

<b>Trainee (Sağdaki boşluklara öğrenci bilgileri yazılmalı)</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Adınız	Soyadınız	Doğum Tarihiniz	Republic of Turkey (Uyruğunuz)	Cinsiyet (Male/Female)	-MYO öğrencisiyseniz bu kısma "5" -Lisans öğrencisiyseniz bu kısma "6" -Yüksek Lisans öğrencisiyseniz bu kısma "7" -Doktora öğrencisiyseniz bu kısma "8" yazacaksınız	Bölümünüzle ilgili olan aşağıdaki kodlardan bir tanesi seçin ve diğerlerini silin.  00 – Generic programmes and qualifications 01 – Education 02 – Arts and humanities 03 – Social sciences, journalism and information 04 – Business, administration and law 05 – Natural sciences, mathematics and statistics 06 – Information and Communication Technologies 07 – Engineering, manufacturing and construction 08 – Agriculture, forestry, fisheries and veterinary 09 – Health and welfare 10 – Services
<b>Sending Institution</b>	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	ANKARA YILDIRIM BEYAZIT UNIVERSITY (AYBU)	Faculty of ..... Department of ..... (Fakülte ve bölümünüzü yazmalısınız)	TR ANKARA 15	AYBU Milli İrade Binası, Ayvalı Mah. Gazze Cad. No:7 Block-B Floor:8 Etlük, Keçiören, Ankara	TURKEY	B.Burak SOYER <a href="mailto:erasmus@ybu.edu.tr">erasmus@ybu.edu.tr</a> +90 312 9061331	
<b>Receiving Organisation /Enterprise</b>	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	Staj yapacağınız kurumun adını yazınız	(Varsa eğer) Gideceğiniz kurumdaki staj yapacağınız birimin adını yazınız, yoksa kurumun adını yazınız	Staj yapacağınız kurumun web sayfasını yazınız	Staj yapacağınız ülkenin adını yazınız	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees  Staj yapacağınız kurumun personel sayısı yukarıdaki iki seçenekten hangisine uyuyorsa onu seçiniz	Staj yapacağınız kurumdaki yetkili/irtibat kişisi kimse o kişiye ait ad soyad, pozisyon, e-posta ve telefon bilgilerini buraya yazınız	(Varsa eğer) Staj yapacağınız kurumdaki sizden sorumlu kişi kimse o kişiye ait ad soyad, pozisyon, e-posta ve telefon bilgilerini buraya yazınız. Herhangi bir sorumlu kişi (mentor/supervisor) yoksa soldaki yetkili/irtibat kişinin bilgilerini yazabilirsiniz

### Before the mobility

**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

Planned period of the mobility: from [month/year] staj başlangıç tarihini buraya yazınız (gün/ay/yıl) to [month/year] staj bitiş tarihini buraya yazınız (gün/ay/yıl)	
Traineeship title: Trainee	Number of working hours per week: (Minimum 25 saat olacak şekilde haftalık çalışma saatinizi buraya yazınız)
Detailed programme of the traineeship: Staj yapacağınız kurumda gerçekleştireceğiniz işleri detaylandırarak, birkaç madde olacak şekilde sıralayınız. (Yani, sizden bu kısımda iş tanımınızı detaylandırmanız beklenmektedir.)	

Traineeship in digital skills<sup>8</sup>: Yes  No  Staj yapacağınız kurumdaki iş tanımınız dijital bir beceri gerektiriyorsa bu kısma "evet", değil ise "hayır" seçeneğini seçiniz.

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Staj yaptıktan sonra elde edeceğiniz somut/tahmini çıktılar bu kısma yazınız (Örneğin, sağlık alanında yeni bir medikal cihazın kullanımını öğrenmiş olabilirsiniz, Dil becerileriniz gelişebilir, dijital bağlamda yeni bir yazılım/uygulamayı kullanmayı öğrenmiş olabilirsiniz. Bu kısımda sizden buna benzer örnekler vermeniz bekleniyor.)

Monitoring plan:

Staj yapacağınız kurumda stajınızın izleme/takip süreci nasıl gerçekleştirilecek. Burada sizden bu konuda kısaca bilgi vermeniz bekleniyor. (Örneğin, Staj defteri tutabilirsiniz)

Evaluation plan:

Staj yapacağınız kurum stajınızın değerlendirme sürecini nasıl gerçekleştirecek. Burada sizden bu konuda kısaca bilgi vermeniz bekleniyor. (Örneğin, ilgili kurum/kuruluş staj puantajı oluşturabilir sizin için).

The level of language competence<sup>9</sup> in English (Aşağıda İngilizce dil yeterliliğinizi işaretleyiniz. A1 en düşük, C2 en yüksek seviyedir) [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

Please use only one of the following three boxes:<sup>10</sup>

(Bu kısımda hareketliliğinize ilişkin aşağıdaki 1, 2 veya 3 nolu kısımdan bir tanesini seçerek size en uygun olan kısım hangisi ise oradaki sorulara cevap veriniz)

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

Award ..... ECTS credits (or equivalent) <sup>11</sup>	Give a grade 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 and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input 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 type="checkbox"/>	If yes, please indicate the number of credits: ....
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 type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input 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 type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

**Table C - Receiving Organisation/Enterprise**

**(Bu kısımda staj yapacağınız kuruma ilişkin bilgiler size sorulmaktadır. Lütfen cevap veriniz.)**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
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 type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
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	Staj Öğrencisi (Ad Soyad)	E-Posta adresinizi yazınız (Öğrenci)	Trainee	İmzanın atıldığı tarih	Öğrenci İslak imza  (Öncelikle öğrenci bu kısmı imzalar, sonra aşağıdaki kısım öğrencinin Bölüm Erasmus+ Koordinatörü ya da Bölüm Erasmus+ Koordinatör Yardımcısı tarafından imzalanır. En son ise karşı kuruma en alt kısmı doldurması ve imzalaması için gönderilir)
Responsible person <sup>12</sup> at the Sending Institution	Ad Soyad (Bölüm Erasmus+ Koordinatörü ya da Bölüm Erasmus+ Koordinatör Yardımcısı)  <a href="https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi">https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi</a>  adresinden bölüm koordinatörü/koordinatör yrd. Bilgisine ulaşabilirsiniz.	E-Posta adresinizi yazınız  (Bölüm Erasmus+ Koordinatörü ya da Bölüm Erasmus+ Koordinatör Yardımcısı)	Erasmus Departmental Coordinator/Vice-Coordinator	İmzanın atıldığı tarih	Bölüm Erasmus+ Koordinatörü ya da Bölüm Erasmus+ Koordinatör Yardımcısı  (imza kısmı)
Supervisor <sup>13</sup> at the Receiving Organisation	Ad Soyad (Karşı kurum yetkili/irtibat kişisi)	E-Posta adresinizi yazınız (Karşı kurum yetkili/irtibat kişisi)	Manager/Supervisor/P resident vs.	İmzanın atıldığı tarih	İmza

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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscfed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscfed-f\\_en.htm](http://ec.europa.eu/education/tools/iscfed-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.
- <sup>4</sup> **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.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **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.
- <sup>8</sup> **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.
- <sup>9</sup> **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>
- <sup>10</sup> **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.
- <sup>11</sup> **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.
- <sup>12</sup> **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.
- <sup>13</sup> **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.