmus+ applications in the following periods will be reduced by 10 points.* |

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| **TO APPLY** |

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| * I got the required score from the Erasmus+ English Exam organized by the ASBU School of Foreign Languages (70 out of 100) (The International Office keeps official exam scores. There is no need to upload a language document to TURNAPortal by the candidates. This exam is run every year and can be used for both Erasmus+ Student Mobilities for Studies and Traineeships within the same academic year that the exam is run). |
| * I received an Acceptance/Invitation Letter from the host University or Institution (The host institution must be from one of the KA131 program countries. There is no prior agreement requirement between the universities for traineeship mobility. The student is responsible for contacting the institutions and obtaining an acceptance letter that meets the specified qualifications, which are detailed in the announcement.) |
| * The Departmental Erasmus Coordinator has approved my acceptance letter, and I have uploaded a signed copy of the application form to the TURNAPortal system. |
| * I checked that the internship period stated in the acceptance letter is a minimum of two months (60 days). |

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| **TO PREPARE THE MOBILITY** |

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| * I filled out the Erasmus Learning Agreement for Traineeships Form. Mandatory internships will be assessed as equivalent to a course load of 30 ECTS credits (The form, HE-Learning Agreement for Traineeships, is available on the ASBU Erasmus website.) |
| * I obtained my passport and/or extended its duration. |
| * I applied for a visa. |
| * I opened a Euro account for grant payments. |
| * I bought a Health Insurance Plan that covers my mobility period. |
| I submitted the following documents to the International Office for the grant agreement and 80% of the grant payment:   * + Letter of Acceptance (The document must be officially sealed and signed, specifying the dates for the traineeship program, the organization’s name, the signatory’s name and title, and clearly stating the scope and details of the traineeship activity)   + Copy of passport with visa approval   + Health Insurance Plan that covers my mobility period   + Petition for 80% of the grant (Available on ASBU Erasmus website)   + Document from the relevant Faculty/Institute on my leave within the specified date range (via EBYS)   + The final version of the Learning Agreement for Traineeship document signed by the trainee, the International Office, and the Erasmus representative in the host institution |

*Note: 80% of the total grant will be paid to the applicant’s account within ten days following the start of the mobility, upon completion of this step.*

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| **DURING MOBILITY** |

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| * I received a certificate of participation confirming that I completed my internship at the host institution during the dates specified in my acceptance letter. |

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| **AFTER MOBILITY** |

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| * I submitted a copy of the Certificate of Attendance to the Faculty for official purposes, including the recognition of my internship if I did a mandatory internship. |
| I delivered the following documents to the International Office within one month of my return to receive the remaining 20% of the grant:   * + Certificate of Attendance (It must include the start and end date of the internship mobility)   + Official document that shows my arrival and departure dates for the internship (Available on e-Government)   + Petition for 20% of the grant (Available on ASBU Erasmus website)   + The updated version of the Learning Agreement for Traineeships Form |
| * I completed the online EU Survey. |

*Note: 20% of the total grant will be paid to the applicant’s account within ten days after completing this step.*