

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
	Staj yapacak öğrencinin soy adı	Staj yapacak öğrencinin adı	Staj yapacak öğrencinin doğum tarihi	Staj yapacak öğrencinin uyruğu (Nationality kelimesinin üzerindeki 2, 2 numaralı dip notu okuyun anlamına geliyor)	Staj yapacak öğrencinin cinsiyeti	Staj yapacak öğrencinin eğitim kademesi (3 numaralı dip nottan yararlanın).	4 numaralı dipnottaki linke tıklayıp bölümünüze en yakın seçeneği bulun ve buraya yazın.
Beneficiary organisation ⁵	Name	Faculty/ Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
	ÇUKUROVA UNIVERSITY	Staj yapacak öğrencinin fakültesi ve bölümü	TR ADANA01	Çukurova Üniversitesi Rektörlüğü 01250, Sarıçam / Adana, TÜRKİYE	Türkiye	Bölüm Erasmus Koordinatörünün bilgileri (Koordinatör listesi erasmus.cu.edu.tr adresindeki « Genel Bilgi » menüsünde) Erasmus Kurum Koordinatörünün bilgileri (Mevcut kurum koordinatörü Semra SADIK KRUPKA, Email : erasmus@cu.edu.tr)	
Sending Institution [only if different from Beneficiary Organisation]	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	BURASI BOŞ KALACAK	BURASI BOŞ KALACAK	BURASI BOŞ KALACAK	BURASI BOŞ KALACAK	BURASI BOŞ KALACAK	BURASI BOŞ KALACAK	
Receiving Organisation	Name	Department	Address; website	Country	Size <input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees İşletmenin büyüklüğü işaretlenecek. Ya staj yeri işletlesin ya da onlardan bilgi alarak siz işaretleyin.	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
	Staj yerinin adı	Staj yapılacak departman	Staj yerinin adresi ve internet sitesi	Staj yapılacak ülke		Staj yerindeki irtibat kişinin bilgileri yazılacak	Staj yerindeki mentor'un bilgileri yazılacak (Ayrıca bir mentor yoksa sol taraftaki contact person bilgilerini buraya kopyalayın)

Açıklamalı [ck1]: Bu satırın tamamını staj yapacağınız kurum doldurursa daha iyi olur.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] **BU BOŞLUĞA STAJIN BAŞLANGIÇ TARİHİ YAZILACAK** to [day (optional)/month/year] **BU BOŞLUĞA STAJIN BİTİŞ TARİHİ YAZILACAK**

If applicable, planned period of the virtual component: from [day (optional)/month/year] **BOŞ KALACAK** to day (optional)/month/year] **BOŞ KALACAK** (Olağan dışı bir durum varsa zaten sizinle irtibata geçilir).

Traineeship title: ... Bilgilendirme toplantısında da belirtildiği gibi, buraya sadece intern yazılmasın, yapacağınız işi belirten bir başlık olsun) – STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.

Number of working hours per week: ... Haftalık çalışma saati yazılacak. STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.

Detailed programme of the traineeship (including the virtual component, if applicable): **STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.**

Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/> Kabul belgesindeki işaretleme ile aynı olacak. Kabul belgesinde dijital becerilerle ilgili bir bilgi yoksa No işaretleyin.
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.
Monitoring plan: STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.
Evaluation plan: STAJ YERİ DOLDURSUN VEYA ONLARDAN ALACAĞINIZ BİLGİLERLE SİZ DOLDURUN.
The level of language competence ¹¹ in Bu boşluğa hangi dilden Erasmus dil sınavına girdiyse onu yazın (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 checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/> (Burada zaten B2 işaretlenmiş, değiştirmeyin veya silmeyin.)

Table B - Sending Institution

Please use only one of the following three boxes: ¹²

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to: (SAYFANIN EN ALTINDA AYRINTILI AÇIKLAMA VAR)

AwardECTS credits (or equivalent) ¹³	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 (BURASI ZATEN İŞARETLİ GELİYOR, DEĞİŞTİRMİYİN VEYA SİLMEYİN)

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): 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 type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Table C - Receiving Organisation (STAJ YERİ DOLDURACAK)

The Receiving Organisation 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 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 will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): 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 will provide a liability insurance to the trainee (if not provided by the beneficiary organisation):	

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 20.../20...

Yes <input type="checkbox"/> No <input type="checkbox"/>					
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	Öğrencinin adı ve soy adı	Öğrencinin e-mail adresi	Trainee		
Responsible person ¹⁴ at the beneficiary organisation	Bölüm Erasmus koordinatörünün adı ve soy adı	Bölüm Erasmus koordinatörünün e-mail adresi	Department Erasmus Coordinator		
[Responsible person ¹⁵ at the sending institution, if different from the beneficiary organisation]	BOŞ KALACAK	BOŞ KALACAK	BOŞ KALACAK		
Supervisor ¹⁶ at the receiving organisation	Staj yerindeki ilgili kişinin adı ve soy adı	Staj yerindeki ilgili kişinin e-mail adresi	Staj yerindeki ilgili kişinin görevi		

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

² Country 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 In the case of outgoing mobility, the beneficiary organisation is the sending institution.

⁶ **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 EU Member States and third countries associated to the programme.

⁷ **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.

⁸ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁹ **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.

¹⁰ **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.

¹¹ **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>

¹² **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.

¹³ **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.

¹⁴ **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.

¹⁵ **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.

¹⁶ **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.

TABLE B İLE İLGİLİ AÇIKLAMA:

- Yapacağınız stajı bölümünüzdeki zorunlu staja saydıracaksanız **yalnızca 1** numaralı kısmı doldurun.
- Gönüllü staj yapacaksanız **yalnızca 2** numaralı kısmı doldurun (Lisans öğrencileri için hepsi No olacak, Europass istiyorsanız Yes, istemiyorsanız No olacak; yüksek lisans ve doktora öğrencileri tez dönemindeyse ve dönem içinde staj yaparsa ECTS bilgisine tez ve uzmanlık alan derslerinin toplam kredisini yazabilir (genellikle 30 kredi oluyor).
- Mezun olduktan sonra staj yapacaksanız **yalnızca 3** numaralı kısmı doldurun. ECTS No olarak işaretlenecek, Europass istiyorsanız Yes, istemiyorsanız No olarak işaretlenecek.