

Almanya Büyükelçiliğinin Learning Agreement inceleme örneği:

- 1- Dil seviyesini gösteren belge isteniyor. Bunun için resmi bir sınav sonuç belgesi uygun ancak dil kursundan alınan kursa devam belgeleri kabul edilmeyebiliyor. (üniversitemizin yaptığı dil sınavı ve/veya resmi kurumların verdiği sınav sonuçlarından uygun olanın öğrenilerek sunulmasını tavsiye ediyoruz)

The level of language competence ⁹ in English (indicate here the main language of work) that the trainee already has or agrees to acquire by the start of the mobility period: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	
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- 2- Stajın zorunlu ya da isteğe bağlı olduğu net olmalıdır ki hangi vize prosedürünün uygulanacağı kesinleşsin (bir yerde zorunlu değil denmiş öteki yerde kredi verilir denilmesi şüphe yaratabiliyor)

Ayrıca sonradan elle doldurulan alanlar (bkz mavi tükenmez kalemle işaret edilen yer) öğrencinin üniversitesinden habersiz değişiklik yapmış olabileceği ihtimalini doğuruyor.

Table B - Sending Institution	
Please use only one of the following three boxes: ¹⁰	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹¹	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 checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: 8
Give a grade: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	nicht per computer gemacht
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: ...
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

- 3- Kurumların kaşesi ve imzası uygulanmalıdır. Bu örnekte karşı kurum çıktı alıp imzalamak yerine başka yerde kullandığı siyah zeminli imzayı yapıştırıp göndermiştir. Karşı kurumdan çıktı alıp imzalayıp tarayarak göndermesini müteakip üniversitelerimiz ve öğrencilerimizin imzalaması daha doğru ve pratik bir yöntem olabilir.

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	Signature
Trainee	XXXXXXXXXX	XXXXXXXXXX@XXXXXX.com	Trainee	XXXXXXXXXX
Responsible person ¹² at the Sending Institution	XXXXXXXXXX	XXXXXXXXXX@XXXXXX.com	XXXXXXXXXX	XXXXXXXXXX
Supervisor ¹³ at the Receiving Organisation	XXXXXXXXXX	XXXXXXXXXX@XXXXXX.com	XXXXXXXXXX	XXXXXXXXXX

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

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- 4- Staj yerinin uygunluğundan (özellikle ucuz iş gücü sağlamak isteyen yerlere karşı dikkat ediyorlar) şüphe edilmiş olabilir. Bunu önlemenin en iyi yolu belgenin ve imza/kaşelerin doğru, eksiksiz ve stajın içeriğinin mümkünse haftalık/aylık bazda gösterir detaylı bir şekilde hazırlanması olacaktır.

This is to confirm that Mr. BİÇER has applied to our call and been selected as an appropriate candidate to participate in Erasmus+ Programme-Higher Education Student Mobility during 2020 project year. Within this scope, he will spend a traineeship (work placement) period Germany at Pizza restaurant by which he has been accepted. The traineeship mobility has been mutually arranged and agreed to last for 11 months between June 2021 and May 2022 at the mentioned company.