



# Erasmus+ Oryantasyon Programı

## Orientation Programme

### Staj Hareketliliği / Traineeship mobility

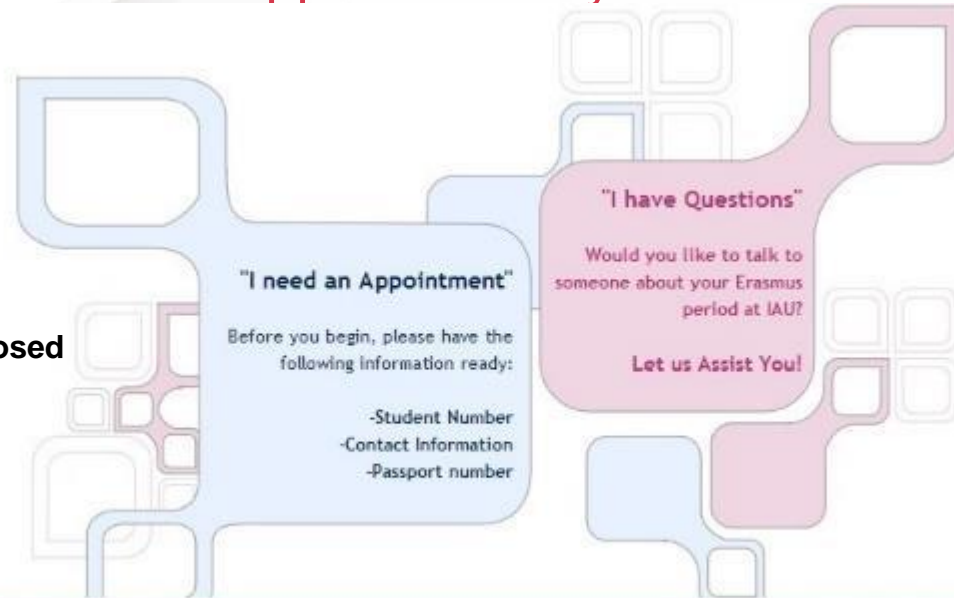


## İçerik/Agenda

- Erasmus+ Programı Nasıl İşler?
- Hareketlilik Öncesi Gerekli Evraklar
- Ödeme Süreci
- Hareketlilik Süresince
- Hareketlilik Sonrası
- Özellikle Dikkat Edilmesi Gereken Hususlar
- How Does the Erasmus + Program Work?
- Documents Required Before Mobility
- Payment Process
- During Mobility
- After Mobility
- Matters Needing Particular Attention

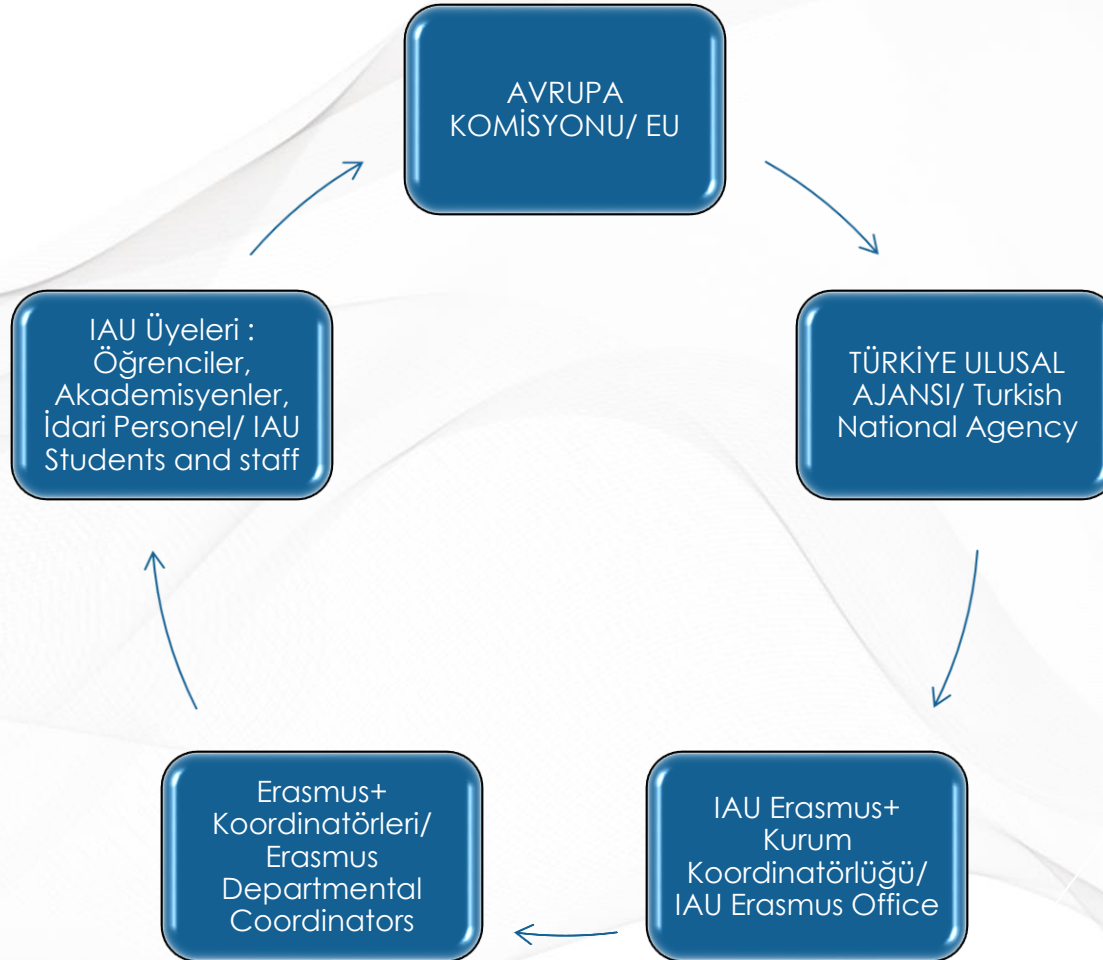
## İstanbul Aydın Üniversitesi Online Randevu Sistemi/ The online appointment system

**COVID 19 nedeniyle  
randevu kapalıdır/closed  
due to pandemic**



**Tüm sorularınızı için  
kullanabilirsiniz/open  
For all your questions**

## Erasmus+ Programı Nasıl İşler?/How Does the Erasmus + Program Work?





## Erasmus+ Staj Hareketliliği/ Erasmus+ Traineeship mobility

Staj Hareketliliği (2-12 ay) / The duration of Traineeship mobility is between 2-12 months/academic study cycle

Örnek Lisans kademesi için : 9 AY ÖĞRENİM ve 3 AY STAJ = 12 AY

Example for Bachelor's degree: (9 months study and 3 months traineeship= 12 months)

**Hibeli en fazla 2 ay !/ You can be granted for just 2 months!**

“Staj Hareketliliği”, bir yararlanıcının programa katılan başka bir ülkedeki bir işletme veya organizasyon bünyesindeki mesleki eğitim alma ve/veya çalışma deneyimi kazanma sürecidir. **Yani, öğrencinin öğrencisi olduğu mesleki eğitim alanında uygulamalı iş deneyimi elde etmesidir.**

“The Erasmus Traineeship Mobility” is the process of a beneficiary gaining vocational training and / or working experience within a business or organization in another country participating in the program. **In other words, the student must undertake an Erasmus traineeship to gain practical work experience in his vocational education field.**

Staj faaliyeti belirli bir öğretim programı kapsamında yapılan akademik çalışmalara ilişkin araştırma ödevleri, analiz çalışmaları gibi çalışmalar yapmak üzere kullanılmaz.

Internship activity cannot be used to carry out studies such as research assignments and analysis studies related to academic studies conducted within the scope of a specific curriculum.



## Erasmus+ Staj Hareketliliği/ Erasmus+ Traineeship mobility

Staj faaliyetinin öğrencinin diploma programı için zorunlu olması **beklenmez**. Ancak staj yapılacak ekonomik sektör, öğrencinin mevcut mesleki eğitim programı ile ilgili bir sektör olmalıdır.

The traineeship activity is not expected to be compulsory for the student's diploma program. However, **the economic sector for the internship should be a sector** related to the student's current education program.

Öğrenci, bilimsel/akademik çalışmalarını tamamlamak veya desteklemek üzere (laboratuvar çalışmaları, bilimsel araştırma, proje) **kullanamaz**.

The student **cannot use it** to complete or support scientific / academic studies (laboratory studies, scientific research, projects).

Staj'da öğrenci iken başvurmak koşuluyla mezun olduktan sonraki bir yıl içinde yararlanılabilir. Students who apply as full time students in their final year of study at IAU, can benefit from an Erasmus traineeship mobility within one year after graduation.



# STAJ HAREKETLİLİĞİ İÇİN GEREKLİ EVRAKLARI/ THINGS TO DO FOR THE ERASMUS+ INTERNSHIP MOBILITY

## HAREKETLİLİK ÖNCESİ/BEFORE THE MOBILITY

- 1- Learning Agreement – Approval form
- 2- Acceptance Letter/Kabul mektubu
- 3- Visa Letter/Vize yazısı
- 4-Financial Contract/Hibe sözleşmesi
- 5- OLS Exam/OLS sınavı

## HAREKETLİLİK ESNASINDA /DURING THE MOBILITY

- 1 –Duration(Confirmation of arrival section)/Varış sertifikası
- 2- Student Information Form,/Öğrenci Bilgi formu
3. Learning Changes (If necessary)/Gerekirse During the mobility formu
- 4- OLS Course\*/OLS kuru-isteğe bağlı

## HAREKETLİLİK SONRASI /AFTER THE MOBILITY

- 1- Duration Sheet (Confirmation of departure section),/Katılım sertifikası
- 2- After Mobility, Evaluation report
- 4- Passport/Pasaport
- 5- EU Survey/AB Anketi
- 6- OLS Exam/OLS sınavı

**ÖNEMLİ! Covid önlemleri sebebiyle imza işlemleri e-posta aracılığı ile yürütülecektir. Bu nedenle belgelerin okunaklı ve pdf formatında gönderilmesi gerekmektedir. Telefon uygulamaları ile fotoğraf niteliğinde olan belgeler kabul edilmeyecektir. IMPORTANT! BECAUSE OF THE PANDEMIC DOCUMENTS WILL BE SIGNED ONLINE VIA EMAIL. FOR THIS REASON PLEASE MAKE SURE TO SEND DOCUMENTS SCANNED IN HD DEFINITION. IMPROPER SCANS WILL NOT BE ACCEPTED**



# HAREKETLİLİK ÖNCESİ/ BEFORE THE MOBILITY

- ▶ 1- Acceptance Letter/Kabul mektubu
- ▶ 2-Learning Agreement – Approval form
- ▶ 3- Visa Letter/Vize yazısı
- ▶ 4-Financial Contract/Hibe sözleşmesi
- ▶ 5- OLS Exam/OLS sınavı



# Kabul Mektubunun temin edilmesi/ Receiving the Acceptance Letter

**Kurumun antetli  
kağıtta  
hazırlanması/  
Must be  
prepared on the  
official paper of  
the company**

**İmzalı ve mühürlü  
olmalıdır/Must be  
signed and  
stamped**



**Minimum 2 ay  
(60 gün) / For  
min. 60 days (2  
months)**



ÖNCE  
BEFORE

# Staj Anlaşmasının hazırlanması. Preparing the Learning Agreement for Erasmus+ Traineeships

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



## Higher Education Learning Agreement for Traineeships

Student's name  
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	ISTANBUL AYDIN UNIVERSITY		TR ISTANBU25	Besvöl Mah. İnönü Cad. No:40. 34295 Sarıköy / Küçükçekirce İstanbul	TURKEY	Mariana Astefanoaie, Erasmus+ Vice Coordinator mariana@aydin.edu.tr erasmus@aydin.edu.tr 00902124441428-14908	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person's name; position; e-mail; phone	Mentor's name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Traineeship title: Erasmus+ Trainee	Number of working hours per week: 40 h
<b>Detailed programme of the traineeship:</b> Support and promote the international cooperation activities of the Erasmus+ Office; contribute to the implementation of activities for Erasmus+ student and staff mobility programme; register, distribute mail; classify documents and keep archive; centralise and process information coming from departments; contribute to elaborate official correspondence in English with university partners; participate at the organization of orientation programmes for international students, international language courses for incoming students and protocol events in the University.	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> Key competences- language skills (English), communication, computer skills (Microsoft Office), critical and analytical thinking, planning and organizing, problem solving and decision making, teamwork, interpersonal skills, intercultural perception, handling stress, adaptability/flexibility	
<b>Monitoring and Evaluation plan:</b> Parties involved shall monitor and evaluate the progress of the traineeship, check that the established training objectives are satisfactorily achieved and take appropriate action if required (eg. Suggesting an alteration of the programme) by means of: A) Monitoring to be carried out and guidance to be given to ..... <b>Responsible:</b> ..... <b>Coordinator</b> <b>Deadline:</b> on an ongoing basis <b>Form:</b> face-to-face discussion B) To access and validate the acquisition of the training objectives/acquired skills, following steps will be taken at the end of the traineeship, with respect to clearly defined criteria foreseen for .....: - Traineeship Certificate to be submitted to ..... - <b>Responsible:</b> Erasmus+ Office - <b>Deadline:</b> end of the traineeship - <b>Form:</b> as defined in the section to be completed after mobility - <b>Note:</b> the trainees will submit a copy to the home university <b>Final report:</b> <b>Responsible:</b> ..... <b>Deadline:</b> as mentioned by the responsible persons at the home university <b>Form:</b> on-line questionnaire to be filled (access data shall be sent to the trainee's email address) C) Final assessment of the report + Traineeship Certificate and recognition of the traineeship <b>Responsible:</b> Home university D) <b>Form:</b> as defined under "Sending Institution" Field below	
The level of language competence <sup>8</sup> in ..... [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes:<sup>9</sup>

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



## Higher Education Learning Agreement for Traineeships

Student's name  
Academic Year 20.../20...

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>11</sup> at the Sending Institution			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation			Erasmus+ Institutional Coordinator		
Supervisor <sup>12</sup> at the Receiving Organisation					



ÖNCE  
BEFORE

# Staj Anlaşmasının hazırlanması.

## Preparing the Learning Agreement for Erasmus+ Traineeships

ID and Education Info

IAU Info

Host Institution Info

Weekly Schedule

Monitoring and evaluation plan

GINA-II-C-Annex IV-I-Erasmus+ HE-2015



### Higher Education Learning Agreement for Traineeships

Student's name  
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone

Student's Name & Surname

### Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Traineeship title: Erasmus+ Trainee	Number of working hours per week: 40 h
<p><b>Detailed programme of the traineeship:</b> Support and promote the international cooperation activities of the Erasmus+ Office; contribute to the implementation of activities for Erasmus+ student and staff mobility programme; register, distribute mail; classify documents and keep archive; centralise and process information coming from departments; contribute to elaborate official correspondence in English with university partners; participate at the organization of orientation programmes for international students, international language courses for incoming students and protocol events in the University.</p> <p><b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> Key competences- language skills (English), communication, computer skills (Microsoft Office), critical and analytical thinking, planning and organizing, problem solving and decision making, teamwork, interpersonal skills, intercultural perception, handling stress, adaptability/flexibility</p> <p><b>Monitoring and Evaluation plan:</b> Parties involved shall monitor and evaluate the progress of the traineeship, check that the established training objectives are satisfactorily achieved and take appropriate action if required (eg. Suggesting an alteration of the programme) by means of:</p> <p>A) Monitoring to be carried out and guidance to be given to .....</p> <p>Responsible: ..... Coordinator Deadline: on an ongoing basis Form: face-to-face discussion</p> <p>B) To access and validate the acquisition of the training objectives/acquired skills, following steps will be taken at the end of the traineeship, with respect to clearly defined criteria foreseen for .....</p> <ul style="list-style-type: none"> <li>- Traineeship Certificate to be submitted to .....</li> <li>- Responsible: Erasmus+ Office</li> <li>- Deadline: end of the traineeship</li> <li>- Form: as defined in the section to be completed after mobility</li> <li>- Note: the trainees will submit a copy to the home university</li> </ul> <p>Final report: Responsible: .....</p> <p>Deadline: as mentioned by the responsible persons at the home university Form: on-line questionnaire to be filled (access data shall be sent to the trainee's email address)</p> <p>C) Final assessment of the report + Traineeship Certificate and recognition of the traineeship Responsible: Home university</p> <p>D) Form: as defined under "Sending Institution" Field below</p>	

Planned mobility period (as in the Acceptance Letter)

The level of language competence<sup>8</sup> in ..... [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1  A2  B1  B2  C1  C2  Native speaker

Language proficiency (as per the Erasmus+ Exam Results)

Table B - Sending Institution  
Please use only one of the following three boxes:<sup>9</sup>



ÖNCE  
BEFORE

## Staj Anlaşmasının hazırlanması.

# Preparing the Learning Agreement for Erasmus+ Traineeships

GINA-II-C-Annex IV-I-Erasmus+ HE-2015



### Higher Education Learning Agreement for Traineeships

Student's name  
Academic Year 20.../20...

YUM Course=Erasmus internship

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

No ECTS credits awarded-  
voluntary internship

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

For students who graduate

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Insurance Info

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

To be completed with the  
host institution

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

IAU and Partner Institution  
Signature Section

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>11</sup> at the Sending Institution			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation			Erasmus+ Institutional Coordinator		
Supervisor <sup>12</sup> at the Receiving Organisation					

# LEARNING AGREEMENT CODES

Study cycle <sup>2</sup>	Subject area, Code <sup>3</sup>

Study Level

Study Code

You can find the codes at the page of the learning agreement.

Study Code

You can find the link at the last page of the learning agreement.

Aşağıdaki linke girerek sağdaki kod bulunmalı

[http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

## ISCED-F 2013 Search Tool

Help

Find a code:

busi

0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)

0419: Business and administration, not elsewhere classified (04.9 - 349)

0488: Business, administration and law, interdisciplinary programmes

Clear selected codes



ÖNCE  
BEFORE

# Tanınırlık Formunun hazırlanması/ Preparing the Approval Form

## APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 20  
English Turkish translation

FACULTY/SCHOOL/INSTITUTE: ABMYO

DEPARTMENT: Applied

Student's Name: Sending Institution : Istanbul Aydın University Country: Turkey

Receiving Institution: BRITISH INTERNATIONAL SCHOOL Country:UK

RECEIVING INSTITUTION			ISTANBUL AYDIN UNIVERSITY			
During the student's study at Receiving Institution: in the current academic year, the student will attend the following courses/training:			Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:			
Course Unit Code	Title of the Course Unit	ECTS Credits	Course Unit Code	Title of the Course Unit	ECTS Credits	Local Credits
	INTERNSHIP	8	YUYG201	WORK PLACEMENT-I	4	0
			YUYG202	WORK PLACEMENT-II	4	0
TOTAL (ECTS CREDITS)		8	TOTAL ( ECTS CREDITS)		8	0

Student's Signature: \_\_\_\_\_ Date: 18.06.2013

We confirm that this proposed programme of study/training is approved.

Signature of Faculty/Departmental Coordinator: \_\_\_\_\_ Date: 18.6.13

Signature of the Institutional Coordinator: \_\_\_\_\_ Date: 18.06.2013



ÖNCE  
BEFORE

## Vize Yazısının Erasmus+ Ofisinden Temin Edilmesi/ Receiving Visa Letter from IAU Erasmus+ Office

- Erasmus+ Kurum Koordinatörlüğü tarafından düzenlenir. Bu yazıyı alabilmek için içeriğinde yurtdışında eğitim alacağınız tarih aralığını (ya da akademik takvimi) içeren, karşı kurumca hazırlanmış Kabul Mektubunuzu/Davet Mektubunuzu ve vize randevunuzu [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr) adresine ileterek talebinizi bildirmeniz gerekir.
- Belgenin hazır olması için gerekli süre normal koşullarda **maksimum 5 iş günüdür**, bu süreyi göz önünde bulundurarak başvurmanız ve e-mail kutunuzu bilgilendirmeyi takip etmek üzere kontrol etmeniz gerekir.
- You will get it from our office.
- In order to receive this letter, you must notify us by sending your Acceptance Letter / Invitation Letter, approved LA and your visa appointment to [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr).
- The time required for the document to be ready is normally a **maximum of 5 working days..**

TÜRKİYE CUMHURİYETİ  
İSTANBUL AYDIN ÜNİVERSİTESİ

THE REPUBLIC OF TURKEY  
İSTANBUL AYDIN UNIVERSITY

RECTORATE

Num: B.30.2.AYD.0.00.00.00-500/955

Subject: For Visa Application

18/02/2014  
İstanbul

TO GENERAL CONSULATE OF ENGLAND IN ISTANBUL.

This is to certify that \_\_\_\_\_ who was born on \_\_\_\_\_ is a student of Istanbul Aydın University, at the Translation and Interpreting (Turkish-English).

Mr. \_\_\_\_\_ will attend the Erasmus Placement Mobility between 15/06/2014 and 12/09/2014 at British International School, UK as Erasmus intern under the framework of the European Commission's LLP/Erasmus Program.

\_\_\_\_\_ will not pay any tuition fees to the host institution and will receive 1806 (ONE THOUSAND EIGHT HUNDRED SIX) Euro total grant to cover his fundamental living expenses. This EU Grant will be paid to the student by the Center for European Union Education and Youth Programs (Turkish National Agency) via Istanbul Aydın University.

We would appreciate if you would provide the necessary assistance to \_\_\_\_\_ on his visa process.

With our thanks and kindest regards,

Prof. Dr. Yedigörmüş İZMİRLİ  
Rector

E.K.  
P.E.  
Z.A.  
F.B.  
L.H.S.

**Vize işlemlerinin  
tamamından öğrenciler  
sorumludur.  
Students are  
responsible for the visa  
process.**



# VİZE SÜREÇLERİ VISA PROCEDURES

**Vize işlemleri için çok geç kalmamanızda yarar vardır.  
DON'T BE LATE IN APPLYING FOR THE VISA**

**Vize için gereken belgeleri gideceğiniz ülkenin konsoloslğunun web sitesinden öğrenebilirsiniz. Konsolosluk'ların bağlayıcı kuralları olması sebebiyle, bu konuda ofisimizin hiçbir müdahalesi yoktur.**

**Only the Embassy/Consulate of the host country can assist you with accurate information on the visa Application requirements and documents.**

**The Erasmus+ Office cannot interfere with any of the visa Application steps and procedures.**



# ERASMUS STAJ ÖDEMESİ İÇİN YAPILMASI GEREKENLER – THINGS TO DO FOR YOUR ERASMUS+ TRAINEESHIP PAYMENT

## OBTAIN YOUR INSURANCES!!!

1. ERASMUS+ TRAINEESHIP COMPREHENSİVE HEALTH INSURANCE
2. ACCIDENT INSURANCE
3. LIABILITY INSURANCE *(covering damages caused by the trainee at the workplace)*

**SİGORTALARINIZI ALIN !!!**  
**ERASMUS + STAJINIZ KAPSAMLI SAĞLIK SİGORTASI, KAZA SİGORTASI, SORUMLULUK SİGORTASI (stajyerin işyerinde neden olduğu zararları kapsayan)**





## Özellikle Dikkat Edilmesi Gereken Hususlar

### HİBELİ/ HİBESİZ ÖĞRENCİLER

Hibeli öğrenci listesinden bir adayın Erasmus+ hakkında veya gönüllü olarak hibe hakkında vazgeçmesi halinde, o öğrenciye ayrılmış olan hibe, başarı puanına göre hibesiz öğrenci listesindeki ilk adaya sunulur.

Hibesiz öğrenci listesindeki adaylar, isterlerse hibesiz olarak Erasmus+ faaliyetini gerçekleştirebilir ya da Erasmus+ Kurum Koordinatörlüğümüze dilekçe ile bilgilendirerek Erasmus haklarından vazgeçebilirler.

Feragat dilekçesi linki:

<https://www.aydin.edu.tr/en-us/international/erasmus/outgoing-students/Pages/DOCUMENTS-FOR-OUTGOING.aspx>

Hibesiz Erasmus+ öğrencileri, feragatlar neticesinde hibe almaya hak kazanabilirler. Böyle bir durumun oluşması halinde, Erasmus+ Kurum Koordinatörlüğümüz tarafından e-posta yoluyla bilgilendirilirler.

**Hibesiz dahi olsa, aynı öğrenim kademesinde öğrencinin Erasmus programına katılımı 12 ayı aşamaz.**

**Hibesiz Erasmus+ öğrencileri, hibeli Erasmus+ öğrencileri gibi aynı süreçlere ve kurallara tabi olup, kontenjanlar dahilinde hareketlilik gerçekleştirirler.**

İsteyen öğrenciler Erasmus Hibesinden feragat edebilirler.



## **MATTERS NEEDING PARTICULAR ATTENTION GRANTED/ NON GRANTED STUDENTS**

If a candidate from the list of students with a grant gives up his / her Erasmus + right, the grant allocated to that student is presented to the first candidate in the list of non-grant students according to his / her success score.

Candidates in the list of non-grant students can carry out Erasmus + activities without a grant, or they can give up their Erasmus + rights by informing our Erasmus + Office with a petition.

Withdrawal petition link:

<https://www.aydin.edu.tr/en-us/international/erasmus/outgoing-students/Pages/DOCUMENTS-FOR-OUTGOING.aspx>

Erasmus + students without grant may be eligible to receive a grant as a result of waivers. If such a situation occurs, they are informed by e-mail by our Erasmus + Office.

Even without a grant, the student's participation in the Erasmus program at the same level of education cannot exceed 12 months.

Erasmus + students without grant are subject to the same processes and rules as Erasmus + students with grant, and they make mobility within the quotas imposed by partner institutions and IAU.

Students who wish can waive the Erasmus Grant.



## VADESİZ EURO HESABI- SADECE HİBELİ ÖĞRENCİLER İÇİN/ EURO BANK ACCOUNT- JUST FOR GRANTED STUDENTS

Hibenz Yapı Kredi Bankası hesabımızdan tarafınıza aktarılacaktır. Hibenin, komisyon vb. nedenlerle kesintiye uğramadan aktarılabilmesi için Yapı Kredi Bankası'ndan Vadesiz Euro Hesabı açılması tavsiye edilmektedir. Ancak farklı bazı bankalar da kesinti olmadan para transferi olanağı sağlamaktadır

Hesap açtığınız bankanın, gideceğiniz ülkede/şehirde şubesi ya da ortak çalıştığı yaygın başka bir banka olup olmadığını araştırın ve para transfer işlem ücreti ve sürelerini öğrenin.

Banka hesabı mutlaka kendi adınıza ve Türkiye'deki bir bankada açılmış olmalıdır. Ortak hesap açtırmanızı da tavsiye ederiz. Bu durumda, hesap cüzdanınızda birinci sırada kendi ad-soyadınızın, ikinci sırada hesaba erişebilmesini istediğiniz yakınınızın/aile üyenizin ad-soyadı yazılı olmalıdır.

Gittiğiniz ülkede hesabınızda bulunan Euro cinsinden tutarı çekmek istediğinizde, hangi bankada açılmış hesabın size kolay ve masrafsız erişim sağlayacağı ayrıntısı önem taşır. Bu durum ülkeden ülkeye değişiklik gösterebilir ve bu konuda gerekli araştırmayı öğrencilerimizin yapması beklenmektedir

Your grant will be transferred to you from our **Yapı Kredi Bank account**.

International students who might not be able to open the EURO bank account in Yapı Kredi can provide us with a different EURO bank account which they have opened at different Turkish banks.

Find out if the bank you have opened an account has a branch in the country / city you are going to, or another common bank that it cooperates with and find out the money transfer transaction fees and times.

The Bank account must be opened in a bank in your own name and from Turkey.

We also recommend that you open a joint account. In this case, your passbook should have your own name and surname in the first place and the name and surname of your relative / family member you want to have access to the account in the second place.

When you want to withdraw the amount in Euro from your account in the country you are visiting, it is important to know from which bank you have the less or no withdrawal commission. This situation may vary from country to country and our students are expected to do the necessary research on this subject.



# Ödeme Süreci İçin Yapılması Gerekenler (Erasmus+ Öğrenim / Staj Hareketliliği)/ Things To Do For Payment Process (Erasmus+ Study /Internship) Mobility

**YAPI KREDİ BANKASI'NDAN  
EURO HESABI AÇTIRMALISINIZ.**

**YOU NEED TO OBTAIN AN EURO  
ACCOUNT FROM YAPI KREDİ BANK**

DAHA SONRA ERASMUS+ OFISI  
ULAŞARAK HİBE SÖZLEŞMESİ  
YAPMALISINIZ

THEN YOU HAVE TO REACH  
ERASMUS+ OFFICE IN ORDER TO  
SIGN THE GRANT AGREEMENT

# Ödeme Süreci Payment Process

**GİTMEDEN ÖNCE ÖDEMENİZİN %80'LİK KISMI DÖNÜŞTE İSE KALAN %20'LİK ÖDEMENİZ HESABINIZA YATAR.**

**BEFORE YOU LEAVE YOU GET 80% OF YOUR PAYMENT AND AFTER YOUR RETURN YOU GET THE 20% PAYMENT.**

**DÖNDÜKTEN SONRA:  
%20 LİK ÖDEMENİN YATMASI İÇİN;  
• EN AZ 60 GÜN STAJINIZ TAMAMLAMANIZ GEREKMEKTEDİR,  
%20 ÖDEMENİZİ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ DIKKATE ALANACAKTIR.**

**AFTER YOUR RETURN,  
IN ORDER TO GET THE REMAINING 20%;  
• YOU NEED TO COMPLETE SUCCESSFULLY AT LEAST THE MIN. OF 60 DAYS OF INTERNSHIP.  
THE REMAINING 20% OF THE GRANT WILL BE CALCULATED ACCORDING TO THE DATES ON YOUR CONFIRMATION OF MOBILITY CERTIFICATE**



## ERASMUS+ Staj Hareketliliği İçin Hibe Miktarları Monthly Grants For Erasmus+ Internship

Program Countries with living cost	Program Countries	Erasmus+ Internship Grant per month (€)
1st & 2nd Group Countries	United Kingdom*, Denmark, Finland, Ireland, Sweden, Iceland, <u>Liechtenstein</u> , Luxemburg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	600
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia	400



## ERASMUS+ Staj Hareketliliği İçin Hibe Miktarları

Erasmus hibeleri Ulusal Ajans tarafından üniversite aracılığıyla karşılıksız olarak verilir.

**Hibeler yurtdışındaki masrafların tamamını karşılamaya yönelik değildir. Sadece maddi bir destektir**

Alacağınız hibe dışında size harcamalarınız için (uçak bileti, kalacak yer vb.) ödeme yapılmaz.

- ▶ Hibenin ilk etapta %80'i ödenir. Ödemeler gidiş dosyanızın tamamlanması ve Erasmus Sözleşmenizin imzalanmasını takiben en geç **30 iş günü** içinde gerçekleştirilir. Erasmus gidiş belgelerinizi tamamlayıp, Koordinatörlüğümüze iletip, Erasmus sözleşmenizi ne kadar erken imzalarsanız, ödemenizi de o kadar erken alabilirsiniz.
- ▶ Kalan %20'luk hibe, değişim tamamlandıktan sonra dönüş belgelerinin eksiksiz olarak Ofis'e teslim edilmesinden, gerçekleşen staj süreniz, Katılım Sertifika tarihleri gözetilerek yapılacak yeni hesaplama sonrası ödenir.

**Devamsızlık sonucu başarısızlık ve buna bağlı olarak karşı kurumdan dönüşte After mobility belgesi edinmemeniz durumunda, tarafınıza ödenmiş olan hibe tutarının tamamını iade etmeniz talep edilebilir.**





## ERASMUS+ Monthly Grants For Erasmus+ Internship

Erasmus grants are given free of charge by the National Agency through the university.

**Grants are not intended to cover all costs abroad. It is just a financial support**

Other than the grant you receive, you will not be paid for your expenses (flight tickets, accommodation, etc.).

80% of the grant is paid in the first place. Payments are made within 30 working days after the completion of file and signing of your Erasmus Agreement. The sooner you complete your Erasmus documents, submit it to our Coordinator and sign your Erasmus agreement, the sooner you can receive your payment.

The remaining 20% of the grant is paid after the return documents are delivered to the Office in full after the exchange is completed. The final Erasmus grant calculation is made taking into account your Participation Certificate dates.

**In the event that you fail to attend your traineeship and as a result of absenteeism you cannot obtain the After the mobility document on your return from the other institution, you may be asked to return the entire amount of the grant paid to you.**

## Özel Durumlar/ Extreme Cases

**Herhangi bir özel duruma istinaden geri dönmek isteyen öğrencinin durumunu belgeleyerek ibraz etmesi gerekir.**

Belgesi kabul edilen öğrenci için de ancak kaldığı gün kadar ödeme yapılır. Fazla ödeme yapıldıysa bu öğrenciden geri istenir.

**In case of unforeseen circumstances, if the student could not complete the mobility, evidence documents will have to be submitted.**

Even if the evidence is accepted, the students will be paid for only the number of days spent in the mobility country. If money for the whole mobility has already been paid, you will be asked to return the rest of the grant.



**ÖNCE  
BEFORE**

## **BİRİNCİ ÖDEME İÇİN GEREKLİ OLAN BELGELER – DOCUMENTS FOR YOUR FIRST PAYMENT**

<b>KABUL MEKTUBU FOTOKOPİSİ</b>	<b>COPY OF ACCEPTANCE LETTER</b>
PASAPORT VE VİZE FOTOKOPİSİ	COPY OF YOUR PASSPORT AND VISA
LEARNING AGREEMENT FOR TRAINEESHIPS	LEARNING AGREEMENT FOR TRAINEESHIPS
HİBE SÖZLEŞMESİ	CONTRACT
ERASMUS+ STAJ HAREKETLİLİĞİ İÇİN SİGORTALARI	INSURANCES FOR ERASMUS+ TRAINEESHIP MOBILITY



## Yurtdışına Çıkmadan Önce.../ Before you go abroad...

- ✓ Kalacağınız yeri mutlaka ayarlayın. (Gerekirse karşı üniversitenin Erasmus+ ofisinden yardım alabilirsiniz)/ Arrange accommodation and ask for help in finding it from the host University Erasmus+ Office (ESN Section)
- ✓ Erasmus+ hibesi hariç mutlaka yanınızda para bulundurun/ Take enough money with you- other than the Erasmus+ grant
- ✓ Üniversite/şirket, ülke ve şehir hakkında detaylı araştırma yapın. (özellikle acil durumunda aramanız gereken numaralar ve toplu taşıma olanakları)/ Make an Extensive research on the city and host institution (transportation; official authorities and emergency numbers)
- ✓ Karşı kurumun düzenleyeceği oryantasyon programına mutlaka katılın!(varsa)/ Plan to attend the Orientation Programme of the host institution!(if any)
- ✓ Pasaport ve vizenizin bir kopyasını e-mailinizde tutun/ Make sure you have a scan of your passport and visa in your e-mail
- ✓ İstanbul Aydın Üniversitesi ve ülkemizin bir temsilcisi olduğunuzu aklınızdan çıkarmadan hareket edin!/ Don't forget you are an ambassador of Istanbul Aydın University and Turkey



## Özellikle Dikkat Edilmesi Gereken Hususlar

### VİZE

Gideceğiniz ülke için vize başvurusunu son ana bırakmayınız. Vize işlemleriniz sonuçlanması için gerekli süreyi ve istenen belgeleri en güncel haliyle öğreniniz.

Yeşil Pasaportu olan öğrencilerin de vize alması gerekmektedir.

Vize işlemleri prosedürleri yıllar içinde ülkelere, dış temsilciliklere ve konsolosluk çalışanlarına göre değişiklik gösterebilmektedir.

Vize başvurusu için gerekli belgeleri ve işlemleri hakkında en doğru ve güncel bilgiyi güvenilir birinci kaynaklardan öğrenmek öğrencilerimizin sorumluluğundadır.

### Vize başvuru sonucu

Öğrencilerimizin, ilgili konsolosluk tarafından vizelerinin planlanan yurtdışına **çıkış tarihlerinden birkaç gün önce verilebileceği yönünde bilgilendirilmeleri durumunda**, vizelerinin henüz eksik olması nedeniyle, Koordinatörlüğümüzden gidiş işlemleri için vizelerinin alır almaz e-posta yoluyla ulaşmasını gerekmektedir. ([erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr) )

Ofisimiz olarak yoğun bir iş programı ile çalışmaktayız. Bu nedenle, **vize başvurunuzun sonuçlanmasının gecikmesi durumunda**, vizeniz geç aldığınız durumda **yine e-posta yoluyla** Erasmus+ sözleşmeniz hazırlanabilir ve tarafınızca imzalanabilir.



## **MATTERS NEEDING PARTICULAR ATTENTION VISA**

**Do not leave the visa application for the country you are going to the last minute. Find out the time required for the finalization of your visa procedures and the most up-to-date documents required.**

**Students with a Green Passport must also obtain a visa.**

**Visa processing procedures may vary over the years according to countries, foreign missions and consular staff.**

**It is our students' responsibility to learn the most accurate and up-to-date information about the documents and procedures required for visa application from reliable primary sources.**

**Visa application result:**

**If our students are informed by the relevant consulate that their visas can be issued a few days before the planned departure date, they must reach our Coordinatorship via e-mail as soon as they receive their visas and share them with us.  
([erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr))**

**As our office, we work with a busy schedule. For this reason, if the finalization of your visa application is delayed, in case you receive your visa late, your Erasmus + contract can be prepared by e-mail and signed by you .**



# **OLS (ONLINE LINGUISTIC SUPPORT)**

**Mailinize gelen sınava yaptıktan sonra sonuç belgesini ofise sunmanız gerekmektedir.**

**Students will be expected to take the Online Language Exam before leaving Turkey. (When they complete the mobility, they will take it again.)**

**OLS sınavı zorunludur, ancak sonucu hareketliliğinizi etkilemeyecektir.  
The OLS is compulsory however the result will not affect your Mobility.**



**Erasmus+**

Online Linguistic Support



## Hareketlilik Süresince/ During the mobility

1-DURATION SHEET

2-STUDENT INFORMATION FORM

3-CHANGES OF THE LEARNING AGREEMENT (GEREKİRSE/if necessary)



4- OLS KURSU (GEREKİRSE/if necessary)





## Variş Setifikası/ Confirmation of Arrival

Bu form, öğrenci karşı kuruma vardığı gün doldurulup IAU Erasmus+ ofisine gönderilmelidir. This form should be filled out by the host institution and e-mailed to IAU

 **ISTANBUL AYDIN UNIVERSITY**  
ERASMUS OFFICE 

**CONFIRMATION OF ERASMUS STUDY PERIOD**  
(DURATION SHEET)


The present form shall be completed by the International Office of the Host Institution

Dear Colleagues,  
This form is used to record the Erasmus duration of the student mentioned below at your institution.  
Thank you very much for your collaboration.

Istanbul Aydın University  
Erasmus Office

**HOST INSTITUTION**

This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)  
has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)  
on, **Friday 26/09/2014** (day)

 (signature and stamp of the host institution)  
**Dr. Christine Waples**  
Head of the International Erasmus

**CONFIRMATION OF DEPARTURE**  
(to be filled at departure)

This is to confirm that \_\_\_\_\_ (first name and surname of student)  
the student of Istanbul Aydın University has attended the courses at  
\_\_\_\_\_ (name of receiving institution)  
departed on, \_\_\_\_\_ (day)  
\_\_\_\_\_ (signature and stamp of the host institution)

The Original of this document shall be returned by the student to:  
Istanbul Aydın University Erasmus Office Florya Campus Beyaz Mah. İnönü Cad. Sefakay - Katırcıbağcı

## Öğrenci bilgi formu /Student Information Form

1. Öğrencinin adı ve soyadı,
2. Gittiği ülke,
3. Gittiği kurum
4. Erasmus kalacağı ikamet,
5. Erasmus boyunca kullanacağı cep numarası.

Bu form, öğrenci karşı okula vardığı gün doldurulup IAU Erasmus+ ofisine gönderilmelidir.  
This form should be filled out by the students as soon as they arrive their Erasmus+ destination country



ERASMUS+ STUDENT MOBILITY  
STUDENT INFORMATION FORM



1	NAME & SURNAME	
2	HOST COUNTRY	
3	HOST UNIVERSITY	
4	FACULTY	
5	DEPARTMENT	
6	RESIDENCE (FLAT or DORMITORY)	
7	ADDRESS	
	MOBILE NUMBER	

Please return this completed form, together with:

1. Duration Form (Arrival Section)

to Istanbul Aydın University's Erasmus+ Office via email at: [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr)

# Staj Anlaşmasının hazırlanması. Preparing the Learning Agreement for Erasmus+ Traineeships

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



## Higher Education Learning Agreement for Traineeships

*Student's name  
Academic Year 20.../20...*

### During the Mobility

**Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise**  
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Planned period of the mobility: from [month/year] ..... till [month/year] .....

Traineeship title: ...	Number of working hours per week: ...				
Detailed programme of the traineeship period:					
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):					
Monitoring plan:					
Evaluation plan:					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>13</sup> at the Sending Institution (IAU)			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation (IAU)			Erasmus+ Institutional Coordinator		
Supervisor <sup>14</sup> at the Receiving Organisation					

To be completed if changes occur (date/Department of internship)/ Departman veya staj tarihleri değişirse doldurulacaktır

İmzalar/ IAU and Partner Institution Signature Section

The changes to LA should be done within the first 15 days after the beginning of the traineeship with the approval of IAU Coordinators. Değişiklikler İAU'deki Erasmus+ bölüm koordinatörünün bilgisi dahilinde yapılmalıdır.



**SONRA  
AFTER**

## Döndükten Sonra Teslim Edilmesi Gereken Belgeler Necessary Documents After Your Return to Turkey

<b>EVRAKLAR:</b>	<b>DOCUMENTS:</b>
KATILIM SERTİFİKASI	CERTIFICATE OF MOBILITY
NİHAİ RAPOR (LİNK GÖNDERİLECEK)	FINAL REPORT (THE LINK WILL BE SENT)
YURTDISINDA STAJ GÖRDÜĞÜNÜZ KURUMDAN AFTER MOBILITY	AFTER MOBILITY
OLS SINAV SONUÇLARI	OLS EXAM RESULTS
PASAPORT GİRİS ÇIKIS DAMGALARI OLAN SAYFALARIN FOTOKOPİLERİ	COPY OF YOUR PASSPORT PAGES WHICH HAVE ENTRANCE AND EXIT STAMPS



AFTER

# Staj Anlaşmasının hazırlanması. Preparing the Learning Agreement for Erasmus+ Traineeships

GINA-II-C-Annex IV-I-Erasmus+ HE-2015



## Higher Education Learning Agreement for Traineeships

Student's name  
Academic Year 20.../20...

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail address), website:
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

To be completed at the end of  
the mobility

EVALUATION IS VERY  
IMPORTANT!!!

PARTNER INSTITUTION  
SIGNATURE AND STAMP  
SECTION

# Evrakların Erasmus+ Ofisine teslim edilmesi Delivering the Final Documents to IAU Erasmus+ Office

Case Id: 3fe0dca6-8848-4246-8217-cf57495ca653  
Date: 23/11/2015 13:35:43  
Invitation number: 3fe0dca6-8848-4246-8217-cf57495ca653



Participant Report Form - KA1 – Learning Mobility of Individuals – Student mobility for traineeships in higher education

Fields marked with \* are mandatory.

## 1 Purpose of the participant report

This final report on your mobility experience will provide the EU's Erasmus+ programme with valuable information, which will benefit both future participants and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. This report, once submitted, will be accessible to the coordinating institutions, their national agencies and the European Commission. More details in [Specific Privacy statement](#).

Please make sure you have the information of your Learning Agreement and Transcript of Records (if applicable) with you BEFORE you start filling in this report.

## 2 Identification of the Participant and General Information

### \*21 First and last name

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.



➤ Nihai Rapor  
➤ Final Report

➤ Giriş-Çıkış  
➤ Departure & Arrival  
Date

➤ Katılım Sertifikası  
➤ Certificate of Attendance



# Erasmus+

## Online Linguistic Support

**Failure in sending the OLS results to erasmus@aydin.edu.tr can affect the 20% grant payment**

### RESULTS OF YOUR LANGUAGE ASSESSMENT IN ENGLISH

■■■ 2017-10-31

The overall level obtained in the language assessment (English) is: **C1** according to the [CEFR](#).

**C1**

You can understand long, complex speeches and texts and identify implicit, abstract and finer shades of meaning.



Your detailed English language levels in the assessed language competences are:

<p><b>Reading Comprehension - C2</b></p> <p>You can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.</p>	<p><b>Listening Comprehension - C1</b></p> <p>You can understand extended speech, including idiomatic and dialectal jargon, even when it is not clearly structured and when relationships are only implicitly and not explicitly expressed. You can understand televised programmes and films without too much effort.</p>
<p><b>Grammar - B2</b></p> <p>You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.</p>	<p><b>Vocabulary - B2</b></p> <p>You understand a wide range of lexical terms and expressions, including common idioms and phrase verbs relating to most general topics as well as your field of specialization.</p>
<p><b>Key Communicative Phrases - C1</b></p> <p>You can identify different degrees of nuances relating to emotions, satire, humour, subjectivity and objectivity as well as shifting register, in a wide range of socio-linguistic contexts. This includes recognising inferred meaning even in the latest forms of written communication such as internet chats and text-messaging.</p>	

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## Özellikle Dikkat Edilmesi Gereken Hususlar İAÜ Kayıt, Ücretler ve Burslar

İstanbul Aydın Üniversitesinde tam zamanlı öğrenci devam ettiğiniz için bursunuz varsa kesilmez; yurtdışına çıkmadan önce İAÜ'ye ait kaydınızı yenilemeniz gerekmekte olup, aksi takdirde faaliyetten yararlanma imkânınız bulunmamaktadır.

### FAALİYET SÜRESİNCE KAYIT DONDURMA İŞLEMİ YAPILAMAZ.

YTB burslu öğrencilerin Erasmus hareketlilikleri boyunca YTB bursları kesilir. Yine de hareketliliğe katılacak olanlar Erasmus ofisine dilekçe vermeleri gerekmektedir. Ancak Erasmus hibesi almalarına engel bir durum yoktur

### Gidilecek kurum herhangi bir akademik ücret; öğrenim ücreti, kayıt ücreti, sınav ücreti, laboratuvar ücreti veya kütüphane ücreti ödenmeyecektir.

Ancak, sigorta, oturma izni, indirimli ulaşım kartı, fotokopi, laboratuvar ürünlerinin kullanımı gibi ücretler ödenebilir.





## MATTERS NEEDING PARTICULAR ATTENTION

### İAU Registration, Fees and Scholarships

As a full-time student at Istanbul Aydın University, your scholarship will not be interrupted; in the same time, you are obliged to re-register and pay your tuition fee for your Erasmus + period before leaving abroad; otherwise you will not be able to benefit from the Erasmus+ scholarship.

**REGISTRATION FREEZING IS NOT allowed during the mobility.**

YTB scholarships of students with YTB scholarships are terminated during their Erasmus mobility. Nevertheless, those who will participate in the mobility must submit a petition to the Erasmus office. However, there is no obstacle to receiving the Erasmus grant.

The host university/institution cannot request any registration, exam or tuition fee from the student who comes under the Erasmus + Program. However, an additional payment may be requested for the use of various materials such as photocopy of insurance; academic materials, use of laboratory products.



## Özellikle Dikkat Edilmesi Gereken Hususlar/ MATTERS NEEDING PARTICULAR ATTENTION

Ailenizle gerek sürecin maddi boyutu gerekse gideceğiniz ülkede salgının seyrini gözeterek birlikte karar vermeniz ve aile üyelerinizi de doğru biçimde bilgilendirmeniz önemlidir.

Erasmus+ kapsamında gidişiniz öncesinde, özellikle vize başvurusu sürecinde pek çok bürokratik prosedürü yerine getirmeniz gerektiğinin farkında olmalı ve bunun için hazır olmamalısınız.

Gidişiniz öncesinde geçen süreyi yabancı dil becerilerinizi geliştirerek ya da mümkünse, para biriktirerek değerlendirme yoluna gidebilirsiniz.

It is important that you decide together with your family, taking into account the financial aspect of the process and the course of the epidemic in the country you are going to, and inform your family members correctly.

- ▶ You should be aware of the fact that you have to fulfill many bureaucratic procedures before your departure within the scope of Erasmus +, especially during the visa application process, and you should be ready for this.

You can use the time before your departure to improve your foreign language skills and, if possible, by saving money.



## Corona Virüs (Covid-19) Salgınının Döneminde Erasmus+ Hareketliliğinden faydalanmak

Yerleştiğiniz kurumlara gidişlerinizde pandeminin seyri ve ilgili kurumların pandemi sürecindeki kararlarının belirleyici olacağını göz önünde bulundurmanız gerekmektedir.

Yerleştirildiğiniz kurumlarının güz/bahar veya yaz dönemlerinde öğrenci kabul etmeyeceklerine dair bir kararı var ise hareketliliği fiilen gerçekleştirmek mümkün olmayacaktır. Kurumların bu konudaki kararları farklılık göstermektedir.

Gideceğiniz kurumun Erasmus+ sayfasını inceleyiniz, mutlaka Erasmus+ Bölüm Koordinatörlerinizle temasa geçiniz ve bu süreçte ne yapmanız gerektiğini mutlaka öğreniniz.

Hareketliliğin gerçekleşmesi, ülkemizdeki (YÖK ve Ulusal Ajans) ve diğer program ülkelerindeki ulusal mercilerin bu yöndeki kararlarına bağlıdır.

Yerleştirilen öğrenciler, karşı kurum tarafından nominasyonları kabul edilinceye kadar aday statüsündedir.

Bundan sonraki süreçle ilgili gelişmeleri web sayfamızdan takip etmenizi öneririz.



## Erasmus in times of Pandemics (Covid-19)

You should take into account that the course of the pandemic and the decisions of the relevant institutions during the pandemic process will be decisive for your mobility.

If the institution where you are placed have a decision that they will not accept students in the spring semester, it will not be possible to actualize the mobility. The decisions of institutions on this issue differ.

Check the Erasmus + page of the institution you will go to, make sure to contact your Erasmus + Department Coordinators and learn what to do in this process.

The realization of the mobility depends on the decisions of national authorities in our country (YÖK and National Agency) and in other program countries.

Placed students are under candidate status until their nominations is accepted by the host institution and until they obtain their visa.

We recommend that you follow further developments regarding the next process on our website.

## Erasmus in times of Pandemics (Covid-19)

### Dikkat!

COVID-19 pandemi süreci nedeni ile maddi veya manevi tüm aksaklıkların (vize, seyahat, konaklama, yurt dışında gidilecek yükseköğretim kurumun/kuruluşun ve diğerleri gibi durumlarda) sorumlulukları tarafıma aittir. Beyanımın doğruluğunu ve COVID 19 salgını yüzünden ortaya çıkması mümkün olan sorunlardan İstanbul Aydın Üniversitesi ve Erasmus+ Kurum Koordinatörlüğü sorumlu tutmayacağımı kabul eder, beyanımın söz konusu yaşanacak maddi aksaklıkların tarafımda ödeneceğini taahhüt ederim.

### Attention!

Finally, I acknowledge that the responsibilities of all financial or moral problems (visa, travel, accommodation, higher education institution / institution abroad and in other cases) due to the COVID-19 pandemic process belong to me. I accept that my statement is correct and that I will not hold İstanbul Aydın University and Erasmus + Office responsible for the problems that may arise due to the COVID 19 outbreak, and I understand that I will be covering all the financial aspects that may arise to me with regard to possible problems appearing due to COVID-19 pandemic.



**YENİ KORONAVİRUS RİSKİNE KARŞI #14 KURAL**

14 RULES TO PREVENT NEW CORONAVIRUS RISK

- Ellerinizi sık sık su ve sabunla en az 20 saniye boyunca ovarak yıkayın.**  
Wash your hands frequently with soap and water for at least 20 seconds.
- Öksürme veya hapırma sırasında ağız ve burunla tek kullanımlık mendil ile kapayın, mendil yoksa dirseğin iç kısmını kullanın.**  
Cover your mouth and nose with disposable wipes during coughing or sneezing. If there is no wipe, use inside of your elbow.
- Yurt dışı seyahatlerinizi iptal edin ya da erteleyin.**  
Cancel or postpone your travels abroad.
- Yurt dışından döndüğünüzde ilk 14 günü evinizde geçirin.**  
Spend the first 14 days at home on your return from abroad.
- Hipçik kişiye özel eşyaları (havlu gibi) kişisel eşyalarınızla ortak kullanmayın.**  
Do not share any personal belongings (casual items such as towels).
- Bol sıvı tüketin, dengeli beslenin, uyku düzeninize dikkat edin.**  
Drink plenty of fluids, eat a balanced diet and pay attention to your sleep patterns.
- Balanced ortamın sık sık havalandırın.**  
Ventilate your environment frequently.
- Kapı kolları, armatörler, tuvaletler gibi sık kullanılan yüzeyleri su ve deterjanla her gün temizleyin.**  
Clean the surfaces, such as door handles, fixtures, sinks, etc. with water and detergent daily.
- Tokalaşma, sarımsak gibi yakın temaslardan kaçının.**  
Avoid close contact such as handshaking and hugging.
- Soğuk algınlığı belirtileriniz varsa yaşlılar ve kronik hastalıkları olan kişilerle temas etmeyin, maske takmadan dışarı çıkmayın.**  
If you have flu-like symptoms, do not contact the elderly and chronic disease patients; do not go out without wearing a mask.
- Azıcık, öksürük, nefes darlığı gibi şikayetleriniz varsa, maske takarak bir sağlık kuruluşuna başvurun.**  
If you have complaints such as fever, cough, shortness of breath, wear a mask and contact a healthcare provider.

# ERASMUS+ SUCCESS STORIES

ÇİZGİ FİLM VE ANİMASYON BÖLÜMÜ ÖĞRENCİMİZ İREM KARAOĞLU 2017-2018 AKADEMİK YILINDA KAUNO KOLEGIJA / UNIVERSITY OF APPLIED SCIENCES'DA TASARLADIĞI LOGO U16 KADINLAR AVRUPA ŞAMPİYONASINDA KULLANILMAK ÜZERE 1. OLARAK SEÇİLDİ.

PROUD OF OUR STUDENT İREM KARAOGLU WHO RECEIVED THE HIGHEST NUMBER OF VOTES FOR THE BEST LOGO SHE CREATED FOR U16 WOMEN'S EUROPEAN CHAMPIONSHIP DURING HER ERASMUS+ MOBILITY AT KAUNO KOLEGIJA, LITHUANIA



**NOW IT IS YOUR TURN....MAKE YOUR ERASMUS+ MOBILITY WORTH!**



Erasmus+



eurodesk  
Turkey

**THANK YOU FOR YOUR  
ATTENTION!**

**ERASMUS+ OFFICE  
TWITTER: İAUERASMUS  
FACEBOOK: İAUERASMUSOFFICE  
INSTAGRAM: İAU\_ERASMUS**