

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Gender [Male/Female/ Undefined]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
Sending Institution	Name	Faculty/ Department	Erasmus code^{iv} (if applicable)	Address	Country	Contact person name^v; email; phone	
	YEDİTEPE UNIVERSITY		TR ISTANBU21	İnönü Mah. Kayışdağı Cad. 326A 26 Ağustos Yerleşimi 34755 Ataşehir - İstanbul	TURKEY	ÖZGE NUR ÖZÇELİK ozgenur.ozcelik@yeditepe.edu.tr	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person^{vi} name; position; e-mail; phone	Mentor^{vii} name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

After the Mobility

Table C After the mobility	Transcript of Records at the Receiving Institution				
	Start and end dates of the study period: from [day/month/year] to [day/month/year]				
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Table D After the mobility	Transcript of Records and Recognition at the Sending Institution			
	Start and end dates of the study period: from [day/month/year] to [day/month/year]			
	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ^{viii} at the Sending Institution					
Faculty Dean's Signature					
Institute Manager's Signature (For Master and PHD Students)					
Responsible person at the Receiving Institution ⁱ					

Yeditepe Erasmus Office Stamp

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 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.
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.