

Learning Agreement

Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³
	Soyadınız	Adınız	Doğum Tarihiniz (G/A/Y)		Cinsiyetiniz	Önlisans için -> Short Cycle (EQF Level 5) Lisans için -> Bachelor (EQF Level 6) Yüksek L. için -> Master (EQF Level 7) Doktora için -> Doctorate (EQF Level 8)	
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Eskisehir Technical University	Fakülte ve Bölümünüz ü İngilizce olarak yazınız.	TR ESKISEH03	Eskisehir Technical University İki Eylül Campus 26555 Tepebaşı Eskişehir, Turkey	TR	Prof.Dr. Saye Nihan ÇABUK sncabuk@eskisehir.edu.tr +90 222 211 57 17	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	Lütfen staj yapacağınız kurumun tam adını yazınız.	Staj yapacağınız bölüm veya birimi yazınız.	Staj yapacağınız kurumun posta adresini ve internet sayfasının linkini yazınız.	Staj yapacağınız Ülke	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees Staj yapacağınız kurumda 250'den az mı? Çok mu? İşçi çalışıyor. Kurumunuzun büyüklüğüne göre seçiminizi yapınız.	Staj yapacağınız kurumdaki genel sorumlunun adı-soyadı, pozisyonu, mail ve telefon bilgilerini yazabilirsiniz.	Staj yapacağınız kurumda sizden sorumlu olacak eğitmen veya danışmanın bilgilerini yazabilirsiniz. Farklı bir kişi yoksa yandaki genel sorumlu ile aynı kişi olabilir, aynı bilgiler girilebilir.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise Lütfen aşağıdaki kısma stajınızın başlayacağı ve biteceği tarihleri yazınız. Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ... Staj yapacağınız kurumdaki pozisyonunuzu yazmanız gerekiyor. (Trainee yazabilirsiniz).	Number of working hours per week: ... Haftada kaç saat staj yapacağınızı yazmanız gerekiyor.
Detailed programme of the traineeship: Yapacağınız staj faaliyetini veya staj programını yazmanız gerekiyor.	
Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input type="checkbox"/> Stajınız dijital beceriler üzerine mi?	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): Staj faaliyeti sona erdiğinde kazanacağınız bilgi, beceri ve yeterlilikleri yazmanız gerekiyor.	
Monitoring plan: Staj faaliyeti süresince staj yapacağınız kurumun size nasıl kontrol ve takip edeceğini yazmanız gerekiyor.	
Evaluation plan: Staj yapacağınız kurum tarafından stajınızın nasıl veya neye göre değerlendirileceğini yazmanız gerekiyor.	
The level of language competence⁹ in <u>English</u> [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 <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"/>	

Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

Bu kısımda aşağıdaki üç bölümden kendi durumunuza göre sadece birini seçmeniz ve doldurmanız gerekiyor. Buna göre:

- 1) Bölümünüzde zorunlu stajınız varsa bu faaliyeti zorunlu staj olarak yapacaksınız 1. Bölümü seçmeniz ve aşağıdaki örnekteki gibi doldurmanız gerekmektedir.
- 2) Bölümünüzde zorunlu stajınız yoksa bu faaliyeti gönüllü staj olarak yapacaksınız 2. Bölümü seçmeniz ve aşağıdaki örnekteki gibi doldurmanız gerekmektedir.
- 3) Öğrenciyken başvurma şartıyla mezuniyet sonrası Erasmus+ kapsamında staj faaliyeti gerçekleştirecekseniz 3. Bölümü seçmeniz ve aşağıdaki örnekteki gibi doldurmanız gerekmektedir.

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award0.ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Bu satırda herhangi bir değişiklik yapmadan olduğu gibi bırakmanız gerekiyor.	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: 0.
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent). Bu satırda herhangi bir değişiklik yapmadan olduğu gibi bırakmanız gerekli.	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Aşağıdaki kısımda üniversitemiz tarafından size kaza ve mali sorumluluk sigortası yapılıp yapılmayacağını soruyor. Üniversitemiz tarafından herhangi bir sigorta hizmeti sunulmadığı için aşağıdaki gibi no seçeneklerini işaretlemeniz gerekiyor.

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

Staj yapacağınız kurum size maddi destek sağlayacaksa "yes" yoksa "no" olmalıdır. The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month): Staj yapacağınız kurum maddi destek sağlayacaksa aylık miktarı yazmanız gerekli.
Staj yapacağınız kurumun size tesis ve olanaklarını kullanarak kullandırmayacağını soruluyor. Cevabınız "yes" ise hangi imkanlardan faydalanacağınızı açıklamanız gerekmektedir. Aksi halde "No" seçeneğini işaretleyiniz. The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
Staj yapacağınız kurum tarafından size kaza sigortası yapılıp yapılmayacağı soruluyor The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Staj yapacağınız kurum tarafından mali sorumluluk sigortası yapılıp yapılmayacağı soruluyor. The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise 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/Enterprise will communicate to the Sending Institution any

problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee	Ad Soyad	e-postanız	<i>Trainee</i>	İmza tarihi	
Responsible person ¹² at the Sending Institution	Prof.Dr. Saye Nihan ÇABUK	sncabuk@eskisehir.edu.tr	Director		
Supervisor ¹³ at the Receiving Organisation					

**HAREKETLİLİK ÖNCESİ BU KISIMA KADAR DOLDURMANIZ YETERLİDİR.
BUNDAN SONRAKİ KISIM HAREKETLİLİK SÜRESİNCE VE HAREKETLİLİK SONRASINDA DOLDURULACAKTIR**

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (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/Enterprise)	
Planned period of the mobility: from [month/year] till [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

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- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** 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).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ **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.
- ⁹ **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>
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and 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.
- ¹³ **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.