**Erasmus+ Learning Agreement**

**Student Mobility for Traineeships[[1]](#endnote-1)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality[[2]](#endnote-2)** | **Gender [Male/Female/Undefined]** | | **Level of education (EQF level)**[[3]](#endnote-3) | | | **Field of education**[[4]](#endnote-4) |
|  | |  |  | |  |  | |  | |  | |
| **Sending Institution** [only if different from Beneficiary Organisation] | **Name** | | **Faculty/ Department** | **Erasmus code** (if applicable) | | **Address** | **Country** | | **Contact person name; email** | | | |
| YEDITEPE UNIVERSITY | |  | TR ISTANBU21 | | İnönü Mah. Kayışdağı Cad. 326A 26 Ağustos Yerleşimi 34755 Ataşehir - İstanbul | TURKEY | | M. Müge ŞENGÜL  [outgoing@yeditepe.edu.tr](mailto:outgoing@yeditepe.edu.tr) | | | |
| **Receiving** **Organisation** | **Name** | | **Department** | **Address; website** | | **Country** | **Size** | | **Contact person[[5]](#endnote-5) name; position; email** | | | **Mentor[[6]](#endnote-6) name; position;**  **email** |
|  | |  |  | |  | ☐ ≤250 employees  ☐ > 250 employees | |  | | |  |
| |  |  |  | | --- | --- | --- | |  | **During the Mobility**  ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***  (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) | | | **Planned period of the mobility: from [day (optional)/month/year] ……………. till [day (optional)/month/year] …………….**  **If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….** | | | | **Traineeship title: …** | | **Number of working hours per week: …** | | **Detailed programme of the traineeship period (including the virtual component, if applicable):** | | | | **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes)**: | | | | **Monitoring plan:** | | | | **Evaluation plan:** | | | | | | | | | | | | | | | |
| ***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 | |  | | |  | | | *Student* | |  |  | |
| Erasmus  Departmental Coordinator  (Responsible person[[7]](#endnote-7) at theSending Institution) | |  | | |  | | |  | |  |  | |
| Faculty Dean  (*Only for or Bachelor degree Students)* | |  | | |  | | |  | |  |  | |
| Institute Manager  (*Only for or Master and PHD Students)* | |  | | |  | | |  | |  |  | |
| Responsible person at theReceiving Institution[[8]](#endnote-8) | |  | | |  | | |  | |  |  | |

**Yeditepe Erasmus Office Stamp**

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. [↑](#endnote-ref-1)
2. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
5. **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-5)
6. **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. [↑](#endnote-ref-6)
7. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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. [↑](#endnote-ref-7)
8. **Responsible person at the Receiving Institution**: 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. [↑](#endnote-ref-8)