

ERASMUS+ OUTGOING STUDENT MOBILITY

2015 – 2016

ORIENTATION PROGRAM

IAU ERASMUS+ OFFICE



iSTANBUL AYDIN UNIVERSITY ONLINE APPOINTMENT SYSTEM



+90 (212) 444 1 428

erasmus.aydin.edu.tr



THINGS TO DO DURING THE ERASMUS+ STUDY MOBILITY

▶ BEFORE THE MOBILITY

- ▶ *Partner University's application procedure.
- ▶ 1- Learning Agreement – Approval form
- ▶ 2- Acceptance Letter
- ▶ 3- Visa Letter
- ▶ 4- Grant Contract

▶ DURING THE MOBILITY

- ▶ 1 -Learning changes – Approval changes

▶ AFTER THE MOBILITY

- ▶ 1- (If any) Document for the failed course units,
- ▶ 2- Certificate of Mobility,
- ▶ 3- Transcript,
- ▶ 4- Passport departure and arrival stamps for Turkey,
- ▶ 5- Final Report.

DOCUMENTS NEEDED BEFORE THE MOBILITY

- 1- Learning Agreement – Approval form
 - 2- Acceptance Letter
 - 3- Visa Letter
 - 4- Grant Contract
- 

LEARNING AGREEMENT PAGE 1



Erasmus+

Higher Education
Learning Agreement form
Student's name

LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)	SAPMAZTÜRK	First name (s)	SERKAN
Date of birth	19.02.1984	Nationality ¹	TURKISH
Sex [M/F]	M	Academic year	2014/2015 AUTUMN
Study cycle ²	EQF LEVEL 6	Subject area, Code ³	0311
Phone	+90532xxxxx	E-mail	exmp@hotmail.com

The Sending Institution

Name	İSTANBUL AYDIN UNIVERSITY	Faculty	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
Erasmus code (if applicable)	TR ISTANBU25	Department	ECONOMICS AND FINANCE
Address	BEŞYOL MAH. İNÖNÜ CD. NO:38 SEFAKÖY KÜÇÜKÇEKMECE İSTANBUL	Country, Country code ⁴	TR
Contact person ⁵ name	İSMAİL CAN TEMİZEL (SERKAN SAPMAZTÜRK)	Contact person e-mail / phone	serkansapmazturk@ aydin.edu.tr

Personal Information

Study Details

Contact Details

IAU, Department and Erasmus
coordinator details

The students need to
check the course units
from the web-sites of
the relevant
universities and fill out
the forms together
with the departmental
coordinators

STUDY INFORMATION

Study cycle ²	EQF LEVEL 6	Subject area, Code ³	0311
--------------------------	-------------	------------------------------------	------



Study Level

Study Code

Codes are located at the last page of the Learning Agreement.

DEPARTMENT CODE

. The Link is located at the last page of the learning agreement.
You should click on the link to find the codes

http://ec.europa.eu/education/tools/isced-f_en.htm

Find a code: Help

econo

0311: Economics (14.3 - 314)

Your selected codes:

0311: Economics (14.3 - 314)

LEARNING AGREEMENT PART 2

Erasmus Departmental Coordinator's
Info

Partner University's info will be taken
from their web-site and written here

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact <u>person</u> e-mail / phone	



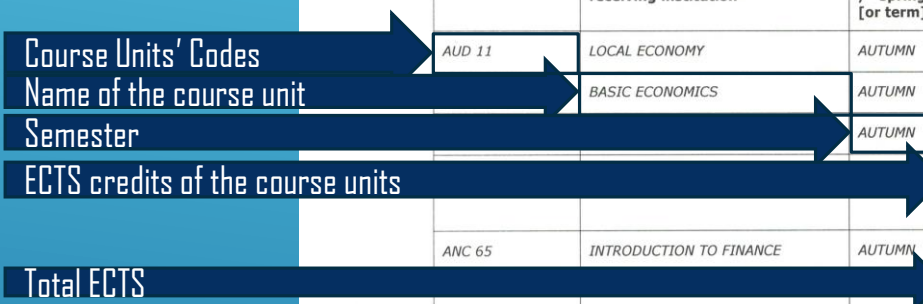
Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] September/2014 till [month/year] December/2014

Table A: Study programme abroad.⁶

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
AUD 11	LOCAL ECONOMY	AUTUMN	6
	BASIC ECONOMICS	AUTUMN	6
		AUTUMN	6
			6
ANC 65	INTRODUCTION TO FINANCE	AUTUMN	6
			TOTAL: 30



Web link to the course catalogue at the receiving institution:

[Web link(s) to be provided.]

Table B: Set of components to be replaced at sending institution

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
BND 23	ECONOMY IN TURKEY	AUTUMN	6
DKC 12	ECONOMY 1	AUTUMN	6
SLM 14	PRINCIPALS OF ECONOMY	AUTUMN	6
AYM 56	FINANCE IN TURKEY	AUTUMN	6
TGM 12	FINANCE 1	AUTUMN	6

The students can get at least 29 maximum 31 credits.

LEARNING APPROVAL 2



Higher Education Learning Agreement form
Student's name

Language competence of the student

The level of language competence⁷ in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:
A1 A2 B1 B2 C1 C2

Student's Language Level

Partner University

II. RESPONSIBLE PERSONS

Responsible person⁸ in the sending institution:

Departmental Coordinator

Name:

Function:

Phone number:

E-mail:

Institutional Coordinator

Name:

Function:

Phone number:

E-mail:

Responsible person⁹ in the receiving institution:

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Filled out by the student

Erasmus Departmental Coordinator
Signature and date

Erasmus Institutional Coordinator's Signature, Date
and the Stamp

The student

Student's signature

Date:

The sending institution

Responsible person's signature (Departmental Coordinator) Date:

Responsible person's signature (Institutional Coordinator) Date:

The receiving institution

Responsible person's signature

Date:

Partner University Erasmus Departmental Coordinator's Signature
and Stamp

APPROVAL FORM

APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 2014 - 2015 **FACULTY/SCHOOL/INSTITUTE:** Faculty of Economics and Administrative Sciences **DEPARTMENT:** Economics and Finance

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

Receiving Institution: HOCHSCHULE ASCHAFFENBURG **Country:** GERMANY

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
AUD 11	LOCAL ECONOMY	6	BND 23	ECONOMY IN TURKEY	6	
ATC 12	BASIC ECONOMICS	6	DKC 12	ECONOMY 1	6	
ALK 21	FUNDAMENTALS OF ECONOMICS	6	SLM 14	PRINCIPLES OF ECONOMY	6	
ATC 32	FINANCE IN GERMANY	6	AYM 56	FINANCE IN TURKEY	6	
ANC 65	INTRODUCTION TO FINANCE	6	TGM 12	FINANCE 1	6	
TOTAL (ECTS CREDITS)		30	TOTAL (ECTS CREDITS)		30	

Course unit code at the receiving institution

Name of the course unit at the receiving institution

Name of the course units at IAU

total ECTS

Student's Signature Date: 18.04.2014

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

(Only IAU Coordinators)

Signature of Faculty/Departmental Coordinator:

YRD. DOÇ. DR. ÇİĞDEM ÖZARI

Date: 18.04.2014

Signature of the Institutional Coordinator:

PINAR ELBASAN

Date: 18.04.2014

ACCEPTANCE LETTER



hochschule aschaffenburg
university of applied sciences

Hochschule Aschaffenburg • Würzburger Straße 45 • D-63743 Aschaffenburg

To whom it may concern

International Office

Incoming coordinator
Nora Seiterle
Tel: 06021 – 4206 - 850

E-Mail: international-office@h-ab.de

Aschaffenburg, 30 Jul. 13

Letter of Acceptance

Name	SERKAN SAPMAZTÜRK
Date of birth	03.01.1994
Place of birth	Istanbul, Türkei

We hereby confirm that the above mentioned student is accepted as an exchange student within the framework of LLP ERASMUS the University of Applied Sciences Aschaffenburg for the winter term 2013/2014 (September 2013 – February 2014)

If you have any further question please don't hesitate to contact us.

With kind regards,

Hochschule für angewandte Wissenschaften
Fachhochschule Aschaffenburg
Würzburger Str. 45
63743 Aschaffenburg

i.A. Nora Seiterle
International Office

VISA LETTER



T.C.
İSTANBUL AYDIN ÜNİVERSİTESİ

RECTORATE

Num: B.30.2.AYD.0.00.00.00-500/3396

Subject: For Visa Application **Serkan Sapmaztürk**

10.07.2013

Istanbul

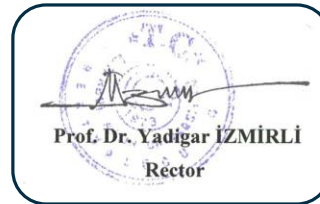
CONSULATE GENERAL GERMANY IN ISTANBUL

This is to certify that **Serkan Sapmaztürk** who was born in Mus on **03.01.1994** is a student of Istanbul Aydın University in the Faculty Of Economics And Administrative Sciences, Department of Business Management (English). Mrs. Turut will study from **September 1, 2013 till February 28, 2014** at the **Hochschule Aschaffenburg – University of Applied Sciences**, Germany as Erasmus student under the framework of European Commission's LLP/Erasmus Program.

Serkan Sapmaztürk will not pay any tuition fees to the host institution and **will receive 2125 (Two Thousand One Hundred Twenty Five) Euro** total grant to cover her 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 **Serkan Sapmaztürk** on her visa process.

With our thanks and kindest regards.



ÖDEME SÜRECİ İÇİN YAPILMASI GEREKENLER
(ERASMUS ÖĞRENİM / STAJ HAREKETLİLİĞİ)
THINGS TO DO FOR PAYMENT PROCESS
(ERASMUS STUDY /INTERNSHIP)

MOBILITY

DENİZBANK EURO HESABI AÇTIRMALISINIZ.	YOU NEED TO OBTAIN A EURO ACCOUNT IN DENIZBANK.
DAHA SONRA BANA ULAŞARAK HİBE SÖZLEŞMESİ YAPMALISINIZ	THEN YOU HAVE TO REACH ME IN ORDER TO SIGN THE CONTRACT



ÖDEME SÜRECİ 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.**

%20 LİK ÖDEMENİN YATMASI İÇİN;
• EN AZ ALINAN KREDİNİN 3TE 2
SİNDEN BAŞARILI OLMAK,
• ÜLKE DIŞINA ÇIKIŞLARDA HER
ÜLKE İÇİN 7 GÜNÜN ÜZERİNE
ÇIKILMAMASI
GEREKMEKTEDİR.

IN ORDER TO GET THE REMAINING
20%;

- YOU NEED TO BE SUCCESSFUL
AT LEAST AT 2 OUT OF THE 3
TOTAL ECTS CREDITS.
- YOU NEED TO BE CAREFUL
ABOUT NOT SPENDING MORE
THAN 7 DAYS FOR EACH
COUNTRY WHILE TRAVELING
OUTSIDE OF THE MOBILITY
COUNTRY.

THY KAMPANYASI/ TURKISH AIRLINES FACILITY

THY ERASMUS HAREKETLİLİĞİNDEN YARARLANACAK OLAN ÖĞRENCİLER İÇİN İNDİRİMLİ BİLET İMKANI SUNMAKTADIR.	TURKISH AIRLINES OFFERS DISCOUNTED TICKETS TO THE ERASMUS STUDENTS.
TÜM BELGELERİNİZ TAMAMLANDIKTAN SONRA MİLES&SMILES KART NUMARAMIZ İLE ERASMUS OFİSİNE BAŞVURUNUZ.	AFTER YOU COMPLETE ALL THE NECESSARY DOCUMENTS, APPLY FOR IT AT THE ERASMUS OFFICE WITH YOUR MİLES&SMILES CARD.



ERASMUS ÖĞRENİM/STAJ HAREKETLİLİĞİ İÇİN HİBE
MİKTARLARI /
THE AMOUNT OF GRANTS FOR ERASMUS+ STUDY
/INTERNSHIP

	COUNTRIES	MONTHLY PAYMENT FOR STUDY (EURO)	MONTHLY PAYMENT FOR INTERNSHIP (EURO)
GROUP 1	Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Sweden, Switzerland, United Kingdom	500	600
GROUP 2	Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain, Turkey	400	500
GROUP 3	Bulgaria, Estonia, Hungary, Letonia, Lithuania, Malta, Poland, Romania, Slovakia, Macedonia	300	400

ÖZEL DURUMLAR/ EXTREME CASES

Herhangi bir özel duruma istinaden geri dönmek isteyen öğrencinin durumunu belgeleyerek ibraz etmesi gerekir.	in case of unforeseen circumstances, if the student could not complete the mobility, evidence will have to be submitted.
Belgesi kabul edilen öğrenci için de ancak kaldığı gün kadar ödeme yapılır. Fazla ödeme yapıldıysa bu öğrenciden geri istenir.	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.

DÖNDÜKTEN SONRA TESLİM EDİLMESİ GEREKEN BELGELER NECESSARY DOCUMENTS AFTER YOUR ARRIVAL

EVRAKLAR:	DOCUMENTS:
KATILIM SERTİFİKASI	CERTIFICATE
NİHAİ RAPOR (LİNK GÖNDERİLECEK)	FINAL REPORT (THE LINK WILL BE SENT)
YURTDISINDA EGİTİM GÖRDÜĞÜNÜZ KURUMDAN NOT ÇİZELGESİ	TRANSCRIPT FROM THE RECEIVING UNIVERSITY
PASAPORT GİRİŞ ÇIKIŞ DAMGALARI OLAN SAYFALARIN FOTOKOPİLERİ	COPY OF YOUR PASSPORT PAGES WHICH HAVE ENTRANCE AND EXIT STAMPS

DURING THE MOBILITY

LEARNING CHANGES – APPROVAL CHANGES

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.



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 Colleague;

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 Aydin University
Erasmus Office

CONFIRMATION OF ARRIVAL TO 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 1 26 / 09 / 2014 (date)

[Signature] (signature and stamp of the host institution)

Dr. Christina Kueckekmece
Head of the International Relations

CONFIRMATION OF DEPARTURE
(to be filled at departure)

This is to confirm that _____ (first name and surname of student)

the student of Istanbul Aydin University has attended the courses at

_____ (name of receiving institution)

departured on, _____ / _____ / _____ (date)

_____ (signature and stamp of the host institution)

The Original of this document shall be returned by the student to :

Istanbul Aydin University Erasmus Office Florya Campus Besyol Mah. Inonu Cad. Sefakoy - Kueckekmece /

CHANGES OF LEARNING AGREEMENT



Higher Education Learning Agreement form Student's name

Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹⁰	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
AUD 11	LOCAL ECONOMY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1	6
IKP 34	RURAL ECONOMY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	6
ATC 12	BASIC ECONOMICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A3	6
KLP 78	THE SYSTEM OF ECONOMY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	6
					TOTAL: 12

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:
Name: _____
Phone number: _____

New responsible person in the receiving institution:
Name: _____ Function: _____
Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

The student
Student's signature or approval by e-mail _____ Date: 18.04.2014

The sending institution
Responsible person's signature or approval by e-mail _____ Date: 18.04.2014

The receiving institution
Responsible person's signature or approval by e-mail _____ Date: _____

¹⁰ Reasons for exceptional changes to study programme abroad:

Reasons for deleting a component	Reason for adding a component
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component 8
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict 5	B3) Other (please specify)
A4) Other (please specify)	

1. Course Units' Codes,
2. Name of the deleted course units,
3. Tick box for the deleted course units,
4. Reason code of the deleted course unit,
5. Reasons for deleting course units,
6. Name of the added course unit
7. Code of the added course unit,
8. Reason for adding a course unit,
9. ECTS credits of the deleted and added course units

Changes in the coordinators (if any)

This info is located at the last page

The signatures of the student, sending institution and receiving institution

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:	
Name:	
Phone number:	E-mail:
New responsible person in the receiving institution:	
Name:	Function:
Phone number:	E-mail:

Changes in the Responsible Person (if any)

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Changes to the original Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table C are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table D. Any exceptions to this rule are documented in an annex of this Changes to the original Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student	
Student's signature	Date:
The sending institution	
Responsible person's signature (Departmental Coordinator)	Date:
Responsible person's signature (Institutional Coordinator)	Date:
The receiving institution	
Responsible person's signature	Date:

Student Signature's Part will be signed by the student
Receiving Institution Part will be signed and stamped by the partner university

CHANGES IN APPROVAL FORM

1. Code of the deleted course unit
2. Name of the deleted course unit,
3. Tick box for the deleted course units,
4. ECTS credits of the deleted course units
5. Code of the added course unit
6. Name of the added course unit
7. Tick box for the added course unit
8. ECTS credits of the equivalent course unit

CHANGES IN APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 2014 - 2015

FACULTY/SCHOOL/INSTITUTE: Faculty of Economics and Administrative Sciences

DEPARTMENT: Economics and Finance

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

RECEIVING INSTITUTION					ISTANBUL AYDIN UNIVERSITY			
Courses in the Changes to Learning Agreement					Changes to the Approval Form of Course Equivalents And Credits			
Course Unit Code	Title of the Course Unit	Deleted Courses	Added Courses	ECTS Credits	Course Unit Code	Title of the Course Unit	ECTS Credits	Local Credits
AUD 11	LOCAL ECONOMY	<input checked="" type="checkbox"/>		6				
IKP 34	RURAL ECONOMY	<input checked="" type="checkbox"/>		6	BND 23	ECONOMY IN TURKEY	6	
ATC 12	BASIC ECONOMICS	<input checked="" type="checkbox"/>		6				
KLP 78	THE SYSTEM OF ECONOMY		<input checked="" type="checkbox"/>	6	DKC 12	ECONOMY 1	6	

Student's Signature Date: 18.04.2014

We confirm that this proposed programme of study/training is approved.
(Only IAU Coordinators)

Signature of Faculty/Departmental Coordinator:

YRD. DOÇ. DR. ÇİĞDEM ÖZARI


Date:18.04.2014

Signature of the Institutional Coordinator:

PINAR ELBASAN

Date:18.04.2014

AFTER THE MOBILITY

- ▶ 1- (If any) Document for the failed course units,
 - ▶ 2- Certificate of Mobility,
 - ▶ 3- Transcript,
 - ▶ 4- Passport stamps (departure and arrival for Turkey),
 - ▶ 5- Final Report.
- 



FAILED COURSES FORM

This form is used in case of failure. A separate sheet needs to be used for each failed course unit.

BAŞARISIZLIK FORMU FAILED COURSES FORM

Name of the Student:	SERKAN SAPMAZTÜRK
Host Institution:	Hochschule aschaffenburg
Field of Study:	Economics
Name of the Course(s):	Rural Economy

Above mentioned student failed the stated course that s/he had taken due to the reason/s given below:

- Student did not attend exams.
 Student did not attend courses properly.
 Student did not perform assignments given.
 Student did not deliver projects/thesis.
 Student fulfilled all the obligations, yet failed.

Please specify other reasons, if any:

Name and Signature of the Host
University's Co-ordinator
(Stamp)

RECOGNITION OUTCOMES



Higher Education Learning Agreement form
Student's name

Student's Name & Surname

Section to be completed AFTER THE MOBILITY RECOGNITION OUTCOMES

1-MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS

2- MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].
...../...../.....

Table E: Academic outcomes at receiving institution (**PARTNER**)

Start and end dates of the study period: from [day/month/year] till [day/month/year].
...../...../.....

Table F: Recognition outcomes at the sending institution (**IAU**)

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
2	3	4		
			Total(.....)	5 6

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
10	11	12	
		Total(.....)	13 14

Student's Signature: _____ Date: _____

Receiving Institution (**Partner**)

Sending Institution (**IAU**)

Responsible person's (Departmental Coordinator)

Signature and Stamp: _____ Date: _____

Responsible person's (Departmental Coordinator)

Signature and Stamp: _____ Date: _____

Responsible person's (Institutional Coordinator)

Signature and Stamp: _____ Date: _____

Signature and Stamp: _____ Date: _____



Signature and Stamp: _____ Date: _____

1. Education start and finish date.
2. Course Code.
3. Course which is taken at the partner university.
4. Result of the course.
5. Total ECTS credits which is taken at the partner university
6. Grade which is mentioned on the partner's university's transcript
7. Student's signature
8. Signature of the partner university's departmental coordinator
9. Education start and finish date.
10. Course code.
11. Equivalent IAU course
12. ECTS credit of the IAU course
13. Total ECTS credits of IAU courses
14. IAU courses' grades (if available)
15. IAU Departmental Coordinator's signature
16. Erasmus Institutional Coordinator's signature and stamp

This form shows the ultimate version of the courses which has been taken at the partner university. In case of course change the added courses will be mentioned on this form.

DURATION SHEET

This documents should be filled out by the partner university upon the arrival and departure of the student.

 **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 Colleague;
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 Aydin University
Erasmus Office

CONFIRMATION OF ARRIVAL TO 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** (date)
 (signature and stamp of the host institution)

Dr. Christina Koenigsmueller
Head of the International Relations

CONFIRMATION OF DEPARTURE
(to be filled at departure)

This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)
the student of Istanbul Aydin University has attended the courses at
HOCHSCHULE ASCHAFFENBURG (name of receiving institution)
departured on, **02.02.2015** (date)
 (signature and stamp of the host institution)
Dr. Christina Koenigsmueller
Head of the International Relations

The Original of this document shall be returned by the student to :
Istanbul Aydin University Erasmus Office Florya Campus Besyol Mah. Inonu Cad. Sefakoy - Kucukcekmece /

TRANSCRIPT

The transcript needs to include the ECTS credits.



hochschule aschaffenburg
university of applied sciences

Aschaffenburg, 11.03.2014

Transcript of Records

Mr.
Serkan Sapmaztürk
born on 03.01.1994 in Istanbul

Registration Number: 2212208

Course of Studies: Allgemeinwissenschaftliche Wahlpflichtfächer/Diplom (FH)

Enrolled: 01.10.2013 - 14.03.2014

Elective Subjects	Local Grade (1)	ECTS Credits (2)	Semester (3)
3324690 Introduction to the European Union	3,7	5	20132
3324805 Business Seminar Germany	2,7	5	20132
9000042 Leadership and Management	3,3	8	20132
9000051 Business English LN	passed		20132
9940110 German Ia	3,0	5	20132
9940125 International Marketing	3,3	2,5	20132

Hochschule für angewandte Wissenschaften
Fachhochschule Aschaffenburg
Würzburger Str. 45
63743 Aschaffenburg

(1) Descriptions of the Institutional Grading Scale:

Local Grade	Definition
1,0 - 1,5	excellent / very good
1,6 - 2,5	good
2,6 - 3,5	satisfactory
3,6 - 4,0	sufficient
4,1 - 5,0	fail

(2) ECTS Credits (only displayed if applicable):

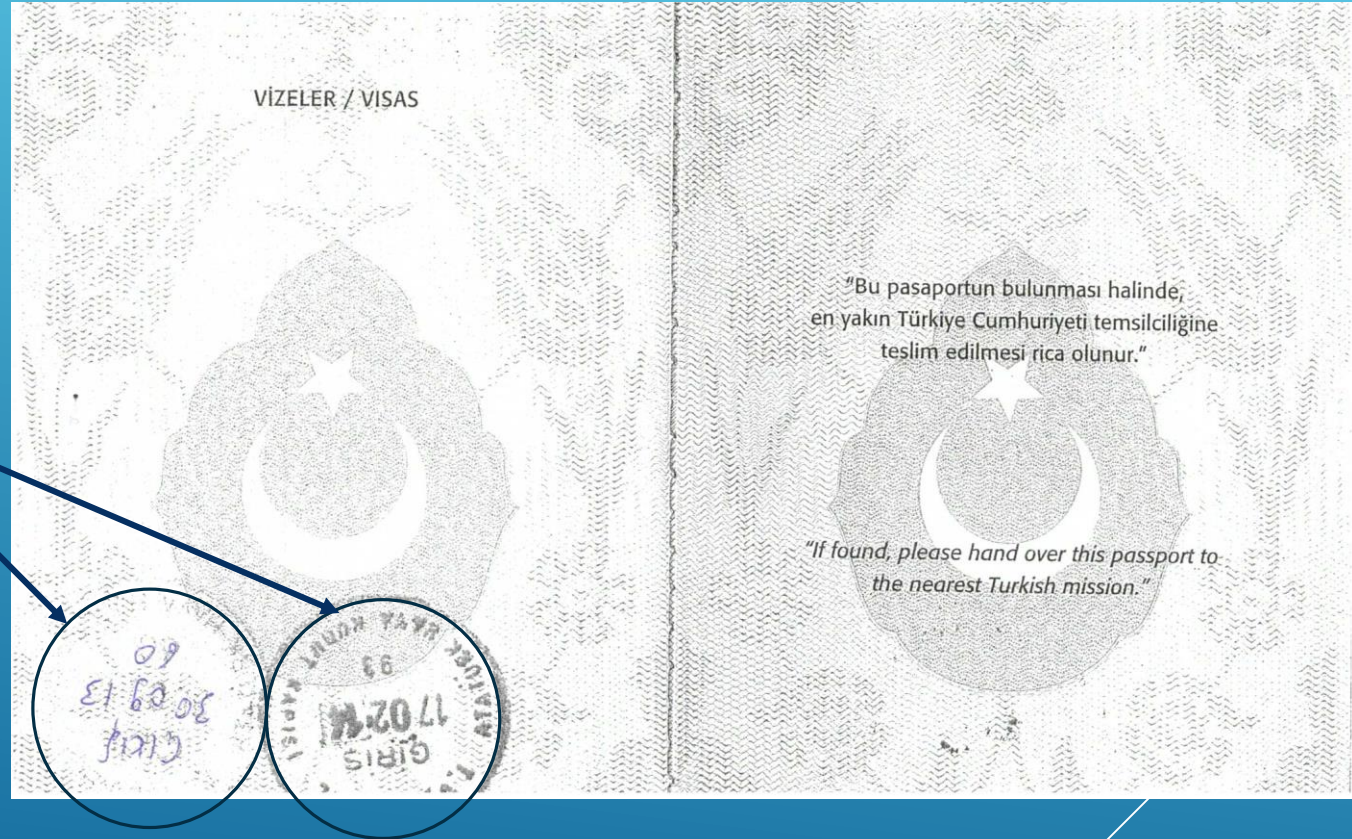
1 full academic year = 60 credits
1 semester = 30 credits

(3) Semester:

200*1: summer term
200*2: winter term

PASSPORT STAMPS (ARRIVAL AND DEPARTURE FOR TURKEY)

The stamps
must be
readable.





FINAL VERSION OF THE TRANSCRIPT

After the completion of the procedure students can get their new transcripts from IAU Student Affairs. Erasmus program is mentioned with a star.

T.C. Kimlik No	26441004124	Öğrenci No	B1006.050052
Soyadı	SERKAN	Fakülte	İKTİSADİ İDARİ BİLİMLER FAKÜLTESİ
Adı	SAPMAZTORK	Bölüm	SIYASET BİLİMİ VE ULUSLARARASI İLİŞKİLER (İNGİLİZCE)
Doğum Tarihi	18.05.1989	Kayıt Tarihi	02.09.2010

1. Yarıyıl						2. Yarıyıl							
TÜR	DERS ADI	AKTS	KR	HN	NxKR	TÜR	DERS ADI	AKTS	KR	HN	NxKR		
Z	ATA103	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-I	2.0	2.0	T	0	Z	ATA104	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-II	2.0	2.0	T	0
Z	BUS109	MATHEMATICS FOR BUSINESS-I	6.0	3.0	CC	12	Z	BUS110	MATHEMATICS FOR BUSINESS-II	5.0	3.0	BA	17.5
Z	ECON201	MICROECONOMICS	5.0	3.0	AA	20	Z	ECON110	INTRODUCTION TO MACROECONOMICS	5.0	3.0	BA	17.5
Z	ENG101	PROFESSIONAL ENGLISH-I	4.0	3.0	T	0	Z	ENG102	PROFESSIONAL ENGLISH-II	4.0	3.0	T	0
Z	LAW102	INTRODUCTION TO LAW	5.0	3.0	CB	15	Z	PSIR102	INTRODUCTION TO INTERNATIONAL RELATIONS	6.0	3.0	BA	21
Z	PSIR101	INTRODUCTION TO POLITICAL SCIENCE	5.0	3.0	CB	12.5	Z	PSIR104	INTRODUCTION TO MANAGEMENT	5.0	3.0	DD	5
Z	PSIR103	INTRODUCTION TO SOCIOLOGY	5.0	3.0	AA	20	Z	PSIR106	CONSTITUTIONAL LAW	5.0	3.0	AA	20
Z	TLL101	TURKISH LANGUAGE-I	2.0	2.0	T	0	Z	TLL102	TURKISH LANGUAGE-II	2.0	2.0	T	0
Aldığı Kredi	26	Dönem Ortalaması				3.06	Aldığı Kredi	26	Dönem Ortalaması				3.12
Aldığı Top. Kredi	26	Genel Not Ortalaması				3.06	Aldığı Top. Kredi	52	Genel Not Ortalaması				3.09

3. Yarıyıl						4. Yarıyıl *							
TÜR	DERS ADI	AKTS	KR	HN	NxKR	TÜR	DERS ADI **	AKTS	KR	HN	NxKR		
Z	ECON205	STATISTICS-I	5.0	3.0	CB	12.5	Z	ERA	CENTRAL EUROPE AND THE GREAT POWERS 1919-1939	6.0	6.0	AA	24
Z	LAW206	INTERNATIONAL LAW	5.0	3.0	DD	5	Z	ERA	ECONOMY, HISTORY OF EUROPE 19TH-20TH CENTURY	6.0	3.0	AA	24
Z	PSIR203	HISTORY OF WORLD POLITICS-I	5.0	3.0	CC	10	Z	ERA	DICTATORSHIPS IN COMPARISON	6.0	6.0	AA	24
Z	PSIR205	THEORY OF INTERNATIONAL RELATIONS	5.0	3.0	AA	20	Z	ERA	BUDAPEST VIENNA PRAGUE: URBAN SOCIETY AND CULTURE	6.0	3.0	AA	24
Z	PSIR211	TURKISH STATE AND ADMINISTRATIVE STRUCTURE	5.0	3.0	DD	5	Z	ERA	HISTORY OF DAILY LIFE ALBANIA	6.0	3.0	AA	24
Z	SBU209	ADMINISTRATION AND LEADERSHIP	5.0	3.0	BA	17.5							
Aldığı Kredi	30	Dönem Ortalaması				2.33	Aldığı Kredi	30	Dönem Ortalaması				4.00
Aldığı Top. Kredi	82	Genel Not Ortalaması				2.34	Aldığı Top. Kredi	112	Genel Not Ortalaması				3.13

Açıklamalar:

* İşaretli dönemlerde bulunan dersler, ERASMUS Değişim Programı çerçevesinde yurtdışında alınmıştır.
** ERASMUS çerçevesinde alınan derslere ait ders kodu bulunmadığı için 'ERA' kodu kullanılmıştır.

Transfer Edilen Toplam Kredi : 16

Hesaplamalarda AKTS (ECTS) kredisi kullanılmıştır.
AA: 4.00 BA:3.50 BB:3.00 CB:2.50 CC:2.00 DD:1.50 EE:1.00 FF:0.50 FF:0.00 F:Başarısız M:Muaf NA:Devamsız I:Eksik T:Transfer P:Başarılı KR:Kredi HN:Harf Notu NxKR:Notu x Kredi TÜR:Ders Türü Z:Zorunlu Ders, S:Seçmeli Ders, Y:Genel Ortalamaya Katılmıyaz, R:Dersi Tekrar Etti

Teaching medium is in English - Eğitim dili İngilizcedir.

BU TRANSKRİPT

- 1) Soğuk damga ile onaylanmıştır
- 2) Öğrenci İşleri Daire Başkanı tarafından imzalanmış ise resmi evrak niteliğini taşır.



THANK YOU IAU ERASMUS+ OFFICE

Follow us on [facebook/iauerasmusoffice](https://www.facebook.com/iauerasmusoffice)
on [twitter/iauerasmus](https://twitter.com/iauerasmus)

