



Erasmus + Staj Hareketliliđi Learning Agreement Doldurma Adımları

Bu sekmeden
ilgili sayfayı
açıyoruz.

Online Learning Agreement

Prepare your Learning Agreement **online within a few steps**
and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT


Trainee login form (For HEI and Erasmus+APP users)

Email

Password

LOGIN

[I don't remember password send me reminder](#)

 Sign In with Google

Google login is for registered users only!

Bu kısma
tıklayarak
kayıt
ekranını
açınız.

**The OLA now
through the App!**

E+

*Sign in to the Erasmus+ App and
enjoy the Online Learning Agreement
anywhere, anytime.*

learning-agreement.eu **Trainee platform** REGISTER LOGIN

Create an Erasmus+ profile ?

First name Ayşe

Last name GEZENBİLİR

Email erasmus@etu.edu.tr

Password, 8

Confirm pas

I have read and agree to the [Terms and Conditions](#) and [Privacy Policy](#)

REGISTER

learning-agreement.eu **Trainee platform** HOME LOGOUT

Learning Agreement (before mobility)

NEW LEARNING AGREEMENT

RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
						Buraya tıklayarak yeni bir LA açıyoruz.

Changes to learning agreement (during mobility)

NEW LEARNING AGREEMENT WITH CHANGES

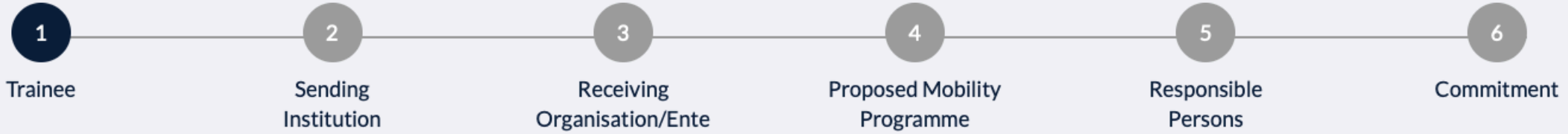
RECEIVING ORGANISATION/ENTERPRISE	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
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EUF EUROPEAN UNIVERSITY FOUNDATION **ESN** Erasmus Student Network Co-funded by the Erasmus+ Programme of the European Union

Privacy Policy and Terms and Conditions. We encourage you to review the documentation and let us know if you have any questions.
2015-2021 European University Foundation



You are that close to start your ERASMUS experience...



Trainee Information

Nationality *

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

Date of birth *

Sex *

 Male Female

Trainee ID number

At Trainee's home/sending institution

Phone Number

Numbers, spaces and '+' symbol are accepted

Study cycle *

Academic Year *

You are that close to start your ERASMUS experience...

1

Trainee

2

Sending
Institution

3

Receiving
Organisation/Ente

4

Proposed Mobility
Programme

5

Responsible
Persons

6

Commitment

Sending institution

Sending institution name *

TOBB EKONOMI VE TEKNOLOJİ UNIVERSİTESİ

CHOOSE

Faculty/Department *

Faculty of..... / Department of.....

Contact person name *

Bölüm Koordinatörünüzün Adı

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 works at the international relations office or equivalent body within the institution.

Contact person email *

Bölüm Koordinatörünüzün Mail Adresi

Contact person phone

Bölüm Koordinatörünüzün Ofis numarası

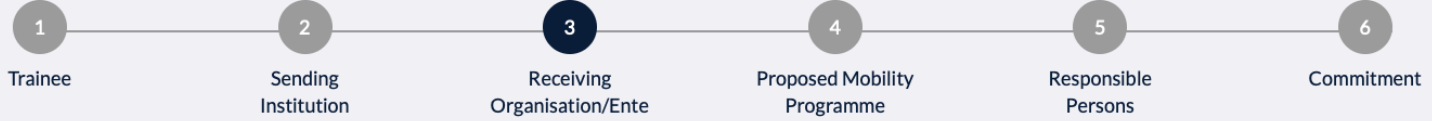
Numbers, spaces and '+' symbol are accepted

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You are that close to start your ERASMUS experience...



Receiving Organisation/Enterprise

Receiving Organisation/Enterprise name *

Staj yapacağınız kurumun adı

Department *

Staj yapacağınız bölüm

Address *

Staj yapacağınız kurumun adresi

Website *

Staj yapacağınız kurumun web sitesi

Country *

Staj yapacağınız ülke

Size:

The organisation has more than 250 employees:

Staj yapacağınız kurum çalışanı 250 kişinin üstündeyseniz işaretleyiniz.

Contact person name *

Staj yapacağınız kurumda iletişime geçtiğiniz yetkili kişinin adı

Person who can provide administrative information within the framework of Erasmus+ traineeships.

Contact person email *

Yetkili kişinin mail adresi

Contact person phone

Yetkili kişinin numarası

Numbers, spaces and '+' symbol are accepted

Contact person position *

Yetkili kişinin kurumdaki pozisyonu

Mentor name *

İş yerinde bulunan amir/danışman/rehber 'inizin adı

Person who provides 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.

Mentor email *

İş yerinde bulunan amir/danışman/rehber 'inizin mail adresi

Mentor phone

telefonu

Numbers, spaces and '+' symbol are accepted

Mentor position *

pozisyonu

You are that close to start your ERASMUS experience...

1
Trainee

2
Sending Institution

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Receiving
Organisation/Enterprise

4
Proposed Mobility Programme

5
Responsible Persons

6
Commitment

Proposed Mobility Programme (before the mobility)

TABLE A: TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE

Traineeship title *	Working hours per week *
Stajyerin Unvanı	Haftalık Çalışma Saati
Detailed programme of the traineeship *	
Stajyer tarafından ilgili zamanlamalarıyla birlikte gerçekleştirilecek görevler / çıktılar.	
Tasks/deliverables to be carried out by the trainee, with their associated timing.	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes) *	
Stajın sonunda kazanılacak bilgi, beceri ve yeterlilikler (Beklenen Öğrenme Çıktıları) Bilgi, entelektüel ve pratik beceriler ve yeterlilikler (Öğrenme Çıktıları) stajın sonunda edinilecektir, örn. akademik, analitik, iletişim, karar verme, BİT, yenilikçi ve yaratıcı, stratejik-organizasyonel ve yabancı dil becerileri, takım çalışması, inisiyatif, uyarlabilirlik vb.	
Monitoring plan *	
İzlem Planı. Stajyerin staj süresince Kabul Eden Kuruluş / Kuruluş, Gönderen Kurum ve varsa üçüncü bir şahıs tarafından nasıl ve ne zaman izleneceği. Örn, Haftalık toplantılar yapılması, günlük amire yada çalışma grubuna bilgilendirme mailleri atılması vb. gibi. stajyerin staj sonucunda ortak eğitim raporu hazırlaması, işyeri amirinin stajyer hakkında gizli rapor doldurulması	
Evaluation plan *	
Stajın ve öğrenme çıktılarının değerlendirilmesinde kullanılacak değerlendirme kriterleri. Örn. stajyerin staj sonucunda ortak eğitim raporu hazırlaması, işyeri amirinin stajyer hakkında gizli rapor doldurulması, stajyerin bölüm hocalarına sunum yapması vb. gibi.	

Assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

Planned period of the mobility

Hareketliliğin gerçekleşeceği başlangıç ve bitiş ay ve yılı belirtilmelidir.

LANGUAGE COMPETENCE OF THE TRAINEE

The level of language competence in **No Language set** [the main language of instruction] that the Trainee already has or agrees to acquire by the start of the study period is: **No Level set**

Language *

Level *

Staj süresince kullanılacak dil ve Avrupa Birliği dil seviyesi karşılığı belirtilmelidir.

TABLE B: RECOGNITION AT THE SENDING INSTITUTION

Please use only one of the following three boxes (click to expand): *

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

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

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 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

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship:

Yes No

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

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.

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Buradaki soruların açıklamaları bir sonraki sayfada.

Burada yer alan soruların cevapları ilgili firmadan temin edildikten sonra işaretlenmelidir.

▼ TABLE B: RECOGNITION AT THE SENDING INSTITUTION

Please use only one of the following three boxes (click to expand): *

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

Award the following amount of ECTS credits (or equivalent):

0

Burada yer alan seçeneklerin üçüde öğrencilerimiz tarafından yapılmaktadır. →

Give a grade based on:

Traineeship certificate Final report Interview

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 No

Burada yer alan seçeneklerden Üniversitemizde ortak eğitim programı her lisans öğrencisi için zorunlu olduğundan dolayı 1. Seçenek seçilmelidir. Öğrencilerimizin ortak eğitimlerinin her biri not dökümlerinde 8 ECTS olarak kredilendirilmiştir.

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Accident insurance for the trainee

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

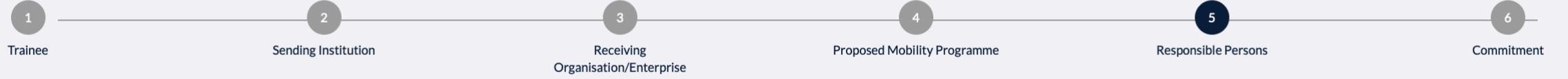
Yes No

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

Yes No

← Burada yer alan soruları No olarak kalmalıdır.

You are that close to start your ERASMUS experience...



Responsible Persons

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 in Step 2.

Name *	Position *
<input type="text" value="Bölüm koordinatörünüzün adı"/>	<input type="text" value="Department Coordinator"/>
Email *	Phone Number
<input type="text" value="Bölüm koordinatörünüzün mail adresi"/>	<input type="text"/>
	<small>Numbers, spaces and '*' symbol are accepted</small>

Supervisor at the Receiving Organisation/Enterprise

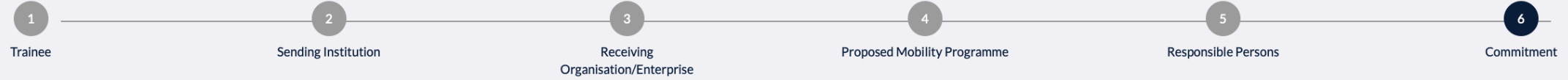
This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name *	Position *
<input type="text" value="Kurumun yetkili kişisi(imza yetkilisi,şirket sahibi vb.) adı"/>	<input type="text" value="kurumdaki görevi"/>
Email *	Phone Number
<input type="text" value="Mail adresi"/>	<input type="text"/>
	<small>Numbers, spaces and '*' symbol are accepted</small>

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You are that close to start your ERASMUS experience...



Commitment of the three parties

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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

TRAINEE'S SIGNATURE
Date:

Bu kısma tıklayıp fare ile imzalayıp aşağıda kırmızı send to sending inst. Coordinator butonuna tıklayarak LA'nızı bölüm koordinatörünüze imzalanmak üzere iletebilirsiniz.

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SEND TO SENDING INST. COORDINATOR