



REPUBLIC OF TÜRKİYE
YAŞAR UNIVERSITY
PRINCIPLES OF IMPLEMENTATION FOR THE DUTIES AND RESPONSIBILITIES OF
DEPARTMENT ERASMUS COORDINATORS

SECTION ONE
Objective, Scope, Basis and Definitions

Objective and Scope

ARTICLE 1 – (1) These principles of implementation have been established to specify the duties and responsibilities of the " Department Erasmus Coordinators" who are responsible for the academic assessment of the mobility activities of incoming and outgoing students within the scope of the Erasmus+ program in our University.

Basis

ARTICLE 2 – (1) These principles of implementation have been established in the light of the information on the rule concerning "Recognition" referred to in "Erasmus+ Key Action 1: Learning Mobility of Individuals: A Handbook for Higher Education Institutions Concerning Mobility Between Program Countries of Student and Staff in Higher Education ." This rule is an integral part of the Erasmus Mobility Program.

Definitions

ARTICLE 3 – (1) The following terms used in these principles of implementation have the meanings expressly designated to them below:

- a) **Outgoing Student, Mobility for Studies:** An exchange student from Yaşar University studying at a participating European higher education institution within the scope of the Erasmus Program for one or two semester(s),
- b) **Incoming Student, Mobility for Studies:** An exchange student coming to Yaşar University from a European higher education institution agreed within the scope of the Erasmus Program for one or two semester(s),
- c) **Outgoing Student, Mobility for Traineeship:** An exchange student from Yaşar University completing a two-month traineeship with a company/organization in an EU Program Country related to the field in which the student is receiving education.
- ç) **Incoming Student, Mobility for Traineeship:** An exchange student from a higher education institution located in an EU Program Country participating in a 2- to 12-month internship within Yaşar University with the support of Erasmus+ Traineeship Mobility program,
- d) **Erasmus Department Coordinator:** The faculty member or lecturer responsible for all exchange students in Faculties,
- e) **Learning Agreement (LA):** The Learning Agreement that is signed before the exchange semester between the student's own institution and the host institution,
- f) **International Relations and Programs Office (IRPO):** The office coordinating the Erasmus+ program on behalf of Yaşar University.

SECTION TWO
Appointment of Coordinators and Criteria

Appointment

ARTICLE 4 – (1) Upon the recommendation of the academic unit (department, school or program) Department Coordinators are determined by the relevant senior administrator (Dean/Director) , who then officially notifies the International Relations and Programs Office (IRPO) in writing.

IRPO is officially notified of any changes in appointments in writing.

Criteria

ARTICLE 5 – (1) The academic staff member to be appointed as a Coordinator is required to meet the following criteria:

- a) To have at least the rank of lecturer..
- b) To have a sufficient command of English (to read the relevant documents and communicate with students and universities with whom bilateral agreements are in place whether in writing or by telephone).

SECTION THREE

Duties and Responsibilities

Duties and responsibilities

ARTICLE 6– (1) Coordinators are required to fulfill the following duties and responsibilities before, during and after the academic year:

- a) To ensure the establishment of new connections and conclusion of new agreements in line with the department's requirements, and to encourage faculty members in the department to establish new agreements,
- b) To assist in the effective operation of Erasmus mobility activities on behalf of their departments, and to coordinate the operation of the Erasmus program in their departments,
- c) To inform students and faculty members in the department about the Erasmus program, to provide guidance to students, and to respond to their requests for information,
- c) **To assist in the communication of** announcements by IRPO concerning applications for Erasmus mobility programs,
- d) To provide direct support to IRPO in tracking and coordinating the application procedures of student applicants, and to check their application documents,
- e) To facilitate with the student the selection of classes to be taken at the receiving institution and to ensure that the Learning Agreement be completed correctly,
- f) To sign the Learning Agreements of outgoing students participating in exchange programs,
- g) To submit the necessary documents for outgoing exchange students to the Administrative Board of the relevant academic unit before mobility, and to ensure that the necessary administrative decisions be taken by the Administrative Board,
- g) **To provide students abroad with academic support during their mobility program,**
- h) To carry out the procedures necessary for recognition of the courses taken, establishment of course equivalents and the conversion of grades for students returning after completing their mobility programs; to submit the necessary documents to the Administrative Board of the relevant academic unit, and following up on the decision of the Administrative Board,
- i) **To sign the Learning Agreements of incoming students and to inform them about course contents,**
- i) To provide information to incoming students about educational procedures and the grading system,
- j) To play an active role in resolving the problems related to the Erasmus program, and to exchange information and share experiences with IRPO when necessary,
- k) To share current information concerning the Erasmus program with faculty members in the department.

SECTION FOUR

Types of Mobility Program and Details Concerning Responsibilities

Student Mobility

ARTICLE 7– (1) The types of Erasmus Student Mobility program and details of the associated duties are as follows:

Outgoing Student, Mobility for Studies

During the Application Period

- a) To Receive applications from students in the department following the call for mobility applications from IRPO and to deliver those applications to IRPO before the deadline together with the form recording applications for Erasmus Studies and Traineeship" provided in Appendix 1,
- b) To check the documents carefully for the following details when receiving applications:
 - i. Whether the student qualifies for graduation or not (if the student does qualify, it is necessary to inform IRPO),
 - ii. Whether the student has delivered the necessary application documents fully completed and as required,
 - iii. To direct the student to IRPO concerning administrative matters related to mobility for studies (general information about program, duration, grant, etc.).

Before the Departure of the Selected Student

- a) To discuss with students who will participate in the Student Mobility program with or without a grant the selection of a university which is a partner with a bilateral agreement and is suitable for the relevant semester.,
- b) To fill in, together with the student, the relevant sections of the "Learning Agreement for Studies for Outgoing Students" (Appendix 2), and to sending the form to IRPO after it is signed,
- c) To submit the necessary documents to the Administrative Board of the relevant academic unit, and follow up on the decision of the Administrative Board.

During the Mobility Program of the Selected Student

- a) To carrying out the necessary procedures for students who want to change any of the courses they are taking at the receiving institution within the time permitted for adding and dropping classes,
- b) To prepare the form for Changes to the Original Learning Agreement for Studies (Appendix 3) for students who adding or dropping classes, and to send this to IRPO after it is signed.

After the Selected Student Returns

- a) After the student's transcript is sent by IRPO in order for the student's mobility program and the student's grades to be received, to examine the relevant documents to ensure that the grades are transferred carrying out necessary grade transfers, and to send the documents to the Administrative Board of the relevant academic for a decision of the Administrative Board to be taken,
- b) To send the decision of the Administrative Board for each student to the Office of Student Affairs.

Incoming Student, Mobility for Studies

Before Arrival

- a) To answering any questions asked by the students about course selection following the call for applications sent to universities partnered through bilateral agreements, informing students about the course lists of the department, and providing academic guidance of all kinds,
- b) To assess the courses in the Learning Agreement for Studies for Incoming Students (Appendix 4) received from students, and to suggest changes when this is found to be necessary,
- c) To sign the relevant section of the Learning Agreement after it is finalized, and send it to IRPO.

During Mobility

- a) To register students for courses by means of the OBS system within the appointed period, since Erasmus Department Coordinators are appointed as Academic Advisors,
- b) To process any changes in the OBS system during the add/drop period for students wishing to

- make changes in their classes,
- c) To prepare and sign the form for Changes to the Original Learning Agreement for Incoming Students (Appendix 5) for incoming students who have added or dropped courses, and to sending the form to IRPO,
 - ç) **To complete and sign** the Final Course List (Appendix 6), and send it to IRPO,
 - d) To provide students with academic guidance of all kinds throughout their time at Yaşar University.

Outgoing Student, Mobility for Traineeship

During the Application Period

- a) To receive applications made by students in the department following the call for mobility applications issued by IRPO and to deliver those applications to IRPO before the deadline together with the Record of Applications for Erasmus Mobility for Studies and Traineeship" (Appendix 1),
- b) To check documents carefully for the following details when receiving applications:
 - i. Whether or not the training to be carried out by the student is appropriate for his/her department and occupational field,
 - ii. Whether the training complies with the department's criteria for traineeship,
 - iii. Suitability of the dates of the training period (since the student must return before the start of classes in the following academic year,
 - iv. Whether the student has qualified for graduation or not; if this is the case, to inform IRPO,
- c) To inform the student of the credits he/she will obtain,
- ç) **To** direct the student to IRPO concerning administrative matters related to the traineeship (general information about program, duration, grant, etc.).

Before the Selected Student Leaves

- a) To fill in and sign the relevant sections of the "Learning Agreement for Traineeship" (Appendix 7) together with the student, and send it to IRPO,
- b) To submit the necessary documents to the Administrative Board of the relevant academic unit and follow up on the decision taken by the Administrative Board.

After the Student Returns

- a) **To** examining the relevant documents after the "After Mobility" document, which must be delivered to IRPO after the student has completed his/her mobility for traineeship, is sent by IRPO for recognition of the traineeship; to check that the traineeship is appropriate and then send the documents to the Administrative Board of the relevant academic unit and to follow up on the decision of the Administrative Board.

Incoming Student, Mobility for Traineeship

During Application Period and Before Arrival

- a) After IRPO passes on the applications it has received to the Erasmus Department Coordinator, to suggest changes, where necessary, to the "Learning Agreement for Student Mobility for Traineeship" received from students during the application process,
- b) To inform IRPO if the student is accepted by the department.

During Mobility

- a) To provide the students with academic guidance of all kinds throughout their stay at Yaşar University,
- b) To fill in the section of the learning agreement headed "during mobility" in the event of changes and to have and such changes approved since the student is obliged to fulfill the responsibilities specified in the learning agreement during training,
- c) To fill in and sign the section headed "after mobility" in the learning agreement once the student completes his/her training.

SECTION FIVE
Final Provisions

Validity

ARTICLE 8- (1) These procedures and principles take effect on the date they are approved by the Rector of Yaşar University.

Execution

ARTICLE 9 - (1) The Rector of Yaşar University is responsible for the implementation of these procedures and principles.

[Approved by the Rector on: 13.09.2019](#)



REPUBLIC OF TURKEY
YAŞAR UNIVERSITY

RECORD OF APPLICATIONS FOR ERASMUS MOBILITY FOR STUDIES AND TRAINEESHIP

FACULTY/INSTITUTE/SCHOOL:

DEPARTMENT/POGRAM:

Item No.	Name and Surname	Mobility for Studies	Mobility for Traineeship	Application Form	Acceptance Letter (Training)	Transcript	Delivery Date	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

DEPARTMENT
COORDINATOR:
DATE:
SIGNATURE:

LEARNING AGREEMENT

Annex-2

Student Mobility for Studies

for Outgoing Students from Yaşar University

Student	Last name (s)	First name (s)	Date of birth	Nationality	Sex [M/F]	Semester [Fall/Spring /Full Year]	Academic year	Study cycle	Subject area, Code
							2019-2020		
Sending Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone	
	Yaşar University		TR IZMIR05		Universite Cad. No: 37-39 35100 Bornova, Izmir/TURKEY	Turkey, TR			
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone	

Planned period of the mobility: from [month/year]/..... to [month/year]/.....

Table A: Before the mobility

Study Programme at Receiving Institution				Recognition at Sending Institution				
Component code (at the receiving institution)	Component title (as indicated in the course catalogue) at the receiving institution	Semester (Fall/Spring /full year)	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion	YU Component Code	YU Component title (as indicated in the course catalogue) at the sending institution	YU Component Type (Must/Programme Elective/University Elective)	Semester (Fall/Spring /full year)	Number of ECTS credits
Total:			Total:			
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to the relevant information]:								

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

The level of language competence in **English** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 Native speaker

COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 sending 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 gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table C. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Commitment	Name	Function	Phone number	Email	Date	Signature	Stamp
Student		<i>Student</i>					
Responsible people at the Sending Institution (Yaşar University)		<i>Erasmus Department Coordinator</i>					
		<i>Advisor</i>					
		<i>Head of Department</i>					
		<i>Erasmus Institutional Coordinator</i>					
Responsible people at the Receiving Institution		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					

***Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

***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).

*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 student by the sending institution.

***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.

***Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>

***Contact person:** 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.

*An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of evaluation. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

***Course catalogue:** a detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before entering and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and evaluation procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

***ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

***Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (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.

***Mobility window:** a period of time reserved for international student credit mobility that is embedded into the curriculum of a study programme.

DURING MOBILITY

Annex -3

CHANGES TO THE ORIGINAL LEARNING AGREEMENT FOR STUDIES

for Outgoing Students from Yaşar University

Exceptional changes to Table A (Before the mobility)

(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 institution and sending institution)

Component code (at the receiving institution)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted Component [tick if applicable]	Added Component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

COMMITMENT OF THE THREE PARTIES

Commitment	Name	Function	Phone number	Email	Date	Signature	Stamp
Student		<i>Student</i>					
Responsible people at the Sending Institution (Yaşar University)		<i>Erasmus Department Coordinator</i>					
		<i>Advisor</i>					
		<i>Head of Department</i>					
		<i>Erasmus Institutional Coordinator</i>					
Responsible people at the Receiving Institution		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					

Reasons for exceptional changes to study programme abroad:

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	



LEARNING AGREEMENT FOR STUDIES

for Incoming Students to Yaşar University

Student	Last name (s)	First name (s)	Date of birth	Nationality (*)	Sex [M/F]	Semester [Fall/Spring/Full Year]	Academic year	Study cycle (*)	Subject area, Code (*)
							2019-2020		
Sending Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code (*)	Contact person name (*)	Contact person e-mail / phone	
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone	
	Yasar University		TR IZMIR05		Universite Cad. No: 37-39 35100 Bornova, Izmir/TURKEY	Turkey, TR			

Planned period of the mobility: from [day/month/year]/..... to [day/month/year]/.....

Table A: Before the mobility

Component code (at the receiving institution-YU)	Component title (as indicated in the course catalogue) at the receiving institution-YU	Semester (fall/spring/full year)	Number of ECTS credits (or equivalent) to be awarded by the YU upon successful completion
Total:		

The level of language competence in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 Native speaker

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
			Total:

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 sending 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 gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table C. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Commitment	Name	Function	Phone number	Email	Date	Signature	Stamp
Student		<i>Student</i>					
Responsible people at the Sending Institution		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					
Responsible people at the Receiving Institution (Yaşar University)		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					

***Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

***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).

*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 student by the sending institution.

***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.

***Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>

***Contact person:** 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.

*An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

***Course catalogue:** a detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before entering and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

***ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

***Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (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.

***Mobility window:** a period of time reserved for international student credit mobility that is embedded into the curriculum of a study programme.

DURING MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

for Incoming Students to Yaşar University

Exceptional changes to Table A (Before the mobility)

(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 institution and sending institution)

Component code (at the receiving institution)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted Component [tick if applicable]	Added Component [tick if applicable]	Reason for change **	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

* The changes must be completed until the end of of add-drop week in line with the YU academic calendar. After the add-drop week, students are not allowed to make any changes to their original LA agreed before.

**

Reasons for deletings the component :

- A1:** Previously selected educational component is not available at receiving institution
- A2:** Component is in a different language than previously specified in the course catalogue
- A3:** Timetable conflict
- A4:** Other (please specify)

Reasons for Adding the Component:

- B1:** Substituting a deleted component
- B2:** Extending the mobility period (Such a request can be made by the student at the latest one month before the foreseen end date)
- B3:** Other (please specify)

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme. Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

This part should be filled out by the sending institution Table B: Revised group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad after changes in the learning agreement.

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester (Autumn/Spring/Full Year)	Number of ECTS credits
			Total:

Changes in the responsible person(s), if needed	Name	Function	Phone number	Email
New responsible person at the Sending Institution				
New responsible person at the Receiving Institution				

COMMITMENT OF THE THREE PARTIES

Commitment	Name	Function	Phone number	Email	Date	Signature	Stamp
Student		<i>Student</i>					
Responsible people at the Sending Institution		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					
Responsible people at the Receiving Institution (Yaşar University)		<i>Erasmus Department Coordinator</i>					
		<i>Erasmus Institutional Coordinator</i>					



**FINAL COURSE LIST
FOR ERASMUS INCOMING STUDENT**

Academic Year:

Semester:

Student Name-Surname :

	Component Code	Component Title	Number of ECTS Credits	Taken The Course From Department of	Name of Instructor
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Erasmus Department Coordinator

Name-Surname :

Date :

Signature:



Learning Agreement

Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Sex [M/F]	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	
	Yaşar University		TRIZMIR05	Üniversite Cad. No :37-39 Ağaçlıyol Bornova-İzmir	Turkey		
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		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship: (Indicate on weekly basis if possible)	
Traineeship in digital skills ^{viii} : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ^x 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes: *

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

Award ECTS credits (or equivalent) ^{xi}	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:
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Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes No

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 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

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes No If yes, amount (EUR/month):

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes No
If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): 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 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.

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			<i>Trainee</i>		
Responsible person ^{xii} at the Sending Institution			Erasmus Institutional Coordinator		
			Erasmus Department Coordinator		
Supervisor ^{xiii} at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(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/Enterprise)

Planned period of the mobility: from [month/year] till [month/year]

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship period:

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

Monitoring plan:

Evaluation plan:

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

ⁱNationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

ⁱⁱ 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).

ⁱⁱⁱ 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.

^{iv} 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.

^v 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.

^{vi} Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.

^{vii} 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.

⁸ 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.

^{ix} 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>

^x 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.

^{xi} 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.

^{xii} 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.

^{xiii} 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.