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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Student Mobility for Traineeships** | **Date of birth** | | **Nationality**[[1]](#endnote-2) | | **Sex [M/F]** | | **Study cycle**[[2]](#endnote-3) | | **Field of education**[[3]](#endnote-4) | |
| Stajyerin Soyadı | | Adı | Doğum tarihi | | Uyruğu | | Cinsiyeti | | Öğrenim türü ( Bachelor, Master? | | Bölümü aşağıda ki linkden bulabilirsiniz:  <https://uim.aku.edu.tr/fakulte-bolum-kodlari/> | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5)(if applicable) | | **Address** | | **Country** | | **Contact person name**[[5]](#endnote-6)**; email; phone** | | | |
| Ayon Kocatepe University | | Fakülteniz | TR AFYON01 | | Ayon Kocatepe University  ANS Campus  03200 Afyon | | Turkey | | Prof. Dr. İhsan Cemil DEMİR Director of International Relations [**icdemir@aku.edu.tr**](mailto:icdemir@aku.edu.tr)0090 444 03 03 | | | |
| **ReceivingOrganisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | | **Mentor[[7]](#endnote-8)name; position;**  **e-mail; phone** | |
| Staj yapılan yer adı | | Hangi birimde staj yapılacak | Staj yapılan şirket adresi ve web sayfası | | Staj yapılan ülke | | ☐< 250 employees  ☐> 250 employees | | Staj yerindeki yetkilinin pozisyonu, adı soyadı, mail ve telefonu | | Staj yapacağınız kurumda sizden sorumlu olacak eğitmen veya danışmanın bilgileri | |
| **Before the mobility** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the mobility: from [month/year] staj başlangıç gün/ay/yıl to [month/year] ……………. staj bitiş gün/ay/yıl** | | | | | | | | | | | | | | |
| **Traineeship title: … stajın başlığı**  Trainee yazıılabilir | | | | | | | | | **Number of working hours per week: … Haftada kaç saat çalışacağınızı yazın** | | | | | |
| **Detailed programme of the traineeship: (Indicate on weekly basis if possible)**  **Bu bölüm staj öncesinde doldurulması gerektiği için staj için gitmeden once planlanan detaylı staj program yazılmalı. Bölümünüzle ilgili teknik terimler kullanılarak detaylı bir staj program yazılacak.** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired bythe end of the traineeship (expected Learning Outcomes):**  Stajınızın planlanan kazanımları neler olacak?  Stajınızı yapınca nasıl bir avantaj sağlayacagını düşünüyorsunuz?  Stajın bölümünüzdeki teorik bilgileri pratiğe dönüştürmenizde nasıl faydası olacak?  Nasıl tecrübeler ve yetenekler kazanacaksınız?  Burda dil becerisi, farklı kültürlere adaptasyon, uluslararası bir ortamda çalışma deneyimi vb şeylerden de bahsedebilirsiniz. | | | | | | | | | | | | | | |
| **Monitoring plan:**  Stajınızı kimler gözlemleyecek ve nasıl bir gözlem yapacak? Hangi periyotlarla? | | | | | | | | | | | | | | |
| **Evaluation plan:**  Stajınızı kim ve nasıl değerlendirecek? | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| En az B1 veya B2 dil seviyesi seçmeniz gerekiyor. The level of **language competence[[9]](#endnote-10)** 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* ☐ | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following threeboxes:***[[10]](#endnote-11)**  *1.Şayet zorunulu stajınızı yapacaksanız 1.bölümü doldurun.*  *2. Şayet zorunulu stajınzı yoksa 2.bölümü doldurun.*  *3. Şayet mezun olduktan sonra veya son sınıfta staj yapacaksanız 3.bölümü doldurun.*   1. The traineeship is **embedded in the curriculum**and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate ☐Final report ☐Interview ☐ | | Bu satırda herhangi bir değişiklik yapılmayacak  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 ☐ | |  1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  |  | | --- | --- | --- | | 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).  Bu satırda herhangi bir değişiklik yapılmayacak | | | | Record the traineeship in the trainee's Europass Mobility Document: Yes☐No☐ | | |  1. 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 ☐ No☐ | If yes, please indicate the number of credits: …. | | Record the traineeship in the trainee's Europass Mobility Document*(highly recommended)*: Yes ☐ No ☐ | |   **Accident insurance for the trainee**  Aşağıda ki kısımda AKÜ tarafından size kaza ve mali sorumluluk yapılıp yapılmadığı soruluyor. AKÜ tarafından bir sigorta hizmeti sunulmadığı için “No” işaretlenmeli.   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No☐ | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No☐  - accidents on the way to work and back from work: Yes ☐ No ☐ | | The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐ | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | Staj yapacağınız kurum size maddi destek sağlayacaksa “Yes” sağlamayacaksa “No” işaretlenmeli.  The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No☐ | | If yes, amount (EUR/month): ………..  Maddi destek sağlanacaksa miktar yazılmalı | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No☐  If yes, please specify: ….  Staj yapacağınız kurum size tesis ve olanaklarını kullandıracak mı? Cevabınız “Yes” ise neler olduğunu yazın. Öyle bir imkan yoksa “No” işaretleyin. | | | | The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐  Staj yapacağınız kurumun size kaza sigorta yapıp yapmayacağı soruluyor. | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐ | | | Staj yapacağınız kurumun size mali sorumluluk sigortası yapıp yapmayacağı soruluyor.  The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):  Yes ☐ No ☐ | | | | The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  Bu satırda herhangi bir değişiklik yapılmayacak. | | | | Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.  Bu satırda herhangi bir değişiklik yapılmayacak. | | | | | | | | |
| 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 | Stajyerin Adı Soyadı | *Mail adresi* | *Trainee* | Tarih | **İmza** |
| Responsible person[[12]](#endnote-13) at the Sending Institution | Fakülte Erasmus Rehberinin adı soyadı | Mail adresi | Fakülte Erasmus Rehberi | Tarih | **imza** |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation | Staj yerindeki görevlinin adı soyadı | Mail adresi | Pozisyonu | Tarih | **İmza** |

1. [↑](#endnote-ref-2)
2. [↑](#endnote-ref-3)
3. [↑](#endnote-ref-4)
4. [↑](#endnote-ref-5)
5. [↑](#endnote-ref-6)
6. [↑](#endnote-ref-7)
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12. [↑](#endnote-ref-13)
13. [↑](#endnote-ref-14)