



Erasmus+ Orientation Program for Outgoing Students

11.04.2018





ISTANBUL AYDIN UNIVERSITY ONLINE APPOINTMENT SYSTEM

Erasmus+

YATAY ULUSAL AJANSI
ERASMUS+ NATIONAL AGENCY



+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 (Just for the Institute),
- 2- Special Forms for the Institute Students
- 3- Acceptance Letter
- 4- Visa Letter
- 5- Financial Contract
- 6- OLS Exam

DURING THE MOBILITY

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

AFTER THE MOBILITY

- 1- (If necessary) Failed Courses Form,
- 2- Duration Sheet (Confirmation of departure section),
- 3- Transcript, Recognition outcomes
- 4- Passport,
- 5- Final Report,
- 6- OLS Exam



DOCUMENTS NEEDED BEFORE THE MOBILITY



1- LEARNING AGREEMENT – APPROVAL FORM

2- ACCEPTANCE LETTER

3- SPECIAL FORMS FOR THE INSTITUTE STUDENTS

4- VISA LETTER

5- FINANCIAL CONTRACT

6- OLS EXAM

Erasmus+

Orientation Program

for Outgoing Students

22.11.2017



LEARNING AGREEMENT GENERAL



Higher Education
Learning Agreement for Studies
Student's name

Student's Name & Surname

ID and Education Info

IAU Info

Partner University Info

Courses of Partner University

IAU Courses

IAU and Partner University
Signature Section

Student	Last name (s)	First name (s)	Date of birth	Nationality ¹	Sex [M/F]	Academic year	Study cycle ²	Subject area, Code ³
Sending Institution	Name	Faculty	Erasmus code ⁴ (if applicable)	Department	Address	Country, Country code ⁵	Contact person name ⁶	Contact person e-mail / phone
	Istanbul Aydin University		TR ISTANBU 25		Besyo, İnönü Cd. No:38, 34295 Küçükçekmece/Istanbul	TR		
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone
Study Programme at Receiving Institution								
Planned period of the mobility: from [month/year] to [month/year]								
Table A Before the mobility	Component ⁷ code (if any)	Component title (as indicated in the course catalogue ⁸) at the receiving institution			Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) ⁹ to be awarded by the receiving institution upon successful completion		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
Total								
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to the relevant information]								
The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study 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"/>								
Recognition at Sending Institution								
Table B Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution			Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
Total								
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 sending institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. 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 C. 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.								
Commitment	Name	Function	Phone number	Email	Date	Signature		
Student		Student						
Responsible person ¹⁰ at the Sending Institution (IAU)		Erasmus+ Departmental Coordinator						
Responsible person ¹¹ at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator	4441428/12820	pinarelbasan@aydin.edu.tr				
Responsible person at the Receiving Institution								

Students should fill out this form after finding their courses from partner university and consulting with their Erasmus+ departmental coordinator



LEARNING AGREEMENT CODES

Study cycle ²	Subject area, Code ³

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

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

RECEIVING AND SENDING SECTION

Study Programme at Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁷ code (if any)	Component title (as indicated in the course catalogue ⁸) at the receiving institution	Semester [e.g. autumn / spring/ term]	Number of ECTS credits (or equivalent) ⁹ to be awarded by the receiving institution upon successful completion
1				
2				
4				
6				
				Total
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to information]				
The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study 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"/>				

Course Number

Course Code

Course Name

ECTS of the Courses

Total ECTS

You need to fill out the sending institution part of the form in the same way

Students' Language Proficiency

You can get at least 29 maximum 31 ECTS



Erasmus+

LEARNING AGREEMENT SIGNATURE SECTION



Student's Signature and Date

Erasmus+ Departmental Coordinator signature and date

Erasmus+ Institutional Coordinator's signature and date

Partner University

Commitment	Name	Function	Phone number	Email	Date	Signature
Student		Student				
Responsible person ¹⁰ at the Sending Institution (IAU)		Erasmus+ Departmental Coordinator				
Responsible person ¹¹ at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator	4441428/12820	pinarelbasan@aydin.edu.tr		
Responsible person at the Receiving Institution						





MASTER & PHD LEVEL APPROVAL FORM



KREDİ VE DERS EŞDEĞERLİĞİ TANINMA FORMU APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

AKADEMİK YIL/ACADEMIC YEAR: 2015 - 2016

ENSTİTÜ/INSTITUTE:

BÖLÜM/DEPARTMENT:

Öğrenci Ad Soyad /Student's Name: Gönderen Kurum/Sending Institution: **Istanbul Aydın University** Ülke/Country: **Turkey**

Alici Kurum/ Receiving Institution: Ülke/Country:

ALICI KURUM/RECEIVING INSTITUTION
Öğrenci alıcı kurumda öğrenim/staj boyunca aşağıdaki dersleri alacaktır.
During the student's study at Receiving Institution, the student will attend the following courses/training:

İSTANBUL AYDIN ÜNİVERSİTESİ/ISTANBUL AYDIN UNIVERSITY
Öğrenim sonrası aşağıdaki dersler İstanbul Aydın Üniversitesi tarafından tanınacaktır.
Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:

Ders Kodu Course Unit Code	Dersin Adı - Title of the Course Unit	AKTS ECTS	Ders Kodu Course Unit Code	Dersin adı - Title of the Course Unit	AKTS ECTS

Thesis Code

Thesis Name

ECTS

Tarih/Date:

Students signature and date.

Üniversitemiz tarafından yukarıda önerilen ders/stajın tanınacağını onaylıyoruz. /We confirm that this proposed programme or study/training is approved.
Sadece İAU Koordinatörler/Only IAU Coordinators

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı* Ad Soyad imza:	Name and Signature of the Head of Department- Anabilim Dalı Başkanı Ad Soyad İmza:	Name and Signature of the Erasmus+ Departmental Coordinator – Erasmus+ Bölüm Koordinatörü Ad Soyadı İmza:	Name and Signature of the Director/Vice Director of the Institute- Enstitü Müdür/Müdür Yardımcısı Ad Soyad İmza:	Name and Signature of the Erasmus+ Institutional Coordinator – Erasmus+ Kurum Koordinatörü Ad Soyad İmza:
Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....	Date – Tarih:.....

Academic and Administrative signatures



Erasmus

ACCEPTANCE LETTER



Hochschule Aschaffenburg • Würzburger Straße 45 • D-63743 Aschaffenburg

To whom it may concern

International Office

Incoming coordinator
Nora Seilerle
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 Seilerle
 International Office

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Dd/mm/yyyy format for your mobility period is a requirement when applying for an Erasmus+ Study visa
*the period should include the finals as well





Visa Letter



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22.1

Students are responsible for the visa process

Evrak Tarih ve Sayısı: [REDACTED]



REPUBLIC OF TURKEY
ISTANBUL AYDIN UNIVERSITY RECTORATE
International Relations Directorate
Erasmus + Office



Number : [REDACTED]
Subject : For Visa Application ([REDACTED])

03/02/2016

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 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 **Serkan Sapmaztürk** on his visa process.

With our thanks and kindest regards.

Prof.Dr.Yadigar İZMİRLİ
Rector

02/02/2016 Specialist
02/02/2016 Coordinator
02/02/2016 Director.

Serkan SAPMAZTÜRK
İsmail Can TEMİZEL
Pınar ELBASAN
Prof.Dr. Zafer ASLAN

To Verify Documents : <https://ebys.aydin.edu.tr/en/Vislon/Dogrula/>

Address:Beşyol Mah. İnönü Cad. No:38 Sefaköy , 34295 Küçükçekmece / İSTANBUL

For Information: İsmail Can TEMİZEL

Phone:444 1 428

Web:<http://www.aydin.edu.tr/>

Title: Specialist





Erasmus+

RESULTS OF YOUR LANGUAGE ASSESSMENT IN ENGLISH

■■■ , 2017-07-17



Online Linguistic Support

Students need to send the OLS results to erasmus@aydin.edu.tr

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:

Reading Comprehension - B2

You can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. You can understand contemporary literary prose.

Listening Comprehension - C1

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.

Grammar - B2

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

Vocabulary - C1

Your good command of vocabulary on a broad range of general, academic, professional and leisure topics enables you to understand most written texts.

Key Communicative Phrases - C1

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.

Please note that if you obtained a score of C2 in your first language assessment, you will not have to take a final assessment. You will therefore not receive an invitation to take a final assessment.



Before you go abroad...



- ✓ 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 University (transportation; official authorities and emergency numbers)
- ✓ Plan to attend the Orientation Programme of the host University!
- ✓ 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



DURING THE MOBILITY

1-DURATION SHEET

2-STUDENT INFORMATION FORM

3-CHANGES OF THE LEARNING AGREEMENT (IF NECESSARY)

4-EXTENSION FORM (IF NECESSARY)

5- OLS COURSE





CONFIRMATION OF ARRIVAL



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 Aydın University
Erasmus Office

CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

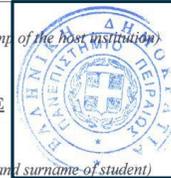
This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student)

has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)

on, **Friday 26 / 09 / 2014** (date)

Dr. Christina Köpcke
Head of the International Relations

(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 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 Aydın University Erasmus Office Florya Campus Besyol Mah. İnönü Cad. Sefakoy - Kucukekmece /

This form should be filled out by the partner university and e-mailed to IAU

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STUDENT INFORMATION FORM



1. Student's Name and Surname,
2. Country,
3. Partner University's Name,
4. Faculty,
5. Department,
6. Residence Address,
7. Active Mobile number abroad.



ERASMUS+ STUDENT MOBILITY
STUDENT INFORMATION FORM



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

This form should be filled out by the students as soon as they arrive their Erasmus+ destination country





CHANGES OF THE LEARNING AGREEMENT



1. Course Number,
- 2 Course Code,
3. Name of the deleted course,
4. Approval box of the deleted course,
5. Deleting reason,
6. ECTS of the deleted course
7. Code of the added course,
8. Name of the added course,
9. Approval box the added course
10. Reason for adding
11. ECTS of the added course

Exceptional changes to Table A
(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 institution)

Table A During the mobility	Component code (if any)	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	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	5	6
2	7	8	<input type="checkbox"/>	<input type="checkbox"/>	9	11
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>		
7			<input type="checkbox"/>	<input type="checkbox"/>		
8			<input type="checkbox"/>	<input type="checkbox"/>		

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
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	

Sending Institution part should be filled out in the same way

This part is located on the last page of the learning agreement



CHANGES OF THE LEARNING AGREEMENT



Commitment	Name	Function	Date	Signature
Student		<i>Student</i>		
Responsible person at the Sending Institution (IAU)		<i>Erasmus+ Departmental Coordinator</i>		
Responsible person at the Sending Institution (IAU)	PINAR ELBASAN	<i>Erasmus+ Institutional Coordinator</i>		
Responsible person at the Receiving Institution				

**Respectively;
After the student's signature this form's Receiving Institution's should be signed and stamped then e-mailed to IAU**



EXTENSION FORM

1. Name & Surname of the student, erasmus residence, Telephone number, name of the university
2. Education Period , Extension Period
3. Student's signature and date,
4. Respectively, all the signatures.

The students who have extended their mobility should do prepare the same documents like they did for the first term



Istanbul Aydin University Request for extension of the period of study OUTGOING

20.../20...!

1	Student's name
	Student's address in host city:
	Telephone Nr:
2	Host university
	Period of study	from/...../20..... till/...../20.....
	Extension period	from/...../20..... till/...../20.....
3	Reasons for extension
	
	/20.....
4	 Student's Signature
	
5	Departmental coordinator's approval of the HOST university	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
/...../20.....
	Name	Signature
	Institutional coordinator's approval of the HOST university	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
/...../20.....
	Name	Signature
	Departmental coordinator's approval of the HOME university	
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved
...../...../20.....	
Name	Signature	
Institutional coordinator's approval of the HOME university		
<input type="checkbox"/> approved	<input type="checkbox"/> unapproved	
...../...../20.....	
Name	Signature	
Student's status due to the extension		
<input type="checkbox"/> Erasmus Student	<input type="checkbox"/> Free Mover	
...../...../20.....	
Name of ERASMUS OFFICER (IAU)	Signature	

Please return this document by e-mail erasmus@aydin.edu.tr and regular post at: Istanbul Aydin University
Besyol Mah. Inonu Cad. No:40. 34295 Sefaköy / Küçükçekmece - Istanbul / TURKEY



Erasmus+

Online Linguistic Support





Erasmus+



AFTER THE MOBILITY

1- (IF ANY) DOCUMENT FOR THE FAILED COURSE UNITS,

2- RECOGNITION OUTCOMES,

3- DURATION SHEET,

4- TRANSCRIPT,

5- PASSPORT

6- FINAL REPORT

7- OLS EXAMS RESULTS

22.11.2017



FAILED COURSES FORM

This form should be filled out by the partner university (if necessary).



İSTANBUL AYDIN UNIVERSITY
INTERNATIONAL RELATIONS DIRECTORATE
ERASMUS



AJANSI
GENELI



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

YÜKSEK ÖĞRETİM ULUSAL AJANSI
NATIONAL AGENCY



Higher Education
Learning Agreement for Studies
Student's name

Student's Name
& Surname

- *. Course number
- 1. Study Period,
- 2. Course Code,
- 3. Partner University Courses,
- 4. Pass or Fail Part
- 5. ECTS,
- 6. Grade,
- 7. Study Period,
- 8. Course Code,
- 9. IAU Courses,
- 10. ECTS,
- 11. IAU grade (It will be filled out by the Erasmus+ Departmental Coordinator)
- 12. Total ECTS,
- 13. Student's signature,
- 14. Signatures of the coordinators and stamp,
- 15. Signature of the partner university and stamp.

Academic Outcomes at Receiving Institution						Recognition Outcomes at Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]						Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table C After the mobility	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 (or equivalent)	Receiving Institution Grade	Table D After the mobility	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)
1 *	2	3	4	5	6	1 *	8	9	10	11
2						2				
3						3				
4						4				
5						5				
6						6				12
Commitment		Name	Function	Signature and Date						
Student		13	Student							
Responsible person at the Sending Institution (IAU)		14	Erasmus+ Departmental Coordinator							
Responsible person at the Sending Institution (IAU)		PINAR ELBASAN	Erasmus+ Institutional Coordinator							
Responsible person at the Receiving Institution		15								

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



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 Aydın 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] (signature and stamp of the host institution)
Dr. Christina Koenigsmueller
Head of the International Relations

CONFIRMATION OF DEPARTURE (to be filled at departure)

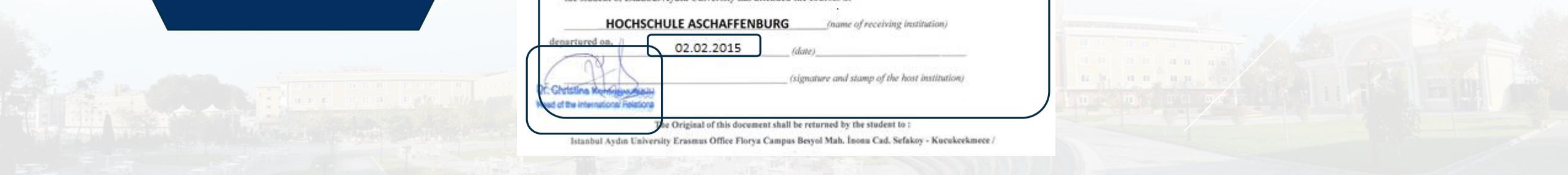
This is to confirm that **SERKAN SAPMAZTÜRK** (first name and surname of student) the student of Istanbul Aydın University has attended the courses at **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution) departed on, **02.02.2015** (date)

[Signature] (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 Aydın University Erasmus Office Florya Campus Besyođ Mah. İnönü Cad. Sefaköy - Kucukcekirmece /

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

Erasmus
Students





TRANSCRIPT



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

The transcript needs to include the ECTS credits.

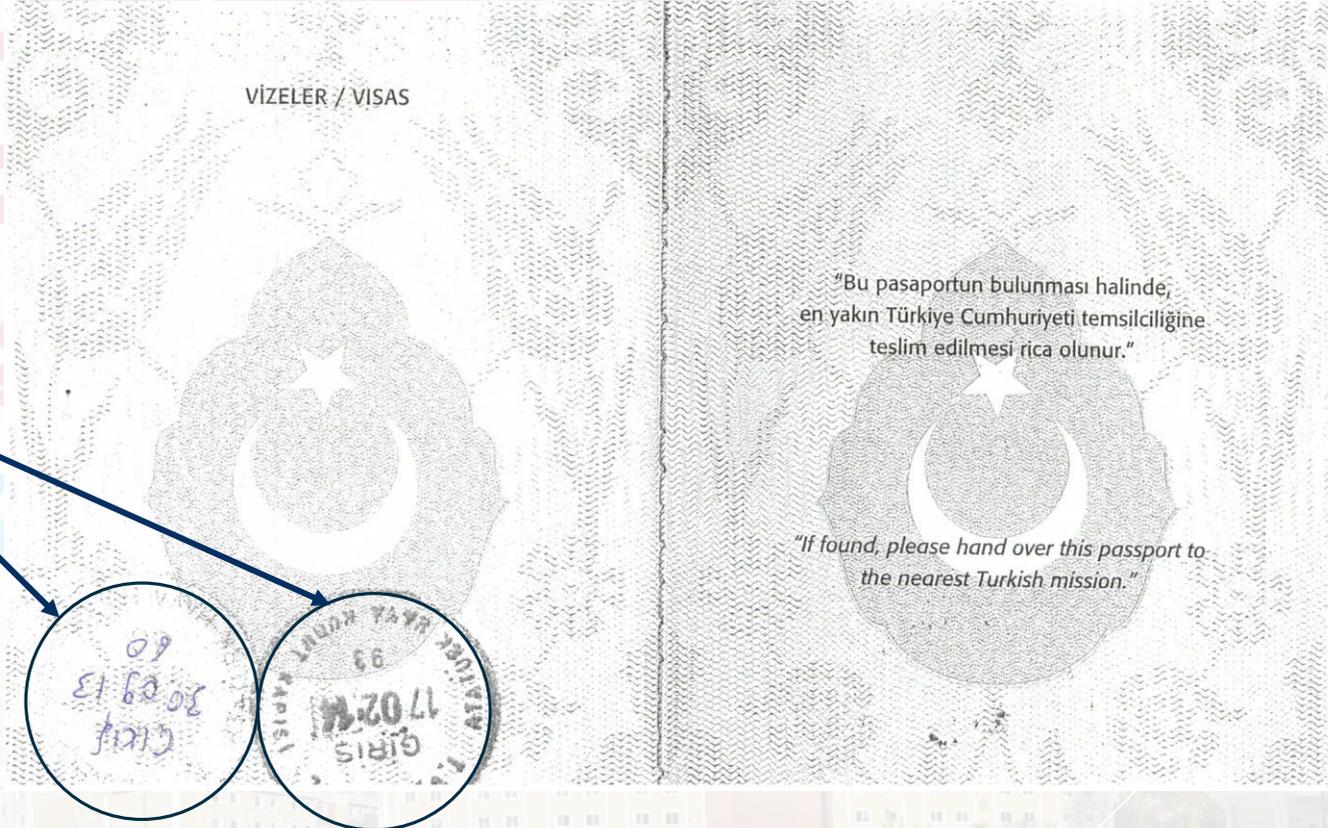
gram
dents



PASSPORT STAMPS (ARRIVAL AND DEPARTURE FOR TURKEY)



The stamps must be readable.





Erasmus+

■■■ 2017-10-31



Online Linguistic Support

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

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:

Reading Comprehension - C2

You can read with ease virtually all forms of the written language, including abstract, structural or linguistically complex texts such as manuals, specialized articles and literary works.

Listening Comprehension - C1

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.

Grammar - B2

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

Vocabulary - B2

You understand a wide range of lexical terms and expressions, including common idioms and phrasal verbs relating to most general topics as well as your field of specialisation.

Key Communicative Phrases - C1

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.

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	SENKAN	Fakülte	İKTİSADİ İDARİ BİLİMLER FAKÜLTESİ
Adı	SAPMAZTÖRK	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	BB	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	DD	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	SBUZ09	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			2.81	Aldığı Top. Kredi	112	Genel Not Ortalaması			3.13				

Açıklamalar:

- * İşaretili dönemlerde bulunan dersler, ERASMUS Değişim Programı çerçevesinde yurtdışında alınmıştır.
- ** ERASMUS çerçevesinde alınan derslere ait ders kodu bulunmuyor ise '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 DC:1.5 DD:1.00 FD: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 Katılmaz, R:Dersi Tekrar Etti

Teaching medium is in English - Eğitim dili İngilizcedir.

BU TRANSKRİPT

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





ÖDEME SÜRECİ İÇİN YAPILMASI GEREKENLER
(ERASMUS ÖĞRENİM / STAJ HAREKETLİLİĞİ)



THINGS TO DO FOR PAYMENT PROCESS
(ERASMUS STUDY /INTERNSHIP)

Orientation Program for Mobility

MOBILITY

GİDİLECEK ÜLKEYE GÖRE DENİZBANK YA DA YAPI KREDİ EURO HESABI AÇTIRMALISINIZ.	YOU NEED TO OBTAIN A EURO ACCOUNT IN DENİZBANK OR YAPI KREDİ DEPEND ON THE COUNTRY YOU WILL GO.
DAHA SONRA BANA ULAŞARAK HİBE SÖZLEŞMESİ YAPMALISINIZ	THEN YOU HAVE TO CONTACT ME IN ORDER TO SIGN THE CONTRACT





Erasmus+

ÖDEME SÜRECİ PAYMENT PROCESS



GİTmeden önce ödemenizin %80'lik kısmı dönüşte işe kalan %20'lik ödemeniz hesabınıza 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,
- OLS VE AB ANKETİ DULDURMAK ZORUNLUDUR.

IN ORDER TO GET THE REMAINING 20%;

- YOU NEED TO BE SUCCESSFUL AT LEAST AT 2 OUT OF THE 3 TOTAL ECTS CREDITS.
- YOU MUST COMPLETE THE OLS EXAMS AND THE EU SURVEY.





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



Erasmus+

Please see the link

<https://www.aydin.edu.tr/en-us/international/erasmus/outgoing-students/Pages/BEFORE-LEAVING-IAU.aspx>

22.11.2017





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) 1. VE 2.OLS SINAV SONUÇLARI	FINAL REPORT (THE LINK WILL BE SENT AUTOMATICALLY TO YOUR EMAIL) 1ST AND 2ND OLS EXAM RESULTS
YURTDISINDA EĞİTİM GÖRDÜĞÜNÜZ KURUMDAN NOT ÇİZELGESİ	TRANSCRIPT FROM THE RECEIVING UNIVERSITY
PASAPORT GİRİS ÇIKIS DAMGALARI OLAN SAYFALARIN FOTOKOPİLERİ	COPY OF YOUR PASSPORT PAGES WHICH HAVE ENTRANCE AND EXIT STAMPS



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IAU ERASMUS + OFFICE

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Orientation Program

for Outgoing Students

ERASMUS@AYDIN.EDU.TR

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