



ISTANBUL AYDIN
UNIVERSITY

22 Years

ISTANBUL AYDIN UNIVERSITY

ERASMUS+ STAJ HAREKETLİLİĞİ ORYANTASYON PROGRAMI

ERASMUS+ TRAINEESHIP MOBILITY ORIENTATION 03.04.2026



KADIKÖY | BEŞİKTAŞ | BAKIRKÖY | FLORYA | TEKNOPARK İSTANBUL



IAUKampus



IAUKampus



iaukampus



istanbulaydinuniversitesi

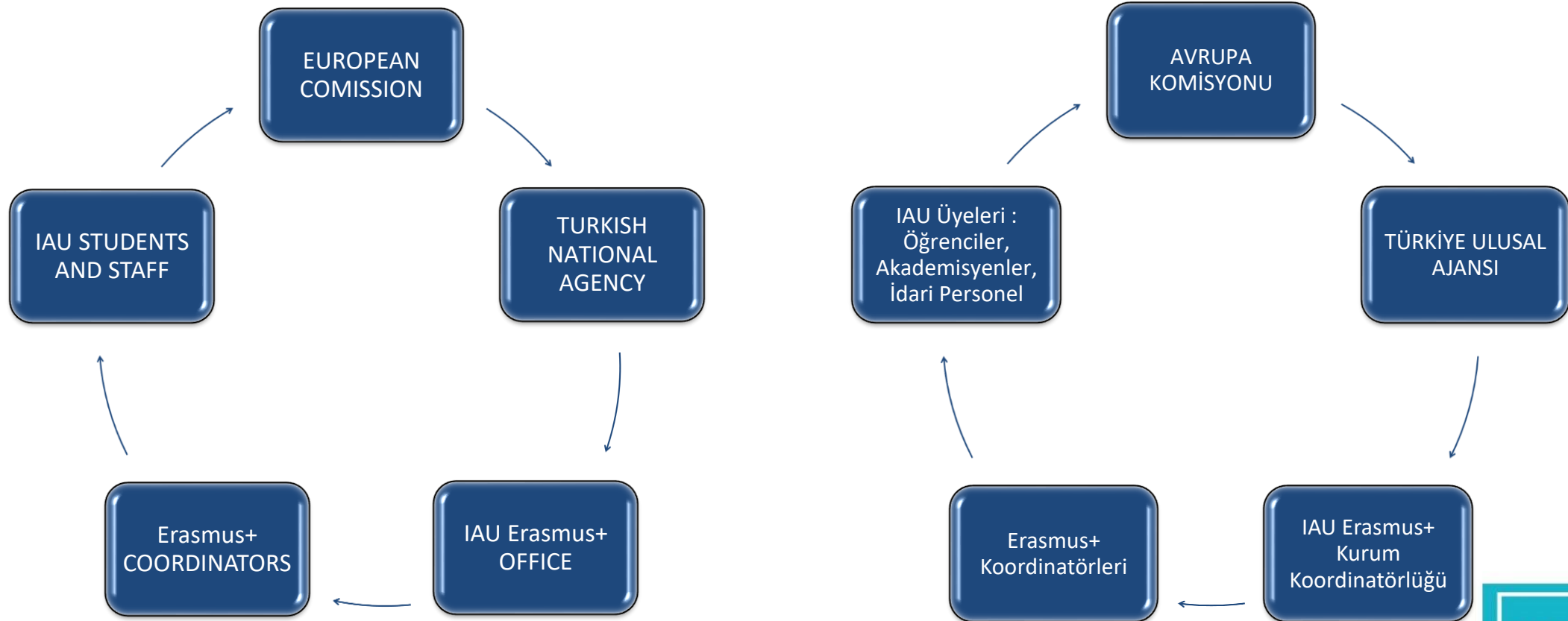
www.aydin.edu.tr | 444 1 428

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The logo for TURQUALITY, featuring the word "TURQUALITY" in a bold, sans-serif font, with a registered trademark symbol (®) to its upper right. The text is white and is set against a teal rectangular background with a thin white border.

Erasmus+ Programı Nasıl İşler? How Does the Erasmus + Program Work?



ERASMUS STAJ HAREKETLİLİĞİ YAPILMASI GEREKENLER

THINGS TO DO FOR YOUR ERASMUS+ TRAINEESHIP MOBILITY

TURQUALITY[®]



IAUKampus



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iaukampus



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www.ua.gov.tr

[f](#) [t](#) [v](#) /ulusalajans

HAREKETLİLİK ÖNCESİ

- **Kabul Mektubu**
- **Approval form**
- **Online Learning Agreement**
- **Vize yazısı – Vize randevusu**
- **OLS Sınavı**
- **Erasmus sözleşmesi (gerekli evrakların teslimiyle)**

HAREKETLİLİK SIRASINDA

- **Duration Sheet (Confirmation of Arrival)**
- **Student Information Form**
- **Süre değişimi varsa;**
 - Yeni approval form
 - Changes OLA

HAREKETLİLİK SONRASI

- **Duration Sheet (Confirmation of departure kısmı),**
- **After Mobility Belgesi**
- **Pasaport mühürleri**
- **Uçak biletleri**
- **Nihai rapor**

Step by Step Erasmus + Traineeship Mobility

BEFORE THE MOBILITY

- 1- Acceptance Letter
- 2- Approval form
- 3- Online Learning Agreement
- 4- Visa Letter
- 5- OLS Exam
- 6- Financial Contract

DURING THE MOBILITY

- 1- Duration(Confirmation of arrival section),
- 2- Student Information Form,
3. Changes (If necessary)
-New Approval form and
-Changes to OLA

AFTER THE MOBILITY

- 1- Duration Sheet (Confirmation of departure section)
- 2- After Mobility, Evaluation report
- 4- Passport,
- 5- EU Survey
- 5- Boarding Pass

The logo for TURQUALITY, featuring the word "TURQUALITY" in white capital letters inside a blue rectangular box with a white border and a registered trademark symbol (®) to the right.

Staj Hareketliliği – Süre ve Tarihler Traineeship Mobility – Duration and Dates

Staj hareketliliğinin geçerli sayılabilmesi için en az **60 gün** sürmesi zorunludur. Bu sürenin altında kalan faaliyetler geçersiz kabul edilir. Tüm staj hareketliliklerinin en geç **31 Temmuz 2027** tarihine kadar tamamlanmış olması gerekmektedir.

Hareketlilikten vazgeçmek isteyen öğrencilerin, feragat dilekçelerini en geç **01 Haziran 2026 saat 16:00'ya kadar** erasmusoutgoing@aydin.edu.tr adresine e-posta yoluyla iletmeleri gerekir. Bu tarihe kadar feragat eden öğrencilerin sonraki başvurularında **-10 puan kesinti uygulanmaz.**

For a traineeship mobility program to be considered valid, it must last at least **60 days**. Activities shorter than this period will be considered invalid.

All traineeship mobility programs must be completed **by July 31, 2027** at the latest.

Students wishing to withdraw from the mobility program must submit their withdrawal request by email to erasmusoutgoing@aydin.edu.tr no later than June 1, 2026 at 16:00.

Students who withdraw by this date will not have a -10 point deduction applied to their subsequent applications.

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Staj Sürecinde Dikkat Edilmesi Gerekenler Things to Consider During the Traineeship Mobility

Staj yapılan kurumun tatil nedeniyle kapalı olması durumunda faaliyet kesintiye uğrayabilir. Bu süreler için hibe ödemesi yapılır ancak kapalı olunan günler faaliyet süresine dahil edilmez. Bu nedenle kurumun kapalı olacağı tarihler önceden araştırılmalı ve tatil günleri çıkarıldıktan sonra da **asgari 60 gün şartının sağlandığından emin olunmalıdır**. Hafta sonları faaliyet süresinden düşülmez.

Mücbir sebeplerle faaliyete ara verilmesi halinde, durumun belgelenmesi şartıyla faaliyet geçerli sayılır ve kalınan süreye göre hibe ödenir. Mücbir sebep değerlendirmesi için Koordinatörlüğümüz Ulusal Ajans ile iletişime geçer.

Mücbir sebepler dışında, asgari süre tamamlanmadan faaliyetin sonlandırılması durumunda staj geçersiz sayılır ve hibe ödenmez.

If the internship institution is closed due to holidays, the activity may be interrupted. Grant payments will be made for these periods, but the days of closure will not be included in the activity duration. Therefore, the dates when the institution will be closed should be investigated in advance, and it should be ensured that **the minimum 60-day requirement is met** even after deducting holidays. Weekends are not deducted from the activity duration.

In case of interruption due to force majeure, the activity will be considered valid and grant payments will be made according to the duration, provided that the situation is documented.

Our Office will contact the National Agency for force majeure assessment.

Except for force majeure, if the activity is terminated before the minimum duration is completed, the internship will be considered invalid and no grant will be paid.

TURQUALITY

- **Kabul Mektubu**
- **Approval form**
- **Online Learning Agreement**
- **Vize yazısı – Vize randevusu**
- **OLS Sınavı**
- **Erasmus sözleşmesi (gerekli evrakların teslimiyle)**

- 1- Acceptance Letter**
- 2- Approval form**
- 3- Online Learning Agreement**
- 4- Visa Letter**
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- 6- Financial Contract**

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Hareketlilik Öncesi Gerekli Evraklar Approval Form

Staj Hareketliliğinizin İAÜ'de tanımlanması için öncelikle tanınma formu (approval form) hazırlamanız gerekmektedir.

Formun başına ad-soyad, bölüm, gidilecek kurum ve ülke gibi kişisel bilgiler yazılmalıdır.

İkinci kısımda gönüllü staj yapıyorsanız iki kısma da ERA1 koduyla birlikte «title» kısmına tarihleri yazmanız gerekmektedir. Zorunlu stajla eşleştirdiyse stajın kodunu ve kredisini yazmanız gerekecektir.

Son kısımda gerekli imzalar yer alır. İmza sırası; öğrenci, Erasmus bölüm koordinatörü, Erasmus ofisi

APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 20.....- 20..... FACULTY/SCHOOL/INSTITUTE: DEPARTMENT:

Student's Name: Sending Institution : **Istanbul Aydın University** Country: **Turkey**

Receiving Institution: Country:

RECEIVING INSTITUTION			ISTANBUL AYDIN UNIVERSITY			
During the student's study at Receiving Institution: in the current academic year, the student will attend the following courses/training:			Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:			
Course Unit Code	Title of the Course Unit	ECTS Credits	Course Unit Code	Title of the Course Unit	ECTS Credits	Local Credits
ERA1	ERASMUS+ PLACEMENT MOBILITY/...../.....		ERA1	ERASMUS+ PLACEMENT MOBILITY/...../.....		
TOTAL (ECTS CREDITS)			TOTAL (ECTS CREDITS)			

Student's Signature: Date:

We confirm that this proposed programme of study/training is approved.

Signature of Faculty/Departmental Coordinator:

Date:

Signature of the Institutional Coordinator:

Mariana ASTEFANOAIÉ

Date:

Hareketlilik Öncesi Gerekli Evraklar Approval Form

To have your internship mobility recognized at IAÜ, you must first prepare an approval form.

Personal information such as name, surname, department, host institution, and country should be written at the top of the form.

In the second part, if you are doing a voluntary internship, you need to write the dates in the "title" section along with the ERA1 code in both parts. If you have matched it with a mandatory internship, you will need to write the internship code and credits.

The final section contains the necessary signatures. The order of signatures is: student, Erasmus departmental coordinator, Erasmus office.

APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

ACADEMIC YEAR: 20..... – 20..... FACULTY/SCHOOL/INSTITUTE: DEPARTMENT:

Student's Name: Sending Institution : **Istanbul Aydın University** Country: **Turkey**

Receiving Institution: Country:

RECEIVING INSTITUTION			ISTANBUL AYDIN UNIVERSITY			
During the student's study at Receiving Institution: in the current academic year, the student will attend the following courses/training:			Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:			
Course Unit Code	Title of the Course Unit	ECTS Credits	Course Unit Code	Title of the Course Unit	ECTS Credits	Local Credits
ERA1	ERASMUS+ PLACEMENT MOBILITY/...../..... –/...../.....		ERA1	ERASMUS+ PLACEMENT MOBILITY/...../..... –/...../.....		
TOTAL (ECTS CREDITS)			TOTAL (ECTS CREDITS)			

Student's Signature: Date:

We confirm that this proposed programme of study/training is approved.

Signature of Faculty/Departmental Coordinator:
Date:

Signature of the Institutional Coordinator: **Mariana ASTEFANOAIE**
Date:

Yüksek Lisans ve Doktora Approval Form Master and PhD Approval Form

ISTANBUL AYDIN UNIVERSITY



KREDİ VE DERS EŞDEĞERLİĞİ TANINMA FORMU APPROVAL FORM OF COURSE EQUIVALENTS AND CREDITS

AKADEMİK YIL/ACADEMIC YEAR: 20.../20.... ENSTİTÜ/INSTITUTE: LİSANSÜSTÜ EĞİTİM ENSTİTÜSÜ BÖLÜM/DEPARTMENT:

Öğrenci Ad Soyad /Student's Name: Gönderen Kurum/Sending Institution: **Istanbul Aydın University** Ülke/Country: **Turkey**

Alıcı Kurum/ Receiving Institution: Country:

ALICI KURUM/RECEIVING INSTITUTION			İSTANBUL AYDIN ÜNİVERSİTESİ/ISTANBUL AYDIN UNIVERSITY		
Öğrenci alıcı kurumdaki öğrenimi/stajı boyunca aşağıdaki dersleri alacaktır. <i>During the student's study at Receiving Institution, the student will attend the following courses/training:</i>			Öğrenim sonrası aşağıdaki dersler İstanbul Aydın Üniversitesi tarafından tanınacaktır. <i>After approval in all courses/training, equivalent to the following, subjects will be awarded at Istanbul Aydın University:</i>		
Ders Kodu Course Unit Code	Dersin Adı - Title of the Course Unit	AKTS ECTS	Ders Kodu Course Unit Code	Dersin adı - Title of the Course Unit	AKTS ECTS
ERA	ERASMUS TRAINEESHIP MOBILITY (.....)	0	ERA	ERASMUS TRAINEESHIP MOBILITY (.....)	0
TOTAL (ECTS CREDITS)		0	TOTAL (ECTS CREDITS)		0

Tez/Proje'mi İstanbul Aydın Üniversitesi'nde savunmam gereğinin mezuniyet şartım olduğunu bildiğimi taahhüt ederim.
I undertake that I know that defending my thesis/project at Istanbul Aydın University is my graduation requirement.

Öğrenci İmzası/Student's Signature: Tarih/Date:

Üniversitemiz tarafından yukarıda önerilen ders/stajın tanınacağını onaylıyoruz. /We confirm that this proposed programme of study/training is approved.
Sadece İAU Koordinatörler/Duly İAU Coordinators.

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı Ad Soyad İmza:	Name and Signature of the Head of Department- Anabilim Dalı Başkanı Ad Soyad İmza:	Name and Signature of the Erasmus+ Departmental Coordinator – Erasmus+ Bölüm Koordinatörü Ad Soyadı İmza:	Name and Signature of the Director/Vice Director of the Institute – Enstitü Müdür/Müdür Yardımcısı Ad Soyad İmza:	Name and Signature of the Erasmus+ Institutional Coordinator – Erasmus+ Kurum Koordinatörü Ad Soyad İmza:
Date – Tarih:	Date – Tarih:	Date – Tarih:	Date – Tarih:	Date – Tarih:

* Öğrenci tez/proje aşamasında ise

Yüksek lisans ve doktora öğrencilerinin tez danışmanlarından, anabilim dalı başkanından, enstitü müdüründen, Erasmus bölüm koordinatöründen ve en son da Erasmus ofisinden imza almaları gerekmektedir.

Master's and doctoral students are required to obtain signatures from their thesis advisors, department heads, institute directors, Erasmus departmental coordinators, and finally, the Erasmus office.

- **Online Learning Agreement (OLA)**, Erasmus+ kapsamında öğrencilerin gidecekleri kurumda yapacakları stajı ve varsa kredileri (zorunlu staj için) dijital ortamda hazırlayıp onaylattıkları resmi bir belgedir.
- Bu sistem sayesinde belge fiziksel olarak imzalanmaz; öğrenci, Erasmus ofisi ve karşı kurum yetkilileri süreci tamamen online olarak takip eder ve onaylar.
- OLA sayesinde hareketliliğiniz karşı kurum tarafından tanınmış olur.

*Approval Form olmadan OLA'nız onaylanmayacaktır

The Online Learning Agreement (OLA) is an official document prepared and approved digitally by students participating in the Erasmus+ program for their internship at the host institution.

Thanks to this system, the document is not physically signed; the student, the Erasmus office, and the host institution's officials follow and approve the entire process online.

The OLA ensures that your mobility is recognized by the host institution.

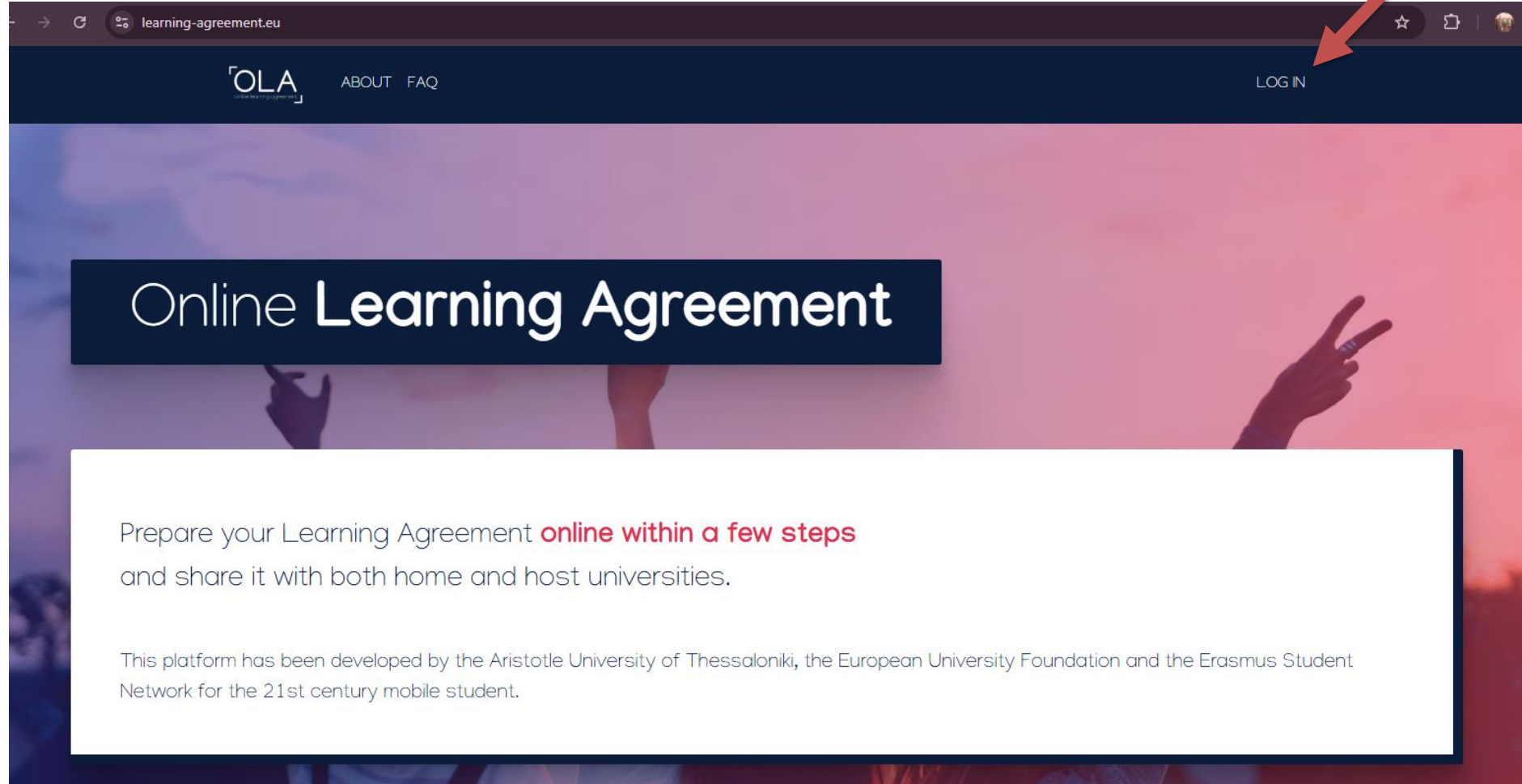
*Your OLA will not be approved without the Approval Form.



Online Traineeship Agreement

OLA ana sayfasına giriş yaptığınızda sağ üst köşede log in kısmından giriş yapmalısınız.

When you access the OLA homepage, you should log in using the "log in" section in the upper right corner.



The screenshot shows the OLA homepage. The browser address bar displays 'learning-agreement.eu'. The navigation bar includes the OLA logo, 'ABOUT', and 'FAQ'. A 'LOG IN' button is located in the upper right corner of the navigation bar, highlighted by a red arrow. The main content area features a large dark blue banner with the text 'Online Learning Agreement'. Below this, a white box contains the text: 'Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.' At the bottom of the white box, it states: '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.'

Online Traineeship Agreement

Log in'e bastıktan sonra girişı «log in with MyAcademicID» ile yapmalısınız.

GMAIL İLE YAPMAYIN!

After clicking Log in, you must log in using "log in with MyAcademicID".

DO NOT USE GMAIL!

OLA ABOUT FAQ LOG IN

My account

Log in with MyAcademicID

Logging into your Online Learning Agreement
European University Foundation

Logging into your
OLA
online learning agreement

Co-funded by the Erasmus+ Programme of the European Union

izlemek için: YouTube

Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you

MyAcademicID

Login with

Examples: University of Bologna, name@auth.gr, Unimib

or

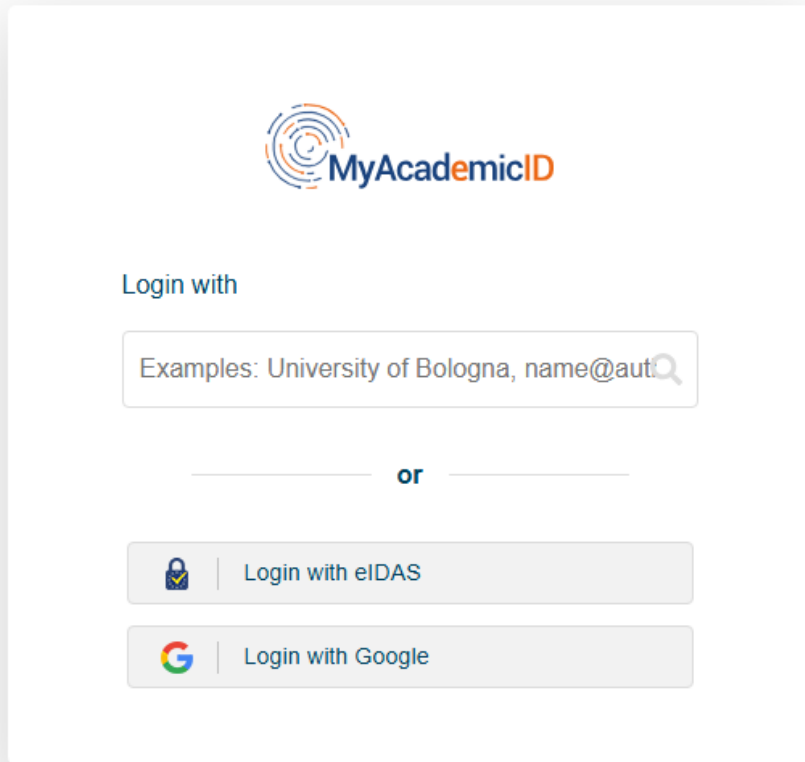
Log in with eIDAS

Log in with Google

Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

Online Traineeship Agreement



MyAcademicID

Login with

Examples: University of Bologna, name@aut

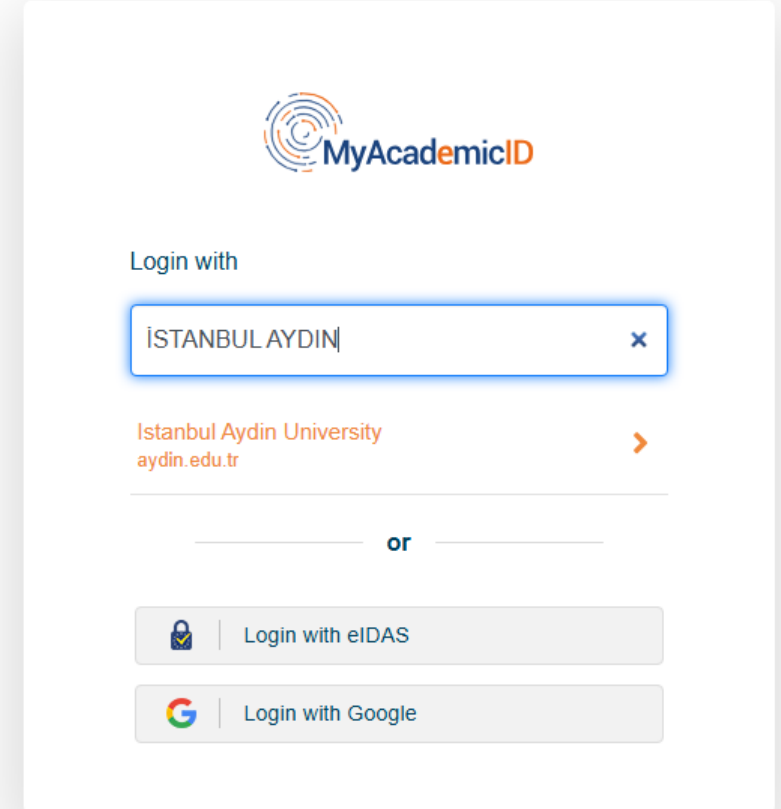
or

Login with eIDAS

Login with Google

Üniversitenin ismini yazdıktan sonra İstanbul Aydın Üniversitesi'ni seçerek ilerlemelisiniz.

After typing the university's name, you should select Istanbul Aydın University and proceed.



MyAcademicID

Login with

İSTANBULAYDIN

Istanbul Aydın University
aydin.edu.tr

or

Login with eIDAS

Login with Google

Online Traineeship Agreement

Sistem otomatik olarak UBIS bilgilerinizi gireceğiniz sayfaya yönlendirecek. Ardından giriş yapabilirsiniz.

The system will automatically redirect you to the page where you will enter your UBIS information. You can then log in.



İSTANBUL AYDIN
ÜNİVERSİTESİ

Türkçe

Kullanıcı adı ve şifrenizi giriniz

Bir servis (**MyAcademicID IAM Service**) kendinizi doğrulamanızı istedi. Lütfen aşağıdaki forma kullanıcı adınızı ve şifrenizi giriniz.

Kullanıcı adı

Şifre

Giriş

- UBIS kullanıcı adınızı, kullanıcı adı olarak ve UBIS şifrenizi şifre olarak kullanın.
- Şifrenizi [buradan](#) sıfırlayabilirsiniz.



Online Traineeship Agreement

Hesabım kısmından kişisel bilgilerinizi girerek kaydetmelisiniz.

Ardından OLA hazırlamak için süreç başlayacak.

You must register by entering your personal information in the My Account section.

Then the process to prepare the OLA will begin.

OLA ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

My account

VIEW EDIT

My Personal Information

Firstname *	Lastname *	
<input type="text"/>	<input type="text"/>	
Date of birth *	Gender *	Nationality *
<input type="text" value="gg.aa.yyyy"/>	<input type="text" value="Male"/>	<input type="text" value="Turkey (428)"/>
Field of education *	Study cycle *	
<input type="text" value="Education science (0111) (735)"/>	<input type="text" value="Doctorate or equivalent third cycle (EQF level 8) (21)"/>	

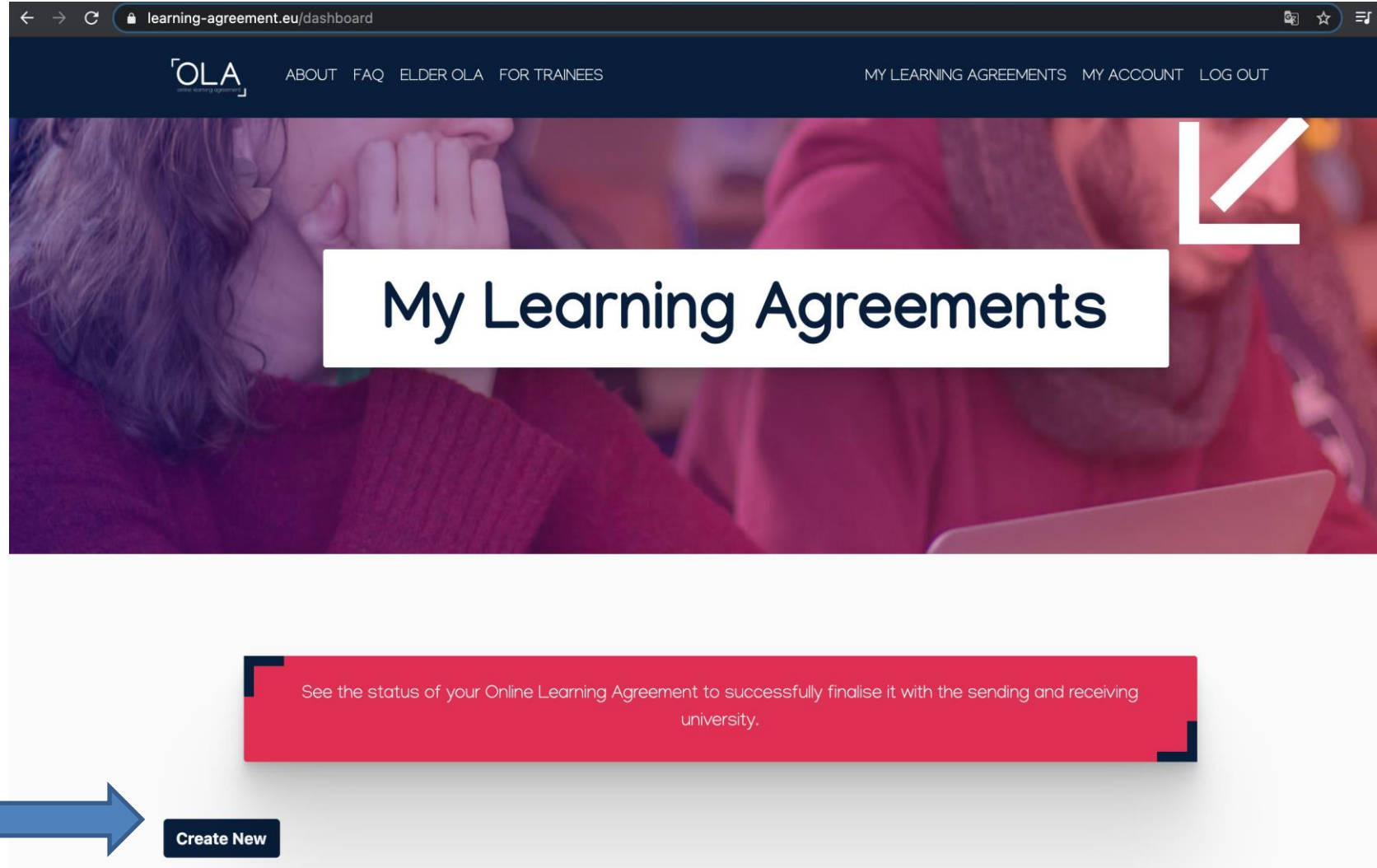
I have read and agree to the Terms and Conditions and Privacy Policy *
[Terms and Conditions](#) and [Privacy Policy](#)

Save

Online Traineeship Agreement

Create New
kısmından OLA'nızı
oluşturmaya
başlayabilirsiniz.

**You can start creating
your OLA by clicking
on Create New.**



The screenshot shows the dashboard of the Online Learning Agreement (OLA) system. The browser address bar displays 'learning-agreement.eu/dashboard'. The navigation menu includes 'OLA', 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. The main content area features a large banner with the text 'My Learning Agreements' and a white arrow pointing to the right. Below the banner, there is a red box with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' At the bottom of the dashboard, there is a 'Create New' button, which is highlighted by a blue arrow pointing to it from the left.

Traineeship Mobility seçeneğini seçerek ilerlemeniz gerekmektedir.

You must proceed by selecting the Traineeship Mobility option.

OLA ABOUT FAQ MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility **Blended Mobility with Short-term Physical Mobility** **Short-term Doctoral Mobility** **Traineeship Mobility**

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

Collaborate with industry experts by going on **traineeship mobility of between 2 and 12 months** at a professional establishment!

Online Traineeship Agreement


Giriş kısmında kişisel bilgilerinizi doldurmalısınız.

You must fill in your personal information during the login process.

Study cycle: lisans – bachelor vs.

Field of Education: This is the ISCED code. It will appear on your e-government transcript.

Field of Education: ISCED kodudur. E-devlet transkriptinizde yazar


ABOUT FAQ
MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Please make sure that all your personal and academic details are correct. You can edit this information in My Account.

Student

First name(s) *	Last name(s) *	Student Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth *	Gender *	Nationality *
<input type="text"/>	<input type="text" value="Female"/>	<input type="text" value="Türkiye (428)"/>
Study cycle *	Field of Education *	
<input type="text" value="Bachelor or equivalent first cycle (EQF level 6) (19)"/>	<input type="text" value="Languages not further defined (0230) (913)"/>	
<small>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).</small>	<small>Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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.</small>	

Online Traineeship Agreement

İkinci kısımda gönderici kurumun (İAÜ) bilgileri girilmelidir.

The second section requires the entry of the sending institution's (IAU) information.

Sending Institution;

Türkiye

İstanbul Aydın Üniversitesi Vakfı

Sending Contact bilgileri;

Mariana

Astefanoaie

Erasmus Institutional Coordinator

Erasmus@aydin.edu.tr

Tamamladıktan sonra «next» butonuna basarak bir sonraki aşamaya geçmelisiniz

After completing it, you must press the "next" button to proceed to the next stage.

OLA
www.olalearningagreement.com

ABOUT FAQ

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Sending


Sending Institution

Country *
Country of the institution

Name *
Name of the institution

Sending Contact

First name(s) *
Last name(s) *
Position *
Email *
Phone number
+

Previous  Next

Online Traineeship Agreement

Üçüncü aşamada gideceğiniz kurumun bilgilerini girmelisiniz

In the third step, you must enter the information of the institution you will be conducting your Traineeship Mobility at.

[ABOUT](#) [FAQ](#)[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Your Online Traineeship Learning Agreement has been updated. ×

Fill your Receiving Organisation/Enterprise and indicate the contact person. In order for the Receiving Organisation/Enterprise to reach you make sure that the email address of the contact person is correct.

Receiving

Receiving Organisation

Country *

Name *

Department

Address *

Website

This must be an external URL such as <http://example.com>.

The size of the company is > 250

Online Traineeship Agreement

Üçüncü aşamanın aşğısında gideceğiniz kurumun sorumlu kişisinin bilgileri girilmelidir.

Belgenizin imzalanabilmesi için sorumlu kişinin mail adresini doğru girdiğinizden emin olunuz. Belge o kişinin mailine gidecektir.

Below the third step, you must enter the contact information of the responsible person at the institution you will be visiting.

Please ensure you enter the responsible person's email address correctly so that your document can be signed.

The document will be sent to that person's email address.

OLA ABOUT FAQ MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Address *

Website

This must be an external URL such as <http://example.com>.

The size of the company is > 250

Receiving Contact

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Receiving Mentor

First name(s)

Last name(s)

Position

Email

Phone number

Previous Next

Online Traineeship Agreement

Dördüncü aşamada stajınıza ait bilgiler yer almaktadır.


The fourth stage contains information regarding your mobility.

Staj başlangıç bitiş tarihleri, haftalık çalışma saati, staj başlığı vs bilgiler

Information such as internship start and end dates, weekly working hours, internship title, etc.

Stajınızın ayrıntılı programı yer almalıdır

Your internship detailed and weekly schedule should be included.


[ABOUT](#) [FAQ](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Your Online Traineeship Learning Agreement has been updated.

Indicate the detailed programme you will be following at the Receiving Organisation/Enterprise. The purpose of the Traineeship Learning Agreement is to provide a transparent preparation of your Traineeship to make sure that you receive the correct evaluation and recognition for your work.

Preliminary Traineeship

Table A

Traineeship Programme at the Receiving Organisation

Planned Start Period *	Planned End Period *	Planned End Period (virtual component)	Planned Start Period (virtual component)
<input type="text" value="gg.aa.yyyy"/>	<input type="text" value="gg.aa.yyyy"/>	<input type="text" value="gg.aa.yyyy"/>	<input type="text" value="gg.aa.yyyy"/>
Traineeship title *		Number of working hours per week *	
<input type="text"/>		<input type="text"/>	

Detailed programme of the traineeship (including the virtual component, if applicable) *

Traineeship in digital skills

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes) *

Online Traineeship Agreement

Stajınız dijital becerileri içeriyorsa işaretleyiniz

Please check if your internship involves digital skills.

Stajınızın hitap ettiği beceriler, yetenekler vs. yer almalı

The skills, talents, etc. that your internship targets should be included.

staj süresince öğrencinin faaliyetlerinin nasıl takip edileceğini ve değerlendirileceğini belirten bölümdür.

This section specifies how the student's activities will be monitored and evaluated during the internship.

staj sonunda öğrencinin performansının hangi kriterlere göre değerlendirileceğini belirten bölümdür.

This section specifies the criteria by which the student's performance will be evaluated at the end of the internship.

Traineeship in digital skills

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes) *

Monitoring plan *

Evaluation plan *

The main language of work at the Receiving Organisation *

- Select a value -

The level of language competence *

Staj dili/ Traineeship language

- Select a value -



Online Traineeship Agreement

OLA

ABOUT FAQ

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Your Online Traineeship Learning Agreement has been updated. x

**Stajınızın kategorisini seçmelisiniz;
Gönüllü
Mezun
Kredili (YUM)**



You must select the category of your internship:
Volunteer; Graduate or Credit-based (YUM)

**İlgili seçenekleri işaretleyiniz/
Please select the relevant options.**



**Sigorta kurumumuz tarafından
yapılmamaktadır. Öğrenci sorumluluğundadır.
Insurance is not provided by our institution. It is the
student's responsibility.**



Select Table B ▾

Type of traineeship ▾
Graduate

Table B

Sending Institution

The traineeship is carried out by a recent graduate

Award ECTS credits

Record the traineeship in the trainee's Europass Mobility Document (highly recommended)

Accident insurance for the trainee

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

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

Karşı kurumun finansal, sigorta vs. ile ilgili bilgilerini alıp ilgili kısımları sağlayacaklarsa işaretlemelisiniz.

You should check the box if the other party will provide your financial, insurance, etc., information.

OLA ABOUT FAQ MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Table C

Receiving Organisation

Financial Conditions

The Receiving Organisation will provide financial support to the trainee for the traineeship

Contribution Status

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

Accident insurance for the trainee

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

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

Online Traineeship Agreement

Son aşamada imzanızı atıp «sign and send...» kısmından basarak gönderiniz.

In the final step, sign and submit by clicking on "sign and send...".

OLA ABOUT FAQ MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Your Online Traineeship Learning Agreement has been updated. x

Fill your Receiving Organisation/Enterprise and indicate the contact person. In order for the Receiving Organisation/Enterprise to reach you make sure that the email address of the contact person is correct.

Commitment Preliminary

By digitally signing this document, the student, 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. Sending Institution and Receiving Organisation/Enterprise undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for traineeships (or the principles agreed in the applicable inter-institutional or cooperation agreement, where relevant. The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Organisation/Enterprise confirms that traineeship programme, including the planned tasks, learning outcomes, supervision and mentoring arrangements, and assessment, is feasible and will be provided as described. The Sending Institution commits to recognise the traineeship according to the provisions in Table B. The student and the Receiving Organisation/Enterprise will communicate to the Sending Institution any problems or changes regarding the traineeship programme, responsible persons and/or traineeship period.

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the Sending Higher Education or Organisation of destination.

Previous Sign and send the Traineeship to the Responsible person at the Sending Institution for review



Hareketlilik Öncesi Gerekli Evraklar/ Before Mobility KABUL MEKTUBU/Acceptance letter

Karşı kurumdan aldığınız kabul mektubunda aşağıdaki bilgilerin yer alması gerekmektedir;

- Ad soyad
- Okuduğu bölüm/fakülte
- Görev tanımları
- Staj tarih aralığı (net tarihler)
- Yetkili kişinin imzası ve mührü

The acceptance letter you receive from the host institution must include:

Name and surname

Department/Faculty

Traineeship description

Physical Internship date range (exact dates)

Signature and seal of the authorized person

CONFIRMATION LETTER

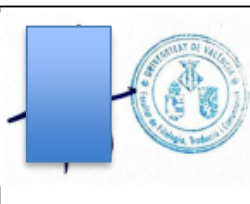
This is to confirm that the student [redacted] 2[redacted], a student of Istanbul Aydın University, Turkey, holding passport number [redacted], has been accepted as an Erasmus+ trainee at our department

The placement is planned for a period of 5 (five) months and 9 (nine) days:

from	20	02	2026	until	29	07	2026
------	----	----	------	-------	----	----	------

Main tasks and the competences / skills to be acquired by the trainee during his / her placement period:

Main tasks	Competences / skills to be acquired
Assisting with Spanish-English-Turkish translation of administrative and academic documents	Improved translation and interpretation skills in an academic and administrative context
Supporting written and oral communication between international students, academic staff, and administrative units	Professional use of Spanish, English, and Turkish in written and oral communication
Translating and proofreading emails, reports, announcements, and institutional texts	Development of terminology management and text revision skills
Assisting in the preparation of bilingual documents and materials	Enhanced intercultural communication competence
Participating in terminology research and documentation	Ability to work with institutional and formal texts

Mentor	Position	Associate Dean	
	Name / s	[redacted]	
	Last name / s	[redacted]	
	Email	[redacted]	
	Phone	[redacted]	



VİZE RANDEVUSU HAKKINDA ÖNEMLİ BİLGİLENDİRMELER

- Approval Form, OLA ve Kabul Mektubu belgelerinin tamamlanmasının ardından vize randevusu alabilirsiniz.
- Vize başvuruları tamamen bireysel yürütülür.
- Staj hareketliliği için süreye göre iki tip kategori vardır; 90 gün ve üzeri için Uzun Dönem D Tipi Ulusal Vize kategorisi 89 güne kadar C Tipi Schengen kategorisine başvurmanız gerekir.
- Vize randevusu öncesinde konsolosluk tarafından istenilen belgelerin hazır olduğundan emin olun.
- **Vize randevunuza gitmeden önce, TurnaPortal üzerinden QR kodlu vize destek yazısını almanız gerekmektedir.**

IMPORTANT INFORMATION REGARDING VISA APPOINTMENTS

- You can schedule a visa appointment after completing the Approval Form, OLA, and receiving the Acceptance Letter documents.
- Visa applications are done individually.
- There are two categories for internship mobility based on duration: For stays of 90 days or more, you need to apply for a Long-Term Type D National Visa; for stays up to 89 days, you need to apply for a Type C Schengen Visa.
- Make sure you have all the documents requested by the consulate ready before your visa appointment.
- **Before attending your visa appointment, you must obtain a QR-coded visa support letter through TurnaPortal**



TurnaPortal'dan QR kodlu vize yazısı

İlan Adı	Son Başvuru Tarihi	Başvuru Durum	Başvuru Sonuç	İşlemler
test	19.04.2023 23:59			
İLAN AD	31.01.2023 23:59	Tamamlanmış		 

TurnaPortal'dan bireysel hesabınızda bulunan **Başvurularım** sayfasında ilgili başvurunuzda, vize yazısı talep etmeniz için bir buton görünecektir. Eğer, değerlendirme ve yerleştirme süreci bitmiş başvurunuzda buton görünmüyor ise Ofisimiz ile iletişime geçebilirsiniz.

Önemli! Karşı kurumdan Kabul mektubu gelmeden ve Ofisimiz ile paylaşmadan, QR kodlu vize yazısı alamayacaksınız. 24 saat içerisinde en fazla 1 belge üretebilirsiniz.

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QR Visa Letter from TurnaPortal

İlan Adı	Son Başvuru Tarihi	Başvuru Durum	Başvuru Sonuç	İşlemler
test	19.04.2023 23:59			
İLAN AD	31.01.2023 23:59	Tamamlanmış		 

On your TurnaPortal individual account, in the **"My Applications" page**, you will see a button to request a visa letter for your relevant application. If the button does not appear on your application after the evaluation and placement process is complete, you can contact our Office.

Important! You will not be able to obtain a QR code visa letter until you receive the acceptance letter from the host institution and share it with our office.

You can produce a maximum of 1 document within 24 hours.



TurnaPortal'dan QR kodlu vize yazısı

QR Visa Letter from TurnaPortal

Kurum logo alanında; kayıtlı olduğunuz kuruma ait logo olacaktır.

Eğer eksik veya yanlış bilgi var ise Ofisimiz ile iletişime geçebilirsiniz.

Ürettiğiniz belgenin sağ alt tarafında doğrulama amaçlı karekod yer alacaktır.

The document you produce will look like this template. In the institution logo area, there will be the logo of IAU.

If there is any missing or incorrect information, you can contact our Office.

A QR code for verification purposes will be located in the lower right corner of the document you produce.

Subject: Erasmus+ Program Participants' Visa Application

dd/mm/yy

TO THE EMBASSY OF (Name of the Country) IN TÜRKİYE
(VISA SECTION)

To Whom It May Concern,

This is to certify that, the participant whose personal and educational professional details are given below has been admitted as an Erasmus+ student/staff within the framework of Erasmus+ Programme, Key Action 1: Mobility of Higher Education Students and Staff.

Name & Surname	:
Date of Birth	
National Identity No	:
Sending University & Department	:
Receiving University / Organisation	:
Receiving Country	:
Type of Mobility	:
Planned Dates of Mobility	: dd/mm/yyyy- dd/mm/yyyy
Approved Mobility Grant (Total)	:

During his/her stay, the participant will be supported by the Erasmus+ Programme grant for the above stated amount, as a contribution to his/her costs for travel and subsistence which will be legally stated and agreed on the grant agreement bilaterally signed between the participant and our University, prior to the mobility.

Therefore, your kind help and positive consideration will be much appreciated for facilitating the visa procedure for Mr/Ms (Name- Surname).

Yours Sincerely,

Karekod

Hareketlilik Öncesi Gerekli Evraklar Vize Randevusu ve Vize Yazısı Alternatif olarak

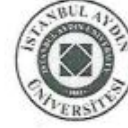
VİZE YAZISI

- 15 gün geçerliliği vardır
- Gideceğiniz kurum adı, hibe miktarı (hibeliyseniz), orada bulunacağınız tarihler ve kişisel bilgiler yer almaktadır.
- Belgeyi vize randevunuzdan önce ofisimizden alıp randevu günü orijinalini konsolosluga götürmelisiniz.
- Belgeyi ofisimizden almadan 5 gün önce bize mail atarak hazırlanması için talepte bulunmalısınız.

VISA SUPPORT LETTER-as alternative

- It is valid for 15 days.
- The document includes the name of the institution you will be attending, the grant amount (if you are with a grant), your dates of stay, and personal information.
- You must take the original document from our office before your visa appointment to the consulate on the day of your appointment.
- You must request the Erasmus Office to prepare it by emailing us 5 days before picking it up from our office.

Evrak Tarih ve Sayısı: 22.12.2025-177276



REPUBLIC OF TÜRKİYE
ISTANBUL AYDIN UNIVERSITY RECTORATE
International Relations Directorate
Erasmus + Office



Number : E-61448679-310.01.01-177276
Subject : For Visa Application ([REDACTED])

22.12.2025

TO THE CONSULATE GENERAL OF SPAIN IN TÜRKİYE

This is to certify that [REDACTED] who was born on [REDACTED], is a student of Istanbul Aydın University, ANADOLU BİL VOCATIONAL SCHOOL OF HIGHER EDUCATION, Department of APPLIED SPANISH-TURKISH TRANSLATION. [REDACTED] will attend an Erasmus+ Study Mobility from February 9, 2026 till August 16, 2026 at UNIVERSIDAD DE CORDOBA, Spain within the framework of European Commission's Erasmus+ Program.

[REDACTED] will not pay any tuition fees to the host institution and will receive 3435 (THREE THOUSAND FOUR HUNDRED THIRTY FIVE) Euro total grant to cover her fundamental living expenses. This EU Grant will be paid to the student by the Center for European Union Education and Youth Programs (Turkish National Agency) via Istanbul Aydın University.

We would appreciate if you would provide the necessary assistance to [REDACTED] on her visa process.

With our thanks and kindest regards,

Öğr. Gör. Mariana ASTEFANOAIÉ
Coordinator

Vizeniz onaylandıktan sonra ofisimize aşağıdaki belgeleri getirmeniz gerekmektedir;

- Seyahat Sağlık Kaza ve Mesuliyet Sigortası
- Yapı Kredi Euro Hesap Cüzdanı
- OLS sınav sonucu
- Vizenin ve Pasaportun ilk sayfasının fotokopisi

Once your visa has been approved, you will need to bring the following documents to our office:

- Travel Health, Accident and Liability Insurance
- Yapı Kredi Euro Account Passbook
- OLS exam result
- Photocopies of the visa and the first page of the passport.

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Gereken Sigortaları

Erasmus süreciniz boyunca yaşayabileceğiniz kaza, hastalık gibi durumlarda oluşacak masraflardan **üniversiteler veya Ulusal Ajans sorumlu değildir**. Bu nedenle **seyahat ve sağlık sigortası yaptırmanız zorunludur**.

SGK'dan alacağınız "acil haller kapsamında sağlık yardım belgesi" (ör. TR-CZ111, AT/11) yalnızca ilgili ülkede ve **devlet hastanelerinde geçerlidir**. Yurt dışında tam kapsamlı koruma sağlamaz. Bu yüzden **özel sağlık sigortası yaptırmanız şarttır**.

👉 Sigorta yaptırırken dikkat etmeniz gerekenler:

- Poliçe, yurt dışında kalacağınız **tüm tarihleri kapsamalıdır**. (hareketlilikten bir gün öncesi bir gün sonrası)
- **Kaza, sağlık, mesuliyet kategorilerini içeren bir poliçe olmak zorundadır**.
- Minimum teminat: **30.000 Euro**
- **Salgın hastalık teminatı** mutlaka kontrol edilmelidir

SGK anlaşmalarını kontrol etmek için:

http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi_islemler/yurtdisi_saglik_islemleri

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Health Insurances

During your Erasmus mobility, universities or the National Agency are not responsible for any expenses arising from situations such as accidents or illness. Therefore, it is mandatory to obtain a **Travel Health, Accident and Liability Insurance**.

The “health assistance certificate for emergency cases” obtained from SGK (e.g., TR-CZ111, AT/11) is **valid only in the relevant country and in public hospitals**. It does not provide full coverage abroad. For this reason, obtaining private health insurance is essential.

👉 Things to consider when purchasing insurance:

- The policy must cover **the entire duration** of your stay abroad
- **The policy must include travel, accident, health, and liability categories.**
- Minimum coverage must be **30,000 Euros**
- Coverage for epidemics/pandemics must be carefully checked

To check SGK agreements:

http://www.sgk.gov.tr/wps/portal/sgk/tr/emekli/yurtdisi_islemler/yurtdisi_saglik_islemleri



Hibemiz, **Yapı Kredi Bankası hesabından** tarafınıza aktarılacaktır. Kesinti yaşamamak için **Yapı Kredi’de vadesiz Euro hesabı açmanız önerilir**. Ancak bazı diğer bankalar da masrafsız transfer imkânı sunabilmektedir.

👉 Dikkat etmeniz gerekenler:

- Hesap **kendi adınıza** ve **Türkiye’deki bir bankada** açılmalıdır
- **Ortak hesap** açmanız tavsiye edilir (ilk isim siz, ikinci isim güvendiğiniz kişi olmalı)
- Bankanızın, gideceğiniz ülkede **şube veya anlaşmalı banka ağı** olup olmadığını araştırın
- **Transfer ücretleri ve işlem sürelerini** önceden öğrenin

Yurt dışında Euro çekimi yaparken **hangi bankanın daha az masraf ve daha kolay erişim sağladığı** ülkeden ülkeye değişir. Bu nedenle gitmeden önce detaylı araştırma yapmanız önemlidir.

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Your grant will be transferred to you via a **Yapı Kredi Bank account**. To avoid any deductions, it is recommended that you open a current (demand) Euro account at Yapı Kredi. However, some other banks may also offer transfers without additional fees.

👉 Things to consider:

- The account must be in your name and opened at a bank in Türkiye
- It is recommended to open a joint account (your name first, and a trusted person as the second account holder)
- Check whether your bank has branches or partner banking networks in your destination country
- Learn about transfer fees and processing times in advance

When withdrawing Euros abroad, the bank that offers the lowest fees and easiest access may vary from country to country. Therefore, it is important to do some research before your departure.

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OLS – EU Academy, Avrupa Komisyonu tarafından Erasmus+ öğrencilerine sunulan **ücretsiz ve çevrimiçi dil destek platformudur.**

🔗 Dil seviye testi:

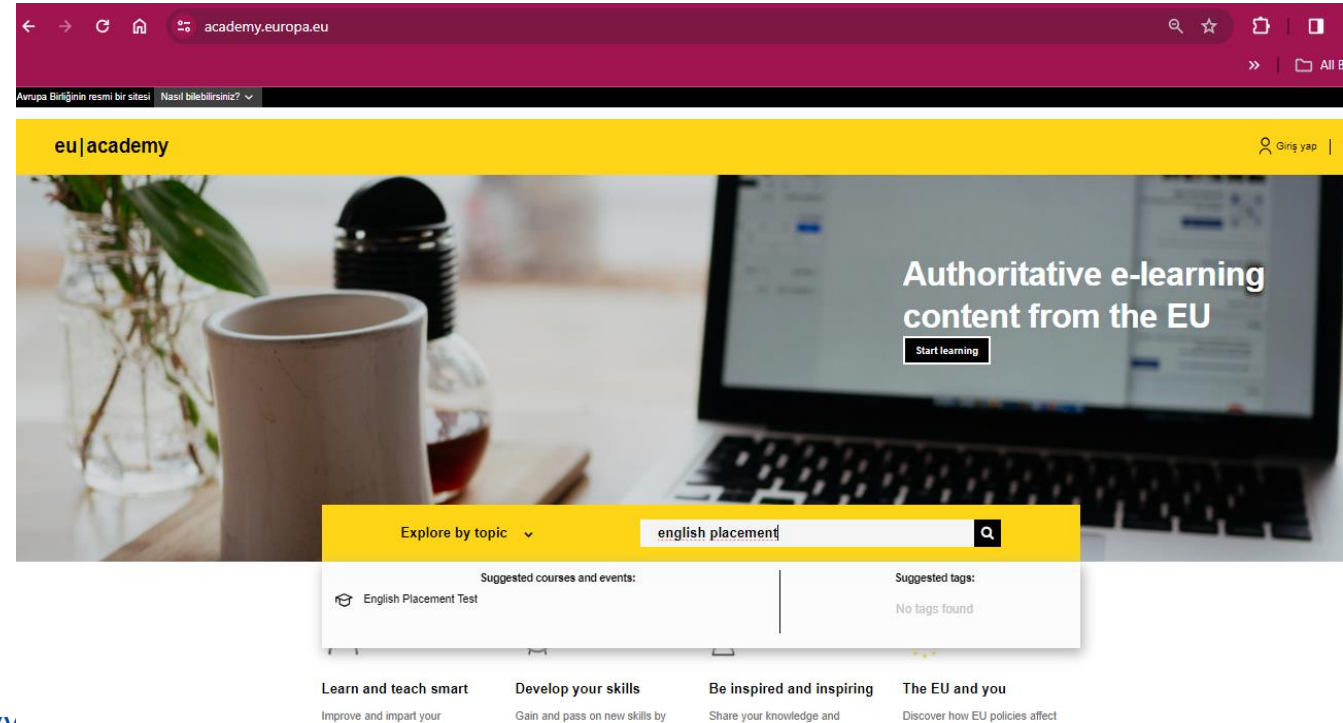
<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

👉 Temel amaç:

Erasmus+ programının, öğrencilerin **dil gelişimine katkısını ölçmek**

👉 Bilmeniz gerekenler:

- Sınav sonucunu **erasmusoutgoing@aydin.edu.tr** adresine iletmeniz gerekmektedir
- Dil seviyesi sonucu, **Erasmus hareketliliğinizi etkilemez**
- Ancak sınavın **dikkatli ve özenli şekilde yapılması önerilir**



OLS – EU Academy is a free online language support platform offered by the European Commission to Erasmus+ students.

📎 English Placement Test:

<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

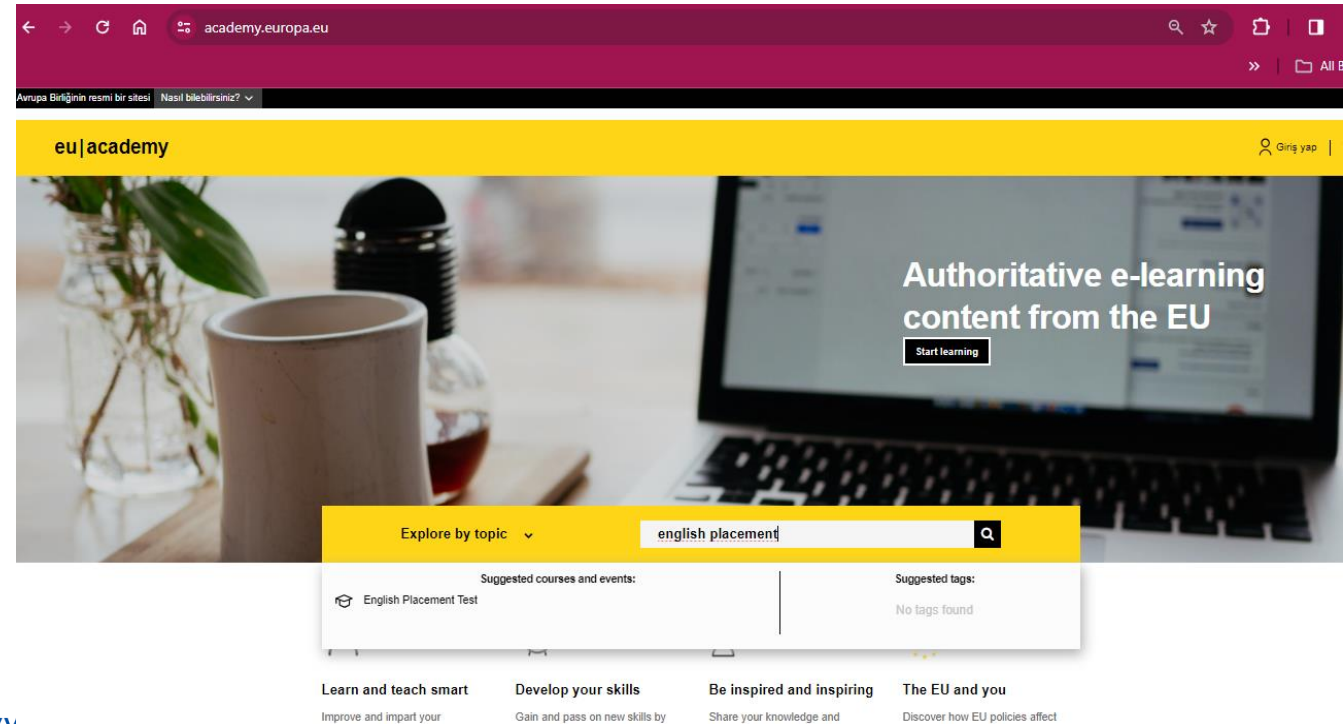
👉 Main Purpose:

Measuring the contribution of the Erasmus+ program to students' language development.

👉 What you need to know:

You have to share the exam results with this email: erasmusoutgoing@aydin.edu.tr

The results will not affect your Erasmus mobility. However, it is recommended that the exam be conducted carefully.



Erasmus Hibe Sözleşmesi Erasmus Grant Agreement

ISTANBUL AYDIN UNIVERSITY

Vizeniz onaylandıktan sonra ofisimize gelerek Erasmus Sözleşmenizi imzalamanız gerekmektedir. Hibeli ve hibesiz öğrencilerimizin hepsi sözleşmeyi imzalamak zorundadır.

Sözleşmelerde ıslak imza olmalıdır. Gitmeden önce evraklarınızı mail üzerinden bize iletip ardından imzalamak için ofisimizi ziyaret etmelisiniz.

Sözleşmenin bir kopyası öğrencilerle paylaşılacaktır.

SÖZLEŞME İMZALAMADAN HAREKETLİLİĞE BAŞLAYAN ÖĞRENCİLERİN HAREKETLİLİKLERİ İPTAL EDİLECEKTİR!

Once your visa is approved, you need to come to our office to sign your Erasmus agreement. All students, both those receiving grants and those not, are required to sign the agreement.

Agreements must have a wet signature. Before you leave, please send us your documents via email and then visit our office to sign them.

A copy of the agreement will be shared with the students.

STUDENTS WHO START THEIR MOBILITY WITHOUT SIGNING A CONTRACT WILL HAVE THEIR MOBILITY CANCELLED!



- Kabul mektubu
- İmzalı Online Staj Anlaşması
- Approval form
- Vadesiz Yapıkredi Euro Hesabı(Fotokopisi)*
- Pasaport ve Vize (Fotokopisi)
- **Seyahat Sağlık Kaza ve Mesuliyet** Sigortası
(Öğrencinin yurtdışında olduğu tarihleri kapsayan/
Min. 30.000 Euro teminatlı)
- Erasmus Sözleşmesi
- Uçak Bileti
- OLS sınav sonucu

- Acceptance Letter
- Signed OLA for Traineeship Mobility
- Approval form
- Yapıkredi Bank Account (Euro) (Photocopy)*
- Passport and Visa (Photocopy)
- **Travel Health, Accident and Liability** Insurance
(covering the student's stay abroad / Minimum
coverage of €30,000)
- Erasmus Grant agreement
- Flight Tickets
- OLS exam result

*Hesap cüzdanı hibeli öğrenciler içindir.

*This account booklet is for students with grants.



HİBELER VE ÖDEME SÜREÇLERİ

ERASMUS+ GRANTS

Proje No: 2025-1-TR01-KA131-HED-000306298			
Ülke grupları	Misafir Olunacak Ülke	Aylık Hibe Öğrenim (Avro)	Aylık Hibe Staj (Avro)
1. ve 2. Grup Ülkeler	Almanya, Avusturya, Belçika, Çek Cumhuriyeti, Danimarka, Estonya, Finlandiya, Fransa, Güney Kıbrıs Rum Yönetimi, Hollanda, İrlanda, İspanya, İsveç, İtalya, İzlanda, Letonya, Lihtenştayn, Lüksemburg, Malta, Norveç, Portekiz, Slovakya, Slovenya, Yunanistan	600	750
3. Grup Ülkeler	Bulgaristan, Hırvatistan, Kuzey Makedonya, Litvanya, Macaristan, Polonya, Romanya, Sırbistan	450	600

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HİBELER VE ÖDEME SÜREÇLERİ

Seyahat hibesi, iki şehir arasındaki mesafeye göre hesaplanır ve **gidiş-dönüş toplamını kapsar** (ikiyle çarpılmaz).

500 km altı mesafelerde düşük emisyonlu ulaşım önerilir

Yeşil seyahat:

Otobüs, tren veya paylaşımlı araç ile yapılan seyahattir.

Destek için gidiş-dönüşte kullanılmalı ve yolun **%50'den fazlası** bu şekilde olmalıdır.

Ek destek:

Standart seyahat: **en fazla 2 gün**

Yeşil seyahat: **en fazla 6 gün**

Seyahat Hibesi & Yeşil Seyahat

Seyahat Mesafesi	Standart Seyahat Hibe Tutarı (Avro)	Yeşil Seyahat Hibe Tutarı (Avro)
10 - 99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000 - 2999 KM	395	535
3000 - 3999 KM	580	785
4000 - 7999 KM	1188	1188
8000 KM/ veya daha fazla	1735	1735

Önemli! Faaliyet günü ile seyahat günü aynı ise, seyahat için ayrıca bireysel hibe desteği verilmeyecektir.

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GRANTS AND PAYMENT PROCESSES

The travel support is calculated based on the distance between the two cities and covers **the total round-trip cost** (not multiplied by two). Low-emission transportation is recommended for distances **under 500 km**.

 **Green travel :**

This refers to travel by bus, train, or shared vehicle. It must be used for both directions (go and return journeys), and **more than 50%** of the trip must be made this way.

 **Additional support :**

Standard travel: **maximum 2 days**

Green travel: **maximum 6 days**

Travel Grant & Green Travel

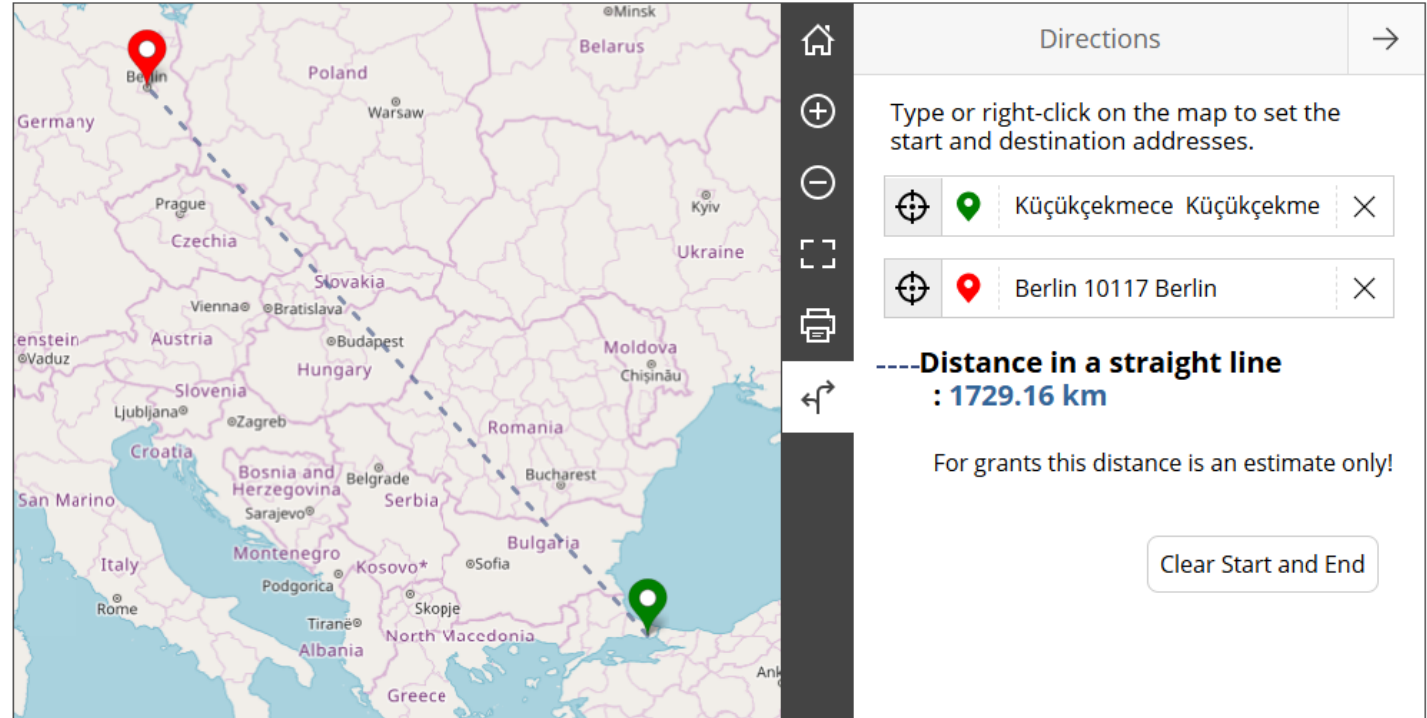
Travel Distance	Standard Travel Grant Amount (Euro)	Green Travel Grant Amount (Euro)
10 - 99 KM	28	56
100 - 499 KM	211	285
500 - 1999 KM	309	417
2000 - 2999 KM	395	535
3000 - 3999 KM	580	785
4000 - 7999 KM	1188	1188
8000 KM/ or more	1735	1735

Important! If the activity day and the travel day coincide, no separate individual grant support will be provided for travel.



Berlin'e gidecek bir öğrenci hesaplamada 500-1999 KM bandında olduğunda için, uçak kullanırsa 309 Euro, Yeşil seyahat kullanırsa 417 Euro destek alacak demektir.

A student traveling to Berlin, within the 500-1999 km range, will receive 309 euros if traveling by plane and 417 euros if opting for green travel.



Webtools + © EC-GISCO + Leaflet | © OpenStreetMap contributors | Disclaimer

500 - 1999 KM	309	417
---------------	-----	-----



GİTMEDEN ÖNCE TOPLAM HİBENİZİN (SEYAHAT DESTEĞİ DAHİL) %80'LİK KISMI; DÖNÜŞTE İSE KALAN %20'LİK ÖDEMENİZ HESABINIZA YATAR.

BEFORE YOU LEAVE YOU GET 80% OF YOUR PAYMENT AND AFTER YOUR RETURN YOU GET THE 20% PAYMENT.

DÖNDÜKTEN SONRA:

%20 LİK ÖDEMENİN YATMASI İÇİN;

- Staj hareketliliğinin kesintisiz ve başarılı bir şekilde tamamlanması
- Bütün evrakların ofisimize teslim edilmiş olması
- EU Survey tamamlanmış olması gerekir.

%20 ÖDEMENİZİ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ VE UÇAK BİLETLERİ DIKKATE ALANACAKTIR.

AFTER YOUR RETURN,

IN ORDER TO GET THE REMAINING 20%;

- YOU NEED TO BE SUCCESSFUL AT LEAST AT 2 OUT OF THE 3 TOTAL ECTS CREDITS.

THE REMAINING 20% OF THE GRANT WILL BE CALCULATED ACCORDING TO THE DATES ON YOUR CONFIRMATION OF MOBILITY CERTIFICATE AND FLIGHT TICKETS

HİBELER VE ÖDEME SÜREÇLERİ

Hareketlilik türü	İlave Hibe Desteği Miktarı Top-up grant (EURO)
2-12 ay arası öğrenci hareketliliği	Aylık/Monthly 250 €

Dezavantajlı Öğrenciler İçin İlave Hibe

Dezavantajlı öğrencilere, hak ettikleri hibeye ek olarak **ilave hibe desteği** sağlanabilir.

📌 Başvuru sırasında **belgelerin TURNAPORTAL'a yüklenmesi zorunludur** (yüklenmezse değerlendirilmez).

👉 Kimler yararlanabilir?

- Sosyal hizmet koruması altında olanlar
- Yetim/ölüm aylığı alanlar
- Şehit/gazi yakını veya gazi olanlar
- Kamu kurumlarından **sosyal yardım alanlar**
- **Engelli bireyler**
- Afetzedede yardımı alanlar

⚠ Not: KYK bursu ve başarı bursları bu kapsamda **sayılmaz**.

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GRANTS AND PAYMENT PROCESSES

Mobility Type	Additional Grant Support Amount Top-up grant (EURO)
Student mobility lasting 2-12 months	Monthly 250 €

Additional Grants for Students with disadvantaged background

Students with disadvantages may be provided with additional grant support on top of the grant they are entitled to. (Top-up grant)

📌 Uploading documents to TURNAPORTAL is mandatory during the application process (if not, it will not be evaluated).

👉 Who can benefit? Under Turkish law:

Those under social service protection

Those receiving orphan/death pensions

Those who are relatives of martyrs/veterans or who are veterans themselves

Those who receive social support from public institutions

Students with disabilities

Recipients of disaster aid

⚠️ Not: KYK scholarships and merit-based scholarships are not included in this scope.



HİBELER VE ÖDEME SÜREÇLERİ

İçerme Desteği

İçerme Desteği, fiziksel/sağlık durumları nedeniyle hareketliliğe katılımı zor olan öğrencilere **ek finansal destek** sağlar.

📌 **Önemli:**

- Sadece **seçilmiş öğrenciler** başvurabilir
- Başvuru, **faaliyet başlamadan önce** yapılmalıdır

👉 **Başvuru için:**

- İçerme Desteği Talep Formu** eksiksiz doldurulmalı
- İhtiyaç ve giderler **açık ve detaylı** belirtilmeli
- Kanıtlayıcı belgeler** eklenmeli (rapor, kart vb.)

📎 **Gerekli belgeler:**

- Engellilik: son 3 ay içinde alınmış rapor / kart
- Kronik hastalık: güncel doktor raporu
- Ev sahibi kurumdan uygunluk belgesi

📄 **Not:**




- Sadece **belgeli ve gerekli harcamalar** karşılanır
- Belgelenmeyen veya aşan harcamalar **kabul edilmez**

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Inclusive Support

Inclusive Support provides additional financial assistance to students who have difficulty participating in mobility due to physical/health conditions.

 Important:

- Only **selected students** can apply.
- The application must be **submitted before the activity begins**.
-  To apply:
 - **The Inclusive Support Request Form must be completed in full.**
 - Needs and expenses should be clearly and detailed stated.
 - Supporting documents should be attached (report, card, etc.).
-  Required Documents:
 - Disability: report/card obtained within the last 3 months.
 - Chronic illness: current doctor's report
 - Certificate of suitability from the host institution.
-  Note:
 - Only documented and necessary expenses will be covered.
 - Expenses that are undocumented or exceed the allowed limits will not be accepted.



Yurtdışına Çıkmadan Önce...

- ✓ Kalacağınız yeri mutlaka ayarlayın.
- ✓ Erasmus+ hibesi hariç mutlaka yanınızda para bulundurun
- ✓ Kurum, ülke ve şehir hakkında detaylı araştırma yapın. (özellikle acil durumunda aramanız gereken numaralar ve toplu taşıma olanakları)
- ✓ Pasaport ve vizenizin, sigortanızın ve konaklamanızın bir kopyasını e-mailinizde tutun
- ✓ İstanbul Aydın Üniversitesi ve ülkemizin bir temsilcisi olduğunuzu aklınızdan çıkarmadan hareket edin!

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Before Traveling Abroad...

- ✓ Make sure to arrange your accommodation in advance (you can consult the Erasmus+ office at the host university if needed).
- ✓ Always have additional money with you apart from the Erasmus+ grant.
- ✓ Do some research about the University/institution, country, and city (especially emergency contact numbers and public transportation options).
- ✓ Be sure to attend the orientation program organized by the host University/institution!
- ✓ Keep copies of your passport, visa, insurance, and accommodation documents in your email.
- ✓ Always remember that you are a representative of Istanbul Aydın University and your country.

The logo for TURQUALITY, featuring the word "TURQUALITY" in a bold, white, sans-serif font inside a blue rectangular border with a registered trademark symbol (®) to the upper right.

Hareketlilik Süresince During the mobility

GEREKLİ BELGELER

- Duration Sheet
- Student Information Form

STAJ TARİHLERİNDE DEĞİŞİKLİK VARSA;

- Yeni bir approval form ve tarihleri düzenlenmiş «during the mobility» traineeship agreement gerekmektedir.

Required Documents:

- Duration Sheet
- Student Information Form

IF THERE ARE ANY CHANGES in the internship;
Online Learning Agreement apply changes and new approval form

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Duration sheet- Confirmation of Arrival

ISTANBUL AYDIN UNIVERSITY



ISTANBUL AYDIN UNIVERSITY
ERASMUS OFFICE



CONFIRMATION OF ERASMUS STUDY PERIOD (DURATION SHEET)

The present form shall be completed by the International Office of the Host Institution

Dear Colleague;

This form is used to record the Erasmus duration of the student mentioned below at your institution.
Thank you very much for your collaboration.

Istanbul Aydın University
Erasmus Office

CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

This is to confirm that _____ (first name and surname of student)

has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)

on, Friday 26 / 09 / 2014 (date)

(signature and stamp of the host institution)

Dr. Christina Kömürcüoğlu
Head of the International Relations

CONFIRMATION OF DEPARTURE (to be filled at departure)

This is to confirm that _____ (first name and surname of student)

the student of Istanbul Aydın University has attended the courses at

(name of receiving institution)

departured on, _____ / _____ / _____ (date)

(signature and stamp of the host institution)

Bu form, öğrenci karşı kuruma vardığı gün doldurulup IAU Erasmus+ ofisine gönderilmelidir.

This form should be filled out by the partner institution and e-mailed to IAU

TURQUALITY



ERASMUS+ STUDENT MOBILITY
STUDENT INFORMATION FORM



1. Öğrencinin adı ve soyadı,
2. Gittiği ülke,
3. Gittiği kurum,
4. Bölüm,
6. Erasmus kalacağı ikameti,
7. Erasmus boyunca kullanacağı cep numarası.

NAME & SURNAME	
HOST COUNTRY	
HOST INSTITUTION	
DEPARTMENT	
RESIDENCE (FLAT or DORMITORY)	
ADDRESS	
MOBILE NUMBER ABROAD	

Please return this completed form, together with:

1. Duration Form (Arrival Section)

to Istanbul Aydın University's Erasmus+ Office via email at: erasmus@aydin.edu.tr

This form should
be filled out by
the student and
e-mailed to IAU

Bu form, **öğrenci karşı kuruma vardığı gün** doldurulup IAU Erasmus+ ofisine gönderilmelidir.

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Changes (During the mobility)

Staj hareketliliği içerisindeyken tarih değişikliği yapılması halinde yeni bir Approval Form hazırlanmalıdır. OLA platformuna girerek staj hareketliliği kısmında yer alan «**apply changes**» butonuna basmalısınız.

Bu butonun aktif olması için öncesinde iki kurum (İAÜ ve alıcı kurum) tarafından onaylanmış olması gerekmektedir.

Ardından belgeler ofisimize mail üzerinden gönderilmelidir.

If you need to change the dates during your internship mobility, a new Approval Form must be prepared. You must log into the OLA platform and click the "apply changes" button in the internship mobility section. This SECTION must be approved by both institutions (IAU and the host institution) before it becomes active. Then, the documents must be sent to our office via email.



Traineeship	ISTANBUL AYDIN UNIVERSITESI VAKFI	IAU	Signed by both coordinators	Wed, 04/01/2026 - 11:51	Apply Changes Download PDF History Notify
-------------	--------------------------------------	-----	--------------------------------	----------------------------	--

Hareketlilik Sonrasında After Mobility

AFTER MOBILITY

EVALUATION SHEET

DURATION SHEET (ARRIVAL-DEPARTURE)

PASAPORT MÜHÜRLERİ/ passport stamped pages copy

NİHAİ RAPOR (EU SURVEY)

UÇAK BİLETİ/flight information

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Hareketlilik Sonrasında After Mobility

Staj sonunda kurumunuz OLA/EWP sistemine girerek «create certificate» kısmından stajınıza yönelik değerlendirme raporu içeren belgeyi doldurmalı ve imzalamalıdır.

At the end of your internship, your organization must log into the OLA/EWP system and fill out and sign the document containing the evaluation report for your internship under the "create certificate" section.

TRAINEESHIP INFO

ID	STATUS	PLANNED PERIOD	CREATED
1270035	Signed by student/sending/receiving	1 Apr 2026 - 1 Jun 2026	01/04/2026 - 14:51:18

General Info | Traineeship Programme | Changes Traineeship Programme | Recognition & Support

Student Personal Data

First name:	Birth date:	2003-04-02	Field of Education (ISCED):	Languages not further defined (0230)
Last name:	Gender:	Female	Study Level:	Bachelor or equivalent first cycle (EQF level 6)
Email:	Nationality:	Türkiye	Field of Education:	
			Language Competence:	German B1

Sending Institution

Name:	ISTANBUL AYDIN UNIVERSITESI VAKFI
Country:	Türkiye
Erasmus Code:	TR ISTANBU25
Address:	Kucukcekmece Istanbul
Faculty:	FACULTY OF FINE ARTS
Contact Person:	MARIANA ASTEFANOAE, ERASMUS INSTITUTIONAL COORDINATOR, erasmus@aydin.edu.tr

Receiving Organisation

Name:	IAU
Country:	Germany
Address:	Germany
Department:	
Organisation Size:	≤ 250
Organisation Website:	
Contact Person:	yazid munsari, erasmus incoming coordinator, yazid.munsari@gmail.com

DECLINE TRAINEESHIP | SIGN TRAINEESHIP | **CREATE CERTIFICATE**

Hareketlilik Sonrasında After Mobility

Sertifikada; kurumun bilgileri, stajınızın genel programı, size olan katkıları, sorumlu kişinin stajınızın başarısı hakkındaki düşünceleri gibi bilgiler yer almaktadır.

Kurum bu sertifikayı doldurduktan sonra «submit» butonuna bastığında otomatik olarak sizin OLA sisteminizde gözükecektir.

The certificate includes information about the institution, the general program of your internship, its contributions to you, and the supervisor's thoughts on the success of your internship.

Once the institution completes this certificate and clicks the "submit" button, it will automatically appear in your OLA system.

Create Certificate

Fill in the certificate details

Trainee Name *

Receiving Organisation *

Organisation Sector *

Organisation Address *

Organisation Website

Start Date (Complete Period) *

End Date (Complete Period) *

Start Date (Physical Presence) *

Allowed range: 1 April 2026 to 1 June 2026

End Date (Physical Presence) *

Allowed range: 1 April 2026 to 1 June 2026

Traineeship Title *

Detailed Programme *

Knowledge/Skills/Competences *

CANCEL SUBMIT CERTIFICATE

Sertifikada; kurumun bilgileri, stajınızın genel programı, size olan katkıları, sorumlu kişinin stajınızın başarısı hakkındaki düşünceleri gibi bilgiler yer almaktadır.

Kurum bu sertifikayı doldurduktan sonra «submit» butonuna bastığında otomatik olarak sizin OLA sisteminizde gözükecektir.



Erasmus+

Higher Education
Traineeship for Students



Table D - Traineeship Certificate by the Receiving Organisation
Name of the trainee
Name of the Receiving Organisation
IAU
Sector of the Receiving Organisation
Engineering
Address of the Receiving Organisation [street, city, country, e-mail address], website
Germany /
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from 01-04-2026 to 01-06-2026
Start date and end date of physical component : from 01-04-2026 to 01-06-2026
Traineeship title
Electrical Engineer
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable)
....
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes)
....
Evaluation of the trainee





ISTANBUL AYDIN UNIVERSITY
ERASMUS+ OFFICE



Karşı kurumdan imzalı mühürlü alınan stajyer değerlendirme formudur.

Date

CERTIFICATE OF ATTENDANCE FOR A ERASMUS+ TRAINEESHIP PROGRAMME

This is a signed and sealed intern evaluation form received from the other institution.

Student Name:
Faculty/Department: Istanbul Aydın University-

The undersigned certifies that the student mentioned above has undertaken an internship at our company/ institution in Department and has successfully completed his/her internship scheduled between/..../20.... and/..../20.... in respect of the cooperation between two institutions.

	Poor	Fair	Good	Excellent
General knowledge of the area of work				
Personal Improvement				
Linguistic competencies				
Professional and occupational skills				

Name of the signatory

Stamp and Signature

Position



Katılım Sertifikası/ DURATION SHEET

ISTANBUL AYDIN UNIVERSITY



ISTANBUL AYDIN UNIVERSITY
ERASMUS OFFICE



CONFIRMATION OF ERASMUS STUDY PERIOD (DURATION SHEET)

The present form shall be completed by the International Office of the Host Institution

Dear Colleague;
This form is used to record the Erasmus duration of the student mentioned below at your institution.
Thank you very much for your collaboration.

Istanbul Aydın University
Erasmus Office

CONFIRMATION OF ARRIVAL TO HOST INSTITUTION

This is to confirm that [redacted] (first name and surname of student)
has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)
on, Friday 26.09.2014 (date)

Dr. Christina Kocoguzel
Head of the International Relations

(signature and stamp of the host institution)

CONFIRMATION OF DEPARTURE (to be filled at departure)

This is to confirm that [redacted] (first name and surname of student)
the student of Istanbul Aydın University has attended the courses at
HOCHSCHULE ASCHAFFENBURG (name of receiving institution)
departured on, 02.02.2015 (date)

Dr. Christina Kocoguzel
Head of the International Relations

(signature and stamp of the host institution)

The Original of this document shall be returned by the student to :

Istanbul Aydın University Erasmus Office Florya Campus Beyoöl Mah. İnönü Cad. Sefakoy - Kucukcekmece /

www.ua.gov.tr

[/ulusalajans](https://www.facebook.com/ulusalajans)

Bu belgede karşı kuruma varış tarihi ve stajın bittiği tarih imzalı ve damgalı şekilde yazmalıdır. Aksi takdirde nihai işlemler başlatılmayacaktır.

This document should be filled out by the partner university upon the arrival and departure of the student.

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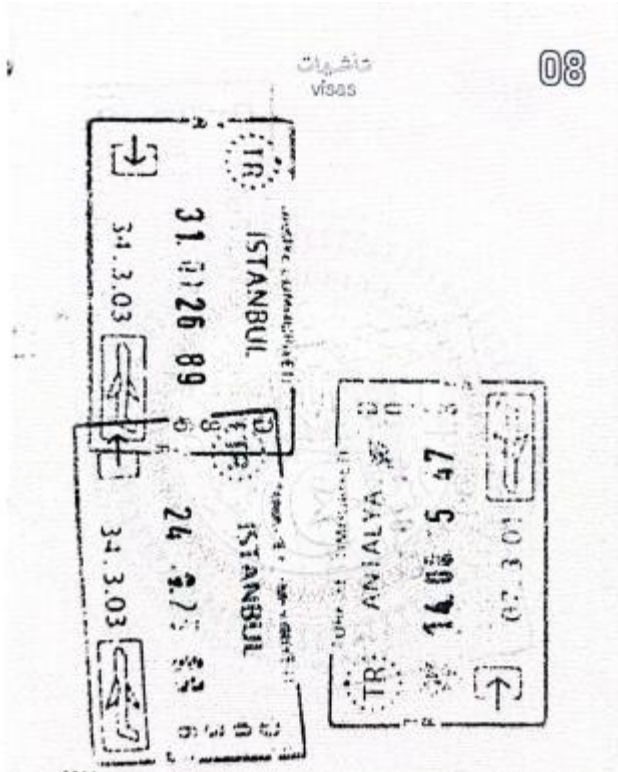


/ulusalajans

www.aydin.edu.tr | 444 1 428

Pasaport Giriş – Çıkış Fotokopisi

Passport Information



Havalimanında basılan pasaport giriş-çıkış mühürleri ofisimize teslim edilmelidir.

Mühür okunaksızsa ya da basılmadıysa E-Devlet'ten «Yurda Giriş Çıkış» belgesini indirip teslim etmeleri gerekir.

***UÇAK BİLETLERİ GİDİŞ-DÖNÜŞ OLARAK TESLİM EDİLMEK ZORUNDADIR. PDF YA DA BOARDING PASS**

Passport entry and exit stamps printed at the airport must be submitted to our office.

If the stamp is illegible or missing, you must download and submit the "Entry and Exit to the Country" document from e-Government.

***AIRLINE TICKETS MUST BE SUBMITTED AS ROUND-TRIP PDF OR BOARDING PASS**

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Hareketliliğinizin sonunda sistemde kayıtlı olan mail adresinize (çoğunlukla spam klasörüne) gelen linke tıklayarak hareketlilik sonu anketini tamamlamanız ve bize iletmeniz gerekmektedir.

Anketi tamamlamayan öğrencilere kalan ödemeleri yapılmayacaktır.

At the end of your mobility period, you must complete the mobility end-of-period survey by clicking the link sent to the email address registered in the system (usually in your spam folder) and submit it to us. Students who do not complete the survey will not receive their remaining payments.

Case Id: 3fe0dca6-8848-4246-82f7-cf57495ca653
Date: 23/11/2015 13:35:43
Invitation number: 3fe0dca6-8848-4246-82f7-cf57495ca653



Participant Report Form - KA1 – Learning Mobility of Individuals – Student mobility for traineeships in higher education

Fields marked with * are mandatory.

1 Purpose of the participant report

This final report on your mobility experience will provide the EU's Erasmus+ programme with valuable information, which will benefit both future participants and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. This report, once submitted, will be accessible to the coordinating institutions, their national agencies and the European Commission. More details in [Specific Privacy statement](#).

Please make sure you have the information of your Learning Agreement and Transcript of Records (if applicable) with you BEFORE you start filling in this report.

2 Identification of the Participant and General Information

* 2.1 First and last name

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.



Erasmus hibeleri, Ulusal Ajans tarafından üniversiteniz aracılığıyla verilen ve geri ödemesi olmayan maddi desteklerdir. Ancak bu destek, yurtdışındaki tüm masraflarınızı karşılamaz; yalnızca katkı sağlamayı amaçlar. Bu nedenle konaklama ve diğer yaşam giderleriniz size aittir.

Hibe ödemesi iki aşamada yapılır. İlk olarak toplam tutarın %80'i, gidiş belgelerinizi tamamlayıp Erasmus sözleşmenizi imzaladıktan sonra en geç 30 iş günü içinde ödenir. Belgelerinizi ne kadar erken tamamlarsanız ödemenizi de o kadar erken alırsınız.

Kalan %20'lik kısım ise değişim süreci tamamlandıktan sonra, dönüş belgelerinin eksiksiz teslim edilmesi ve gerçekleşen öğrenim süresine göre yapılan hesaplamanın ardından ödenir.

AB katılımcı anketinin doldurulmaması ve belgelerin tamamlanmaması durumunda hibe hesabına esas olan toplam gerçekleşen faaliyet gün sayısının %20'si oranında kesinti yapılır. Minimum staj süresini tamamlamayan öğrenciden bütün ödenen hibe geri alınır ve stajı geçersiz sayılır.



Erasmus grants are given free of charge by the National Agency through the university.

Grants are not intended to cover all costs abroad. It is just a financial support

Other than the grant you receive, you will not be paid for your expenses (accommodation, etc.).

80% of the grant is paid in the first place. Payments are made within 30 working days after the completion of file and signing of your Erasmus Agreement AND SHARING WITH THE ERASMUS OFFICE YOUR CONFIRMATION OF ARRIVAL AT THE HOST INSTITUTION. The sooner you complete your Erasmus documents, submit it to our Coordinator and sign your Erasmus agreement, the sooner you can receive your payment. The remaining 20% of the grant is paid after the return documents are delivered to the Office in full after the exchange is completed. The final Erasmus grant calculation is made taking into account your Participation Certificate dates.

Students who do not complete the EU participant survey will be deducted 20% from the final financial support calculated on the number of activity days performed.

In the event that you fail to attend classes and exams as a result of absenteeism, and you cannot obtain a transcript on your return from the other institution, you will be asked to return the entire amount of the grant paid to you.

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Herhangi bir özel duruma istinaden geri dönmek isteyen öğrencinin durumunu belgeleyerek ibraz etmesi gerekir.

In case of unforeseen circumstances, if the student could not complete the mobility, evidence documents will have to be submitted.

Belgesi kabul edilen öğrenci için de ancak kaldığı gün kadar ödeme yapılır. Fazla ödeme yapıldıysa bu öğrenciden geri istenir.

Even if the evidence is accepted, the students will be paid for only the number of days spent in the mobility country. If money for the whole mobility has already been paid, you will be asked to return the rest of the grant.

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VİZE

Gideceğiniz ülke için vize başvurunuzu son ana bırakmamanız çok önemlidir. Vize işlemleri zaman alabileceği için gerekli süreyi ve istenen belgeleri en güncel haliyle önceden araştırmanız gerekir.

Yeşil pasaporta sahip olan öğrenciler (eğer haklarını başka bir zamanda kullanmadılarsa) 3 ay altında olan stajlar için vizesiz hareketliliğe gidebilirler.

Erasmus staj öğrencileri için başvurulacak vize türü 89 güne kadar C Tipi Schengen; 90 ve üstü ise D Tipi Ulusal Vizedir

Vize prosedürleri; ülkeye, konsolosluga ve başvuru dönemine göre değişiklik gösterebilir. Bu nedenle gerekli belgeler ve başvuru süreci hakkında en doğru ve güncel bilgiyi konsolosluklar ve resmi başvuru merkezleri gibi güvenilir birinci kaynaklardan öğrenmek öğrencinin sorumluluğundadır.

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VISA

Do not leave the visa application for the country you are going to the last minute. Find out the time required for the finalization of your visa procedures and the most up-to-date documents required.

Students with a Green Passport must also obtain a visa if the internship is more than 90 days.

Visa processing procedures may vary according to countries, foreign missions and consular Staff and the period of application.

It is our students' responsibility to learn the most accurate and up-to-date information about the documents and procedures required for visa application from reliable primary sources.

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Erasmus Öncesi Genel Öneriler

Erasmus sürecine karar verirken, hem maddi koşulları hem de gideceğiniz ülkenin yaşam şartlarını göz önünde bulundurarak ailenizle birlikte değerlendirme yapmanız ve onları doğru şekilde bilgilendirmeniz önemlidir.

Gidiş öncesinde özellikle vize sürecinde birçok bürokratik işlemi tamamlamanız gerekeceğini unutmamalı ve bu sürece hazırlıklı olmalısınız.

Bu süreyi verimli değerlendirmek adına yabancı dil becerilerinizi geliştirebilir ve mümkünse maddi olarak hazırlık yapabilirsiniz.

Uçak bileti gibi önemli harcamaları ise staj başlangıç tarihinize yakın zamanda ve mümkünse iade edilebilir şekilde planlamanız; vize reddi, gecikmeler veya plan değişiklikleri gibi durumlarda mağduriyet yaşamamanızı önleyecektir.

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General Advice Before Erasmus

- **When deciding on the Erasmus program, it's important to discuss it with your family, considering both the financial situation and the living conditions in the country you'll be going to, and to inform them properly.**
- **Before you leave, remember that you will need to complete many bureaucratic procedures, especially during the visa process, and be prepared for this.**
- **To make the most of this time, you can improve your foreign language skills and, if possible, make financial preparations.**
- **Planning important expenses such as airfare close to your traineeship start date, and preferably with a refundable option, will prevent you from experiencing hardship in case of visa rejection, delays, or changes in plans.**

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Erasmus+

Hayatları zenginleştirir, ufukları açar.

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