|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Traineeships** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
| Soyadınız | Adınız | Doğum Tarihiniz | Milliyetiniz | Cinsiyetiniz | First Cycle/ Secon Cycle/ Third Cycle (Lisans/Y. Lisans/Doktora) Eğitim düzeyinizi yazınız. | Bölümünüze en yakın alanı seçiniz. |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
| Konya Gıda ve Tarım Üniversitesi | Fakülte ve Bölüünüzü İngilizce olarak yazınız | TRKONYA06 | Melikşah Mah. Beyşehir Cad. No:9 42080 Meram /KONYA | TURKEY | Gülsüm MEZGEL YARTAŞ erasmus@gidatarim.edu.tr +9003324444883 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
| Staj yapacağınız kurumun tam adı | Kurumda staj yapacağınız bölüm veya birimin adı | Staj yapacağınız kurumun websitesi linki ve posta adresi | Staj yapacağınız ülke | [ ]  < 250 employees[ ]  > 250 employeesStaj yapacağınız kurumun büyüklüğüne göre seçiniz. | Staj yapacağınız kurumun genel sorumlusunun bilgileri | Staj yapacağınız kurumda sizden sorumlu olacak eğitmen veya danışman bilgileri |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise******(Lütfen aşağıdaki kısıma stajınızın başlayacağı ve biteceği tarihler)*** |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** |
| **Traineeship title: ( Staj yapacağınız kurumdaki pozisyonunuz. Trainee yazılabilir)** | **Number of working hours per week: (Haftalık syaj yapılacak stajj saati)** |
| **Detailed programme of the traineeship: (Indicate on weekly basis if possible) (Yapacağınız staj faaliyeti veya program)** |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):****(Staj faaliyeti sona erdiğinde kazanacağınız bilgi beceri ve yeterlilikler)** |
| **Monitoring plan: (Staj faaliyeti süresince staj yapacağınız kurumun size nasıl control ve takip edeceği)** |
| **Evaluation plan: (Staj yapacağınız kurum tarafından stajınızın nasıl veya neye göre değerlendirileceksiniz)** |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[9]](#endnote-10)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility (Dil seviyesi)period is: *A1* [ ]  *A2* [ ]  *B1* [ ]  *B2* [ ]  *C1* [ ]  *C2* [ ]  *Native speaker* [x]  |

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| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[10]](#endnote-11)****Bu kısımda aşağıdaki 3 bölümden kendi durumunuza göre sadece birini seçmeniz ve doldurmanız gerekiyor.Buna göre:****1.Eğer bölümünüzde zorunlu stajınız varsa 1.bölümü seçmeniz geekiyor ve aşağıdaki gibi doldurmanız gerekiyor.****2.Eğer bölümünüzde zorunlu stajınız yoksa 2.bölümü seçmeniz gerekiyr ve aşağıdaki gibi doldurmanız gerekiyor.****3.Eğer mezun olduktan sonra veya son sınıftayken Erasmus+ kapsamında staj faaliyeti gerçekleştirecekseniz** **3.bölümü seçerek aşağıdaki gibi doldurmanız gerekiyor.**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

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| --- | --- |
| Award 12 ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate [ ]  Final report [x]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). (Bu satırda herhangi bir değişiklik yapmayıp olduğu gibi bırakmanız) |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [x]  |

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

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [x]  No [ ]   |  If yes, please indicate the number of credits: (staj kredisi) |
| Give a grade: Yes [x]  No [ ]   | If yes, please indicate if this will be based on: Traineeship certificate [x]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records: Yes [ ]  No [x]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [x]   |

1. 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 [ ]  No [x]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [x]  |

Aşağıdaki kısımda size Konya Gıda ve Tarım Üniversitesi tarafından kaza ve mali sorumluluk sigortası yapılıp yapılmayacağını söylüyor. Konya Gıda ve Tarım Üniversitesi tarafından herhangi bir sigorta hizmeti sunulmuyor. Bu yüzden aşağıdaki kısmı örnekteki gibi işaretlemeniz gerekiyor.**Accident insurance for the trainee**

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| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [ ]  No [x]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [ ]  No [x]  - accidents on the way to work and back from work: Yes [ ]  No [x]  |
| 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 [ ]  (Staj yapacağınız kurum size maddi destek sağlayacak mı?)  | If yes, amount (EUR/month): ………..(Staj yapacağınız kurum tarafından size maddi destek sağlanacaksa aylık miktarı ) |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes [ ]  No [ ]  If yes, please specify: (staj yapacağınız kurumunun tesis ve olanaklarından fayldalandırılacak mısınız? Evetse hangi imkanların size sunulacağını açıklayınız. Hayırsa no kutucuğunu işaretleyiniz) |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]  (Staj yapacağınız kurum tarafından size kaza sigortası yapılacak mı?) | The accident insurance covers: - accidents during travels made for work purposes: Yes [ ]  No [x]  - accidents on the way to work and back from work: Yes [ ]  No [x]  |
| (Staj yapacağınız kurum tarafından size mali sorumluluk sigortası yapılacak mı?)The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]  |
| (Buraya işaretleme yapmayın)The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  |
| (Buraya işaretleme yapmayın)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 |  Adınız ve Soyadınız | *E-posta adresiniz* | *Trainee* |  İmza Tarihi | **İmza** |
| Responsible person[[12]](#endnote-13) at the Sending Institution |   |  erasmus@gidatarim.edu.tr |  Institutional Erasmus+ Coordinator |  İmza Tarihi | **İmza** |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation | Staj yapacağınız kurumdaki yetkilinin imzası  |  Yetkilinin e-posta adresi |  Yetkilinin kurum içi pozisyonu |  İmza Tarihi | **İmza** |

**During the Mobility**

 **( Bu kısmı faaliyetiniz esnasında bir değişiklik yaptığınız takdirde kullanmanız gerekmektedir.)**

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|  | ***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**

 **(Faaliyetiniz sona erdiğinde doldurulması gereken bölüm)**

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| --- |
| ***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:** **(Erasmus faaliyetiniz bittiğinde staj yaptığınız kurum tarafından doldurulmak zorundadır)** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:****( staj yaptığıız kurum tarafından imzalanacak ve kaşelenecektir. Bu kısmın imzalatılması zorunludur.)** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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). [↑](#endnote-ref-3)
3. **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)
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. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
8. 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. [↑](#endnote-ref-9)
9. **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> [↑](#endnote-ref-10)
10. **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. [↑](#endnote-ref-11)
11. **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. [↑](#endnote-ref-12)
12. **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. [↑](#endnote-ref-13)
13. **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. [↑](#endnote-ref-14)