



LETTER OF COMMITMENT REGARDING ERASMUS+ TRAINEESHIP MOBILITY

Name and Surname :
Date of Birth/Place :
Nationality :
Address :
Tel no :
E-mail :

I'm a student of Istanbul Aydın University, Faculty/Institute of, program/department of, with student number of.....

I voluntarily accept to attend to conduct an Erasmus+ Traineeship until 31/05/2023.*

Within this context, I have been completely informed about my rights and obligations regarding the Erasmus+ program through the Orientation Programme, which I will attend, and through the information available in Erasmus Office web page erasmus.aydin.edu.tr, Section Placement Students and by reading the 2020 Erasmus+ Guideline issued by the Turkish National Agency.

I agree and undertake to fulfill all responsibilities imposed on me as an Erasmus+ student, to transfer to Istanbul Aydın University all credits I will achieve as a result of the Erasmus+ traineeship mobility which I will attend, that I know I will not be able to complete the procedures of relevant courses performed later if I fail to have this transfer performed, and that I know I will complete and deliver all the documents listed below as well as all other information and documents requested within the period given to me by the Erasmus+ Office.

Documents to be delivered to the Erasmus+ Office in order to obtain the IAU Passport and Visa Letters:

- 1- Acceptance Letter (**Deadline for delivery to IAU Erasmus+ Office: 18.06.2022**)
- 2- Learning Agreement for Traineeships before mobility and Approval Form for Course Equivalent (bearing **three** commitment signatures, dates and stamps: the student and the Sending Institution' Erasmus+ Departmental and Institutional Coordinator)* (**Deadline for delivery to IAU Erasmus+ Office: 08.07.2022**)

Documents to be delivered to the Erasmus+ Office before signing your Financial Grant Contract:

- 3- Passport, Visa and Residence Permit (Photocopies of the personal information pages and visa page shall be taken by the IAU Erasmus+ Office Representative) (**Deadline for delivery to IAU Erasmus+ Office: within 3 days after obtaining the Visa**)
- 4- Comprehensive Health Insurance, Liability and Third Party Insurance to be used during the Erasmus+ Traineeship Mobility Programme (Photocopies of the personal information pages and visa page shall be taken by the IAU Erasmus+ Office Representative) (**Deadline for delivery to IAU Erasmus+ Office: 10 days prior to the Visa Application**)
- 5- Photocopy of Euro (€) account book

Documents to be delivered prior leaving Turkey:

- 6- **Financial Grant Contract and Letter of Commitment- Erasmus+ Traineeship Mobility (prepared in 2 copies and signed by the student and Erasmus+ Office Representative) (Deadline for delivery to IAU Erasmus+ Office: within minimum 2 weeks before the beginning of the Erasmus+ Traineeship Mobility)**
- 7- 1st Erasmus+ OLS Exam** result-before mobility (1st Erasmus+ OLS Exam must be taken online as indicated in the mail automatically sent to the student and **within the next 2 days after receiving the e-mail the results must be shared with the Erasmus+ Office**)

Documents to be delivered during the Erasmus+ Traineeship Mobility:

- 8- Student Information Form and Certificate of Attendance filled with the date of arrival, signed and stamped accordingly by the host institution (**Deadline for delivery to IAU Erasmus+ Office: within 1 week after the beginning of the Erasmus+ Traineeship Mobility**)
- 9- Changes to Learning Agreement for Traineeships (if necessary) (**Deadline for delivery to IAU Erasmus+ Office: within 1 month after the beginning of the Erasmus+ Traineeship Mobility**)

Documents to be delivered after returning from the host institution/company:

- 10- Learning Agreement for Traineeships including the "After the Mobility" section (**Deadline for delivery to IAU Erasmus+ Office: within 7 days after completing the mobility at the host institution/company**)

NOTE: Non-Turkish citizens need to submit the present document together with a copy of the valid passport and valid Residence Permit



- 11- Participation Confirmation Certificate(s) (Confirmation, Duration Sheet, Certificate) (**Deadline for delivery to IAU Erasmus+ Office: within 7 days after completing the mobility at the host institution/company**)
- 12- Passport, Visa and Residence Permit (Photocopies of the personal information pages and visa page shall be taken by the IAU Erasmus+ Office Representative) (**Deadline for delivery to IAU Erasmus+ Office: within 3 days after obtaining the Visa**)
- 13- Final report on Erasmus+ Traineeship Mobility and 2nd Erasmus+ OLS Exam** result-after mobility (Final report on Erasmus+ Traineeship Mobility and 2nd Erasmus+ OLS Exam must be taken online as indicated in the mail automatically sent to the student and **within the next 2 days after receiving the e-mail the results must be shared with the Erasmus+ Office**)

***All Erasmus+ Traineeship Mobility forms can be accessed from the IAU Erasmus+ Webpage: erasmus.aydin.edu.tr, Section Placement Students-Documents**

****Erasmus+ OLS Exam is a crucial step to complete the grant process, therefore Students are expected to take the OLS Exam before payment of 80% and 20%.**

***In light of the COVID 19 pandemic, I understand can use my right acquired within the scope of the Erasmus+ Internship Mobility at the graduation stage, provided that I complete it within the following 18 months from the date of my graduation and no later than the end of the Erasmus project from which I am granted (2020 KA103 ending on 31.05.2023).**

I agree and undertake that I know I will be subjected to Disciplinary Inquiry and the necessary legal process and that other penal clauses as required by Erasmus+ Program Rules (including requesting the entire Grant back) shall be applicable in case I fail to deliver all information and documents requested above or that may be requested later by Istanbul Aydın University Erasmus+ Office, or in case there is a Grant amount that I should reimburse and I fail to pay such amount fully paid by bank transfer to Istanbul Aydın University within the period stated to me.

For the debts that may arise from this commitment deed, Istanbul Aydın University's documents, records and books of are valid and eligible, and "they will be accepted as the base and evidence in accordance with relevant articles of Code of Civil Procedure and no further evidences shall be sought".

ISTANBUL Courts and Executive Offices are authorized for settlement of all disputes arising from implementation of this commitment deed.

I agree and undertake that I will promptly notify any change to my address for any notification to be served to me regarding the disputes related to this commitment deed to Istanbul Aydın University per registered and reply paid letter, and that I know if I fail to notify the change, the notification served to the above address shall be deemed to have been delivered to me even if it is returned.

This document has been issued in **2 (two) copies**, one of which shall remain with the student and the other shall be kept by the Erasmus+ Office of Istanbul Aydın University.

The European Commission has approved that in the context of the COVID 19 pandemic and as a temporary measure for the possibility of affecting student internship mobility in the 2021/2022 Academic Year, in case in which the traineeship mobility cannot start physically, the mobility can also start online WITH THE APPROVAL OF THE HOME AND HOST INSTITUTIONS.

Under these circumstances;

- **Participants DO NOT receive individual support grants during the virtual mobility period. Participants are eligible for grants only when physical mobility begins abroad.**
- **Participation in these activities should be supported by relevant documents.**
- **Participants will be able to start using OLS licenses from the very beginning of virtual mobility.**
- **Academic recognition of learning outcomes (virtual and physical) for both mobility periods is provided.**

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

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ERASMUS+ OFFICE



pandemic process belong to me. I accept that my statement is correct and that I will not hold Istanbul 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.

On behalf of Istanbul Aydın University,
Erasmus+ Office
Delivered by:

Delivered to:

Name and Surname/Signature:

Name and Surname/Signature of student:

Date:

Date:

Near to the signature Please write "I have read and understood the above commitment" statement with your Name and Surname, cofirming that you have read and understood your above commitment letter.

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