

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
						Dipnotta eğitim seviyenize bakınız.	Dipnottaki linkte isced kodunuzu bulabilirsiniz.
Sending Institution	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name; email	
	UŞAK ÜNİVERSİTESİ		TR USAK01	Ankara İzmir Yolu 8.Km Bir Eylül Kampüsü, Merkez / UŞAK	Türkiye	"Eğitim hayatına devam edecek olan öğrenciler / Mezun olacak öğrenciler Zorunlu veya Gönüllü Staj farketmeksizin imza ve Sending Institution kısmına Bölüm Danışmanı veya Bölüm Erasmus Koordinatörünü yazacaklardır. Eğitim hayatına devam edecek olan öğrenciler / Mezun olacak öğrenciler Zorunlu veya Gönüllü Staj farketmeksizin Institutional Erasmus Coordinator Dr. Ercan BAHTİYAR (erasmus@usak.edu.tr) yazacaklardır.	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁵ name; position; email	Mentor ⁶ name; position; email
					☐ 250 employees ☐ 250 employees		

Alıcı Kuruluş/İşletme

Before the mobility (Hareketlilikten Önce)

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year] (Fiziksel bileşenin planlanan süresi: [gün (isteğe bağlı)/ay/yıl] ile [gün (isteğe bağlı)/ay/yıl] Arası).

If applicable, planned period of the virtual component: from [day (optional)/month/year] to [day (optional)/month/year] (Uygulanabilirse, sanal bileşenin planlanan süresi: [gün (isteğe bağlı)/ay/yıl] ile gün (isteğe bağlı)/ay/yıl] arası.)

Traineeship title: ... (STAJ UNVANI)

Number of working hours per week: ... (HAFTALIK ÇALIŞMA SAATİ)

Detailed programme of the traineeship (including the virtual component, if applicable):

[STAJ PROGRAMININ AYRINTILI AÇIKLAMASI YAPILMALIDIR. (VARSA SANAL BİLEŞENLERDE DAHİL EDİNİZ.)]

Traineeship in digital skills⁷: Yes ☐ No ☐ (Dijital becerilerde staj: web sayfası düzenleme, yazılım geliştirme, yapay zeka, siber güvenlik vs.)

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): (Staj sonrası kazanılması gereken bilgi, beceri ve yeterlilikler yazılmalıdır)

Monitoring plan:
(İzleme Planı yazılmalıdır.)

Evaluation plan:
(Değerlendirmenin nasıl yapılacağı yazılmalıdır.)

Burada çalışmanın ana dilini yazın.

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 ☐

Table B - Sending Institution (Gönderen Kurum)

Please use only one of the following three boxes:⁹

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to: (ZORUNLU STAJ İSE !!!)

AwardECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
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 ☐ No ☐ (Hayır seçeneğini işaretleyin Europass hareketlilik belgesine kayıt yapılamamaktadır.)	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to: **(GÖNÜLLÜ STAJ İSE!!!)**

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ (Hayır seçeneğini işaretleyin Europass hareketlilik belgesine kayıt yapılamamaktadır.)	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to: **(YENİ MEZUN STAJI İSE!!!)**

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes ☐ No ☐ (Hayır seçeneğini işaretleyin Europass hareketlilik belgesine kayıt yapılamamaktadır.)	

Accident insurance for the trainee (Stajyer için Kaza Sigortası)

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No ☐ (sigorta staja gidecek öğrenci tarafından yaptırılacağı için hayır kutucukları işaretlenmelidir.)	The accident insurance covers: (Kaza sigortası şunları kapsar) - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No ☐ Yararlanıcı kuruluş, stajyere sorumluluk sigortası sağlayacaktır (eğer kabul eden kuruluş tarafından sağlanmıyorsa):	

Table C - Receiving Organisation (Alıcı Kuruluş)

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes ☐ No ☐ (Alıcı kuruluş size mali destek sağlayacaksa evet kutucuğunu yoksa hayır kutucuğunu işaretleyiniz.)	If yes, amount (EUR/month):
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: Alıcı Kuruluş, stajyerin stajına aynı katkı sağlayacaktır. Evet ise, lütfen belirtiniz	
The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐ (Alıcı kuruluş/işletme size kaza sigortası sağlayacaksa evet kutucuğunu yoksa hayır kutucuğunu işaretleyiniz.)	The accident insurance covers: (Kaza sigortası şunları kapsar) - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐ (Alıcı kuruluş/işletme size sorumluluk sigortası sağlayacaksa evet kutucuğunu yoksa hayır kutucuğunu işaretleyiniz.)	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee (1)			Trainee		
Responsible person ¹¹ at the beneficiary organisation (5)			Institutional Erasmus Coordinator		
[Responsible person ¹² at the sending institution, if different from the beneficiary organisation]			Institute Coordinator		
[Responsible person ¹³ at the sending institution, if different from the beneficiary organisation] (3)			Departmental Coordinator		
Supervisor ¹⁴ at the receiving organisation (2)					

İşlem sırası:

Fakülte/ MYO'da öğrenim görüyorsanız:	Lisansüstü Eğitim Enstitüsünde öğrenim görüyorsanız:
1) Stajyer	1) Stajyer
2) Alıcı kurum/kuruluş imza ve kaşesi	2) Alıcı kurum/kuruluş imza ve kaşesi
3) Bölüm Erasmus koordinatörünüz	3) Bölüm Erasmus Koordinatörünüz
4) Fakülte /MYO Birim Koordinatörünüz	4) Enstitü Koordinatörünüz
5) Erasmus Kurum Koordinatör imzası	5) Erasmus Kurum Koordinatör imza ve kaşesi

olacak şekilde sıra izlenmelidir.

During the Mobility (Hareketlilik Sırasında)

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation (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) (Öğrenci, Gönderen Kurumdaki sorumlu kişi ve Kabul Eden Kuruluş/İşletmedeki sorumlu kişi tarafından posta veya imza ile onaylanacaktır)	
Planned period of the mobility: from [day (optional)/month/year] till [day (optional)/month/year] (Hareketliliğin planlanan dönemi: {ay/yıl}'dan {ay/yıl} 'a kadar.)	
If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] to [day (optional)/month/year] (Uygulanabilirse, sanal hareketliliğin planlanan dönemi/dönemleri)	
Traineeship title: ... (Staj unvanı)	Number of working hours per week: ... (Haftalık çalışma saati sayısı yazılmalıdır)
Detailed programme of the traineeship period (including the virtual component, if applicable): (Staj döneminin detaylı programı yazılmalıdır.)	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): (Stajın sonunda edinilmesi gereken bilgi, beceri ve yeterlilikler (beklenen öğrenim çıktıları) yazılmalıdır.)	
Monitoring plan: (İzleme planı yazılmalıdır.)	
Evaluation plan: (Değerlendirme planı yazılmalıdır.)	

After the Mobility (Hareketlilik Sonrasında)

Table D - Traineeship Certificate by the Receiving Organisation (Ev Sahibi Kuruluş/İşletme Tarafından Staj Belgesi)
Name of the trainee: (Stajyerin Adı)
Name of the Receiving Organisation: (Ev Sahibi Kuruluşun/İşletmenin Adı)
Sector of the Receiving Organisation: (Ev Sahibi Kuruluşun/İşletmenin Sektörü)
Address of the Receiving Organisation [street, city, country, e-mail address], website: (Alıcı Kuruluşun/İşletmenin adresi [cadde, şehir, ülke, telefon, e-posta adresi], web sitesi)
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year] (Stajın başlangıç ve bitiş tarihi (varsa sanal bileşen dahil): [gün/ay/yıl] tarihinden [gün/ay/yıl] tarihine kadar) Start date and end date of physical component: from [day/month/year] to [day/month/year] (Fiziksel bileşenin başlangıç ve bitiş tarihi: [gün/ay/yıl] ile [gün/ay/yıl] arası.)
Traineeship title: (Staj unvanı)
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable): (Stajyer tarafından gerçekleştirilen görevleri de içeren staj döneminin ayrıntılı programı yer almalıdır.) (varsa sanal bileşen dahil)
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes): (Edinilen bilgi, beceriler (entelektüel ve pratik) ve yeterlilikler (elde edilen Öğrenme Çıktıları) yer almalıdır.)
Evaluation of the trainee: (Stajyerin değerlendirmesinin yapılacağı bölüm)
Date: (Tarih)
Name and signature of the Supervisor at the Receiving Organisation: (Ev Sahibi Kuruluş/İşletmedeki Sorumlunun Adı ve İmzası)

¹In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

²Country to which the person belongs administratively and that issues the ID card and/or passport.

³**Level of education:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

⁴**Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

⁵**Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁶**Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁷**Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

⁸**Level of language competence:** a description of the European Language Levels (CEFR) is available at:
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁹**There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹⁰**ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹¹**Responsible person at the beneficiary organisation:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

¹²**Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

¹³**Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

¹⁴**Supervisor at the receiving organisation:** this person is responsible for signing the learning agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.