**ERASMUS+ TRAINEESHIP MOBILITY OUTGOING STUDENT WORKFLOW CHART**

1. **Erasmus+ Learning Mobility Online Application**

Online application via **turnaportal.ua.gov.tr** with **E-Devlet** password

1. **Mobility Workflow Chart for Selected Students**

Workflow chart that should be followed by nominated candidates in the Erasmus+ Traineeship Mobility list ,which is published by Dokuz Eylül University International Academic Relations Coordinatorship, is as follows:

|  | **THINGS TO DO** | | **INFORMATION & DOCUMENTS** | **RESPONSIBLE PERSON/ORGANISATION** | |
| --- | --- | --- | --- | --- | --- |
| **T**  **H**  **I**  **N**  **G**  **S**  **T**  **O**  **D**  **O**    **B**  **E**  **F O**  **R**  **E**  **T**  **H**  **E**  **M**  **O**  **B**  **I**  **L**  **I**  **T**  **Y** |  | |  |  | |
| 1. Delivery of Letter of acceptance to Rectorate International Academic Relations Coordinatorship | | Letter of Acceptance  Erasmus Coordinator approval | Student, Erasmus Department Coordinator | |
| 1. b) Preparation of Learning Agreement for Traineeships with DEU Department Coordinator | | Learning  Agreement for  Traineeships | Student, DEU Department Coordinator | |
| c) Delivery of traineeship agreement to host organisation  (e-mail and/or post) | | Traineeship Agreement | Student, Host Organisation | |
| d) To obtain language certificate if necessary for host organisation (For those who took the exam held by the school of foreign languages) | | Language Certificate, requested from Rectorate International Academic Relations Coordinatorship via erasmus@deu.edu.tr | Student,Rectorate International Academic Relations Coordinatorship | |
| e) To obtain traineeship agreement from host organisation | | Signed Traineeship Agreement | Student, Host Organisation | |
| f) Obtaining a board resolution ( Student nomination). Research assistants are required to obtain a board resolution as both staff and student. In the statue of **“Recent graduate”** there is no requirement to obtain a board resolution for Erasmus Traineeship. | | Traineeship Agreement, Petition | Student, Relevant Academic Unit | |
| g) (For students that will obtain a new passport) Acquiring ‘’Passport Fee Exemption Certificate’’ from student affairs of related academic unit | | Petition | Student, Student Affairs of Relevant Academic Unit | |
| h) Obtaining a recent transcript from student affairs | | Petition | Student, Student Affairs of Relevant Academic Unit | |
| ı) Obtaining grant support letter from Rectorate International Academic Relations Coordinatorship | | The grant certificate is requested from the Coordinatorship via e-mail ([erasmus@deu.edu.tr](mailto:erasmus@deu.edu.tr))  ,Traineeship Acceptance Document must be attached to the e-mail. | Student, Rectorate International Academic Relations Coordinatorship | |
| j) Application for visa | | (Receiving information from Related Consulate or Embassy) Necessary documents needed for visa | Student | |
| k) Travel and health insurance providing coverage of at least 30.000 € in addition to outpatient and inpatient care | | Necessary documents for insurances, some insurance companies offer two insurances in one policy | Student | |
| l) Making personal accident and liability insurance | | Necessary documents for insurances | Student | |
| m) Opening a current Euro bank account | | Necessary documents to open bank account | Student | |
| **S**  **T**  **A**  **R**  **T**  **S** | n) Obtaining EOID number (if available) from host organisation via e-mail | Requested from host organisation via e-mail | | | Student, Host Organisation |
| o) After completing documents , appointment for Grant Agreement | An appointment is made by e-mail ([erasmus@deu.edu.tr](mailto:erasmus@deu.edu.tr)) from the Coordinatorship for Grant Agreement | | | Student , Rectorate International Academic Relations Coordinatorship |
| p) Having grant agreement signed by Rectorate International Academic Relations Coordinatorship and opening of file. | Traineeship acceptance certificate, Traineeship Agreement signed by all parties, Board of Directors’ Decision, Transcript, Visa, Current  Euro Account, Travel,  Health, Accident and Liability Insurances, EOID | | | Student, , Rectorate International Academic Relations Coordinatorship |
| r) ) OLS (Online Language Support) exam link is sent to the student and student submits the exam results to International Academic Relations Office. | OLS exam | | | Rectorate International Academic Relations Coordinatorship |
| s) Upon completing all documents, %70 of the total calculated grant is transferred to the Current Euro Account presented by the student |  | | | Rectorate International Academic Relations Coordinatorship |
|  | | | | | |
| **D**  **U**  **R**  **I**  **N**  **G**    **T**  **H**  **E**    **M**  **O**  **B**  **I**  **L**  **I**  **T**  **Y** | 1. Filling the ‘’During the Mobility’’ part in the Host Organisation’s Traineeship Agreement | “During the Mobility” part of Traineeship Agreement | | | Student, Host Organisation |
| b) Obtaining the document demonstrating the dates of stay and that the student has been successful | Participation Certificate  (**Traineeship Certificate**/Internship success certificate) | | | Student, Host Organisation |
| c) Host Organisation fills the ‘’After the Mobility’’ part in the Traineeship Agreement | Part of “**After the Mobility**” in traineeship agreement | | | Student, Host Organisation |
|  |  |  | | |  |
| **A**  **F**  **T**  **E**  **R**  **T**  **H**  **E**  **M**  **O**  **B**  **I**  **L**  **I**  **T**  **Y** | 1. Mandatory traineeship students submit a copy of Traineeship Agreement to relevant Student Affairs | Traineeship Agreement | | | Student |
| b) The mandatory internship being recorded on the transcript | Traineeship Agreement | | | Student Affairs of Related Academic Unit |
| c) Issuance of the Diploma Supplement for voluntary traineeships | Traineeship Agreement | | | Student Affairs of Related Academic Unit |
| d) Filling out the “Erasmus+ Mobility Assessment Survey” that will be sent to student’s e-mail address automatically by European Commission | Online EU Survey | | | Student |
| e) Making an appointment with the Coordinatorship Office to complete Erasmus+ mobility and closure of file. | Making an appointment by e-mail ([erasmus@deu.edu.tr](mailto:erasmus@deu.edu.tr)) from the Coordinatorship | | | Student |
| f) Visiting Rectorate International Academic Relations Coordinatorship with necessary documents on the appointment date and time | Participation Certification , Final version of the traineeship agreement, original passport and photocopy of the entry and exit pages | | | Student , Rectorate International Academic Relations Coordinatorship |
| g) If the student is successful in the mobility, remaining grant is paid | Participation Certificate | | | Rectorate International Academic Relations Coordinatorship |
| h) If the student is not successful in the mobility, the remaining grant will not be paid, a refund will be requested in case of overpayment | Participation Certificate, passport entrance and exit dates | | | Student, Rectorate International Academic Relations Coordinatorship |
| i) Arrangement of Traineeship Certificate by International Academic Relations Coordinatorship if the student is graduated. | Traineeship Agreement | | | Rectorate International Academic Relations Coordinatorship |