

# Erasmus Internship Exchange Process

This document summarizes the Erasmus Internship Exchange process at the Department of Electrical and Electronics Engineering, Abdullah Gül University.



Fig. 1. Erasmus internship exchange process flow

## 1. Erasmus application (AGU internal)

Once a year (typically during the early part of a spring semester), a university-wide call is made for the Erasmus exchange application. Students are asked to indicate their intentions between the study mobility and the internship mobility. Students are required to take an Erasmus English exam on a day scheduled by the university.

## 2. Eligibility determination

After the Erasmus English exam results are announced, Erasmus scores for the students are prepared by the Erasmus office. Eligibility for Erasmus exchange participation is determined by the University Erasmus Committee. Students' ranks for each department are also made available to be used during the candidate selection process (step 3). The Committee also determines the distribution of the mobility quotas for each department.

## 3. Candidate selection

A department-wide call is made to the eligible students. By the deadline indicated in the call, students submit acceptance letters to the departmental Erasmus coordinator, which are received from the companies or other organizations. Submitted letters are examined by the departmental Erasmus committee in regards to the appropriateness of the proposed internships.

3.1. If the number of students with the acceptance letters by the call deadline are equal to the available quotas, all of the students are granted the exchange opportunities.

3.2. If the number of students with the acceptance letters by the call deadline are greater than the available quotas, opportunities are granted, starting from the highest ranked students according to the Erasmus score, and the students who are not granted opportunities are put into a waiting list.

3.3. If the number of students with the acceptance letters by the call deadline are less than the available quotas, all of the students are granted the exchange opportunities, and another call is made with a new deadline.

## 4. Learning agreement

Students who are granted the exchange opportunities should prepare learning agreements to be signed by students themselves, the departmental Erasmus coordinator, and the responsible person from the company.