



**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 31/07/2024.\***

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](http://erasmus.aydin.edu.tr), Section Placement Students and by reading the 2022 KA131 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 Visa Letter:**

- 1- Acceptance Letter (**Deadline for delivery to IAU Erasmus+ Office: 15.07.2023**)
- 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: 15.07.2023**)

**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 5 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 for the 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- 1<sup>st</sup> Erasmus+ OLS Exam\*\* result- before mobility (1<sup>st</sup> Erasmus+ OLS Exam will be taken from: <https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test> )

**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**)

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



**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**)
- 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 entrance and exit stamps to and from Turkey (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 7 days after completing the mobility at the host institution/company**)
- 13- Final report on Erasmus+ Traineeship Mobility (Final report on Erasmus+ Traineeship Mobility 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 result must be shared with the Erasmus+ Office**)

\*All Erasmus+ Traineeship Mobility forms can be accessed from the IAU Erasmus+ Webpage:

[erasmus.aydin.edu.tr](http://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%.

**\* 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 12 months from the date of my graduation and no later than the end of the Erasmus project from which I am granted (2021 KA103 ending on 31.10.2023).**

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.

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, confirming that you have read and understood your above commitment letter.

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