



Erasmus+ ORIENTATION Programme

FOR OUTGOING
TRAINEESHIP MOBILITY
04.07.2022





THINGS TO DO DURING THE ERASMUS+ INTERNSHIP MOBILITY

BEFORE THE MOBILITY

- 1- Learning Agreement – Approval form
- 2- Acceptance Letter
- 3- Visa Letter
- 4- Financial Contract
- 5- OLS Exam

DURING THE MOBILITY

- 1 –Duration(Confirmation of arrival section),
- 2- Student Information Form,
3. Learning Changes (If necessary)
- 4- OLS Course*

AFTER THE MOBILITY

- 1- Duration Sheet (Confirmation of departure section),
- 2- After Mobility, Evaluation report
- 4- Passport,
- 5- EU Survey
- 6- OLS Exam



Erasmus+



eurodesk
Turkey

ERASMUS STAJ HAREKETLİLİĞİ YAPILMASI GEREKENLER

THINGS TO DO FOR YOUR ERASMUS+ PLACEMENT MOBILITY



About European Commission – Turkish National Agency

- ✓ The European Commission is ultimately responsible for the running of the Erasmus+ Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an on-going basis
- ✓ At European level, the European Commission's Education, Audiovisual and Culture Executive Agency (Executive Agency) is responsible for the implementation of the centralised Actions of the Erasmus+ Programme.
- ✓ About TR National Agency: The European Commission is responsible for the overall implementation of Erasmus Programme. Actions are managed by national agencies in the participating countries or by Executive Agency for Education, Audiovisual and Culture based in Brussels. Centre for EU Education and Youth Programmes - Turkish National Agency promotes and implements the Programme at national level and acts as the link between the European Commission and participating organisations at local, regional and national level.



Erasmus+



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Turkey

BEFORE THE MOBILITY

- 1- LEARNING AGREEMENT – APPROVAL FORM
- 2- ACCEPTANCE LETTER
- 3- VISA LETTER
- 4- FINANCIAL CONTRACT
- 5- OLS EXAM



IMPORTANT DATES

STUDENTS CAN OBJECT THE RESULTS UNTIL **05/07/2022, 4 PM.**

STUDENTS WHO HAVE PASSED THE SELECTION AND WHO INTEND TO PARTICIPATE IN THE PROGRAMME MUST COMPLETE "THE LETTER OF COMMITMENT " STARTING 29/06/2022 UNTIL **05/07/2022, 4 PM TO GUARANTEE THEIR PARTICIPATION TO THE TRAINEESHIP MOBILITY**

THE STUDENTS WHO WOULD LIKE TO PARTICIPATE THE ERASMUS+ TRAINEESHIP MOBILITY IN THE 2022 SUMMER SHOULD SEND VIA EMAIL TO THE ERASMUS+ OFFICE (ERASMUS@AYDIN.EDU.TR)THEIR UPDATED ACCEPTANCE LETTERS FOR ERASMUS+ TRAINEESHIPS AND THEIR APPROVED LA FOR TRAINEESHIPS UNTIL **08.07.2022.**

STUDENTS NEED TO FINALIZE THEIR ERASMUS INTERNSHIP UNTIL **31/05/2023**



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 ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	ISTANBUL AYDIN UNIVERSITY		TR ISTANBU25	Besyol Mah. Inonu Cad. No:40. 34295 Sarıköy / Küçükçekirmece 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 ⁶ name; position; e-mail; phone	Mentor ⁷ 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
Detailed programme of the traineeship: 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.	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): 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	
Monitoring and Evaluation plan: 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 Responsible: Coordinator Deadline: on an ongoing basis Form: 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 - Responsible: Erasmus+ Office - Deadline: end of the traineeship - Form: as defined in the section to be completed after mobility - Note: the trainees will submit a copy to the home university Final report: Responsible: 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) C) Final assessment of the report + Traineeship Certificate and recognition of the traineeship Responsible: Home university D) Form: as defined under "Sending Institution" Field below	
The level of language competence ⁸ 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:⁹

1

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) ¹⁰	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 ¹¹ at the Sending Institution			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation			Erasmus+ Institutional Coordinator		
Supervisor ¹² at the Receiving Organisation					

2

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			<i>Trainee</i>		
Responsible person ¹³ at the Sending Institution (IAU)			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation (IAU)			Erasmus+ Institutional Coordinator		
Supervisor ¹⁴ at the Receiving Organisation					

GFNA-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:	



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 ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ 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>Detailed programme of the traineeship: 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>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): 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>Monitoring and Evaluation plan: 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"> - Traineeship Certificate to be submitted to - Responsible: Erasmus+ Office - Deadline: end of the traineeship - Form: as defined in the section to be completed after mobility - Note: the trainees will submit a copy to the home university <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 competence⁸ 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:⁹



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) ¹⁰	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 ¹¹ at the Sending Institution			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation			Erasmus+ Institutional Coordinator		
Supervisor ¹² at the Receiving Organisation					

LEARNING AGREEMENT CODES

Study cycle ²	Subject area, Code ³

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

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



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



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.



ÖNCE
BEFORE

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

Vize işlemlerinin
tamamından
öğrenciler
sorumludur.

You are
responsible for
applying in duly
time for the visa

Ask for your visa
letter from
[erasmus@aydin.ed
u.tr](mailto:erasmus@aydin.ed.u.tr) at least 5 days
before
appointment!!!

TÜRKİYE CUMHURİYETİ
İSTANBUL AYDIN ÜNİVERSİTESİ

THE REPUBLIC OF TURKEY
ISTANBUL AYDIN UNIVERSITY

RECTORATE

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

Subject: For Visa Application (Hakan SEZİKLİ)

18/02/2014
İstanbul

TO GENERAL CONSULATE OF ENGLAND IN ISTANBUL.


This is to certify that _____ who was born on 15/12/1993, 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 Hakan SEZİKLİ on his visa process.

With our thanks and kindest regards,


Prof. Dr. Yedigörmüş İZMİRLİ
Rector

www.aydin.edu.tr | 444 1 428

Rektörlük Binası, İnönü Cad. No:18 Sefaköy, 34295 Kağıthane/İSTANBUL

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)*



FOR ACCEPTED INSURANCE PACKAGE FEES PLEASE CONSULT OUR INSURANCE AGENT IN J BLOCK GROUND FLOOR



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+ Öğrenim/ Staj Hareketliliği İçin Hibe Miktarları

Monthly Grants For Erasmus+ Study /Internship

Program Countries with living cost	Program Countries	Erasmus+ Study Grant per month (€)	Erasmus+ Internship Grant per month (€)
1st & 2nd Group Countries	Denmark, Finland, Ireland, Sweden, Iceland, <u>Liechtenstein</u> , Luxemburg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	500	600
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia*	300	400

* For selected students from the 2020 Erasmus+ Project

Mezun aşamasında olmayan **Öğrenciler sadece 2 ay üzerinden hibe alabilecektir**. Mezuniyet aşamasında Erasmus stajını yapacak olan öğrenciler **3 ay üzerinden hibe alabilecektir**.

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

KABUL MEKTUBU FOTOKOPİSİ	COPY OF ACCEPTANCE LETTER
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



Before you go abroad...

Yurtdışına Çıkmadan Önce...

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



Hareketlilik Süresince

- 1-DURATION SHEET
- 2-STUDENT INFORMATION FORM
- 3-CHANGES OF THE LEARNING AGREEMENT
(GEREKİRSE)
- 4- OLS KURSU



OLS (ONLINE LINGUISTIC SUPPORT)

Mailinize gelen sınavı 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



Duration sheet

 **ISTANBUL AYDIN UNIVERSITY**
ERASMUS+ OFFICE 

CONFIRMATION OF ERASMUS+ TRAINEESHIP PERIOD (DURATION SHEET)

The present form shall be completed by the Host Institution.

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

Istanbul Aydın University
Erasmus Office

CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

This is to confirm that..... (first name and surname of student)
has arrived at..... (name of receiving institution)
on..... (date)
..... (signature and stamp of the host institution)

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 Erasmus Placement Mobility programme at
..... (name of receiving institution)
departed on..... (date)
..... (signature and stamp of the host institution)

Istanbul Aydın University Erasmus Office
Boşaziye Mah. İnönü Cad. No: 38 Kikilyakmece / İstanbul - TÜRKİYE
Phone: +90 212 444 1 428 / Fax: +90 212 425 57 59 E-mail: erasmus@aydin.edu.tr

Bu form,
öğrenci karşı
kurumla vardığı
gün doldurulup
IAU Erasmus+
ofisine
gönderilmelidir.

Send this form
to IAU Erasmus
in the first day
of your
traineeship,
once signed
and stamped
accordingly

Student Information Form

1. Öğrencinin adı ve soyadı,
2. Gittiği ülke,
3. Gittiği kurum,
4. Eğitim gördüğü fakülte,
5. Eğitim gördüğü bölüm,
6. Erasmus kalacağı ikamet,
7. Erasmus boyunca kullanacağı cep numarası.

Bu form, öğrenci karşı okula vardığı gün doldurulup IAU Erasmus+ ofisine gönderilmelidir.



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

Send this form to IAU Erasmus once you have arrived in your host county



Changes to Learning Agreement

Yurtdışında bulunduğunuz süre içerisinde bu değişikliklerin takip edilmesi **sizin** sorumluluğunuzdadır.

«Staj Öğrenim anlaşmasında" yapılacak tüm değişiklikler koordinatörün bilgisi dahilinde **15 gün** içerisinde yapılmalıdır.

It is in your responsibility to make the changes to LA in due time.
(15 days after the beginning of your internship)



DURING

Staj Anlaşmasının hazırlanması. Changes to 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 ¹³ at the Sending Institution (IAU)			Erasmus+ Departmental Coordinator		
Erasmus+ Institutional Coordinator at the Sending Organisation (IAU)			Erasmus+ Institutional Coordinator		
Supervisor ¹⁴ at the Receiving Organisation					

To be completed if changes occur (date/Department of internship)

IAU and Partner
Institution Signature
Section



ÖNCE
BEFORE

Tanınırlık Formunun hazırlanması/ Changes in the Approval Form

APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 20

FACULTY/SCHOOL/INSTITUTE: ABMYO

DEPARTMENT: Applied

English Turkish translation

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: (Y)

Date: 18.06.2013

Dates will
change



Hareketlilik Sonrası/ After mobility

2- AFTER MOBİLİTY FORMU,

3- DURATİON SHEET,

4- EVALUATİON SHEET,

5- PASAPORT

6-NİHAİ RAPOR/ EU survey

7- OLS SINAVI/ OLS exam



**SONRA
AFTER**

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

EVRAKLAR:	DOCUMENTS:
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



Erasmus+



eurodesk
Turkey

SONRA
AFTER

Katılım Sertifikasının Temin Edilmesi

Receiving Certificate of Attendance from Host Institution



Sofra Group Office
25 SavoykA Street
London
WC2E 7JH
Tel: 020 7240 2404
Fax: 020 7661 8372
www.sofra.co.uk
www.sofrainternational.com

CERTIFICATE OF ATTENDANCE Erasmus Student Mobility for Placement (SMP)

It is hereby certified that



has successfully completed the training

at the Sofra International Ltd.

between the dates of 27.06.2013/27.09.2013.

Huseyin Ozer

Managing Director

SOFRA INTERNATIONAL LTD.
25 Southampton Row
London WC1E 5HJ
Tel: 020 7243 0505
WWW.SOFRA.CO.UK

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>Reading Comprehension - C2</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>Listening Comprehension - C1</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>Grammar - B2</p> <p>You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.</p>	<p>Vocabulary - B2</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>Key Communicative Phrases - C1</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>	

ERASMUS+ SUCCESS STORIES

PROUD OF OUR STUDENT İREM KARAĞLU 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!



**THANK YOU FOR YOUR
ATTENTION!**

**ERASMUS+ OFFICE
TWITTER: İAUERASMUS
FACEBOOK: İAUERASMUSOFFICE**