**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 AcceptanceErasmus 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) ,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) 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) 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  |