



Erasmus+



eurodesk
Turkey

ERASMUS+ ORIENTATION PROGRAM

22.04.2019

THINGS TO DO DURING THE ERASMUS+ STUDY MOBILITY

BEFORE THE MOBILITY

***Partner University's application procedure.**

1- Learning Agreement – Approval form (Just for the Institute),

2- Special Forms for the Institute Students

3- Acceptance Letter

4- Visa Letter

5-Financial Contract

6- OLS Exam

DURING THE MOBILITY

1 –Duration(Confirmation of arrival section),

2- Student Information Form,

3. Learning Changes (If necessary)

4. Extension form (If necessary)

5- OLS Course

AFTER THE MOBILITY

1- (If necessary) Failed Courses Form,

2- Duration Sheet (Confirmation of departure section),

3- Transcript, Recognition outcomes

4- Passport,

5- Final Report,

6- OLS Exam

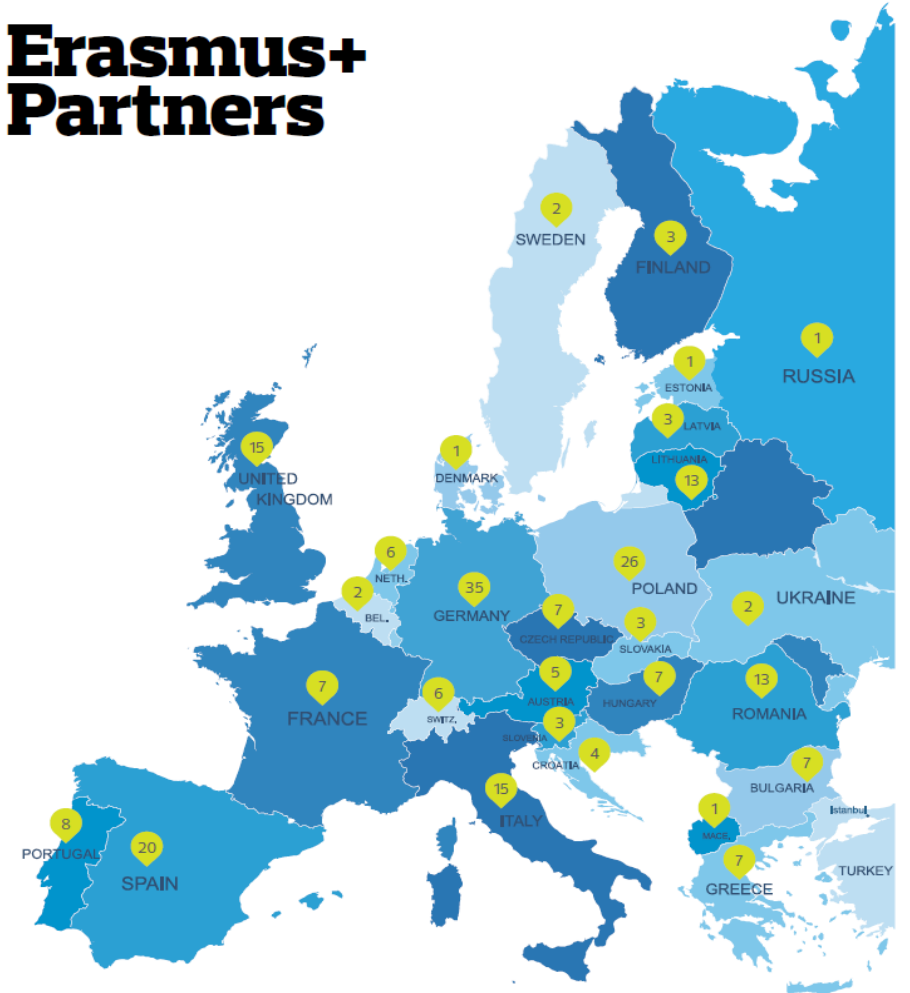
ISTANBUL AYDIN UNIVERSITY ONLINE APPOINTMENT SYSTEM



İAÜ Erasmus+ Agreements

- 260 Erasmus+ Agreements in 50 countries
- 29 International Credit Mobility Agreements in 21 countries (outside EU)
- 231 Erasmus+ agreements in EU and candidate countries

Erasmus+ Partners



DOCUMENTS NEEDED BEFORE THE MOBILITY

- 1- LEARNING AGREEMENT – APPROVAL FORM
- 2- ACCEPTANCE LETTER
- 3- SPECIAL FORMS FOR THE INSTITUTE STUDENTS
- 4- VISA LETTER
- 5-FINANCIAL CONTRACT
- 6- OLS EXAM



Higher Education Learning Agreement for Studies
Student's name

Student's Name & Surname

ID and Education Info

IAU Info

Partner University Info

Courses of Partner University

IAU Courses

IAU and Partner University Signature Section

Student	Last name (s)	First name (s)	Date of birth	Nationality ¹	Sex [M/F]	Academic year	Study cycle ²	Subject area, Code ³
Sending Institution	Name	Faculty	Erasmus code ⁴ (if applicable)	Department	Address	Country, Country code ⁵	Contact person name ⁶	Contact person e-mail / phone
	Istanbul Aydın University		TR ISTANBU 25		Besyo, İnönü Cd. No:38, 34295 Küçükçekmece/İstanbul	TR		
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone
Study Programme at Receiving Institution								
Planned period of the mobility: from [month/year] to [month/year]								
Table A Before the mobility	Component ⁷ code (if any)	Component title (as indicated in the course catalogue ⁸) at the receiving institution			Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) ⁹ to be awarded by the receiving institution upon successful completion		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
Total								
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to the relevant information]								
The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>								
Recognition at Sending Institution								
Table B Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution			Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
Total								
<small>By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in Partner Countries). The sending institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table C. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.</small>								
Commitment	Name	Function	Phone number	Email	Date	Signature		
Student		Student						
Responsible person ¹⁰ at the Sending Institution (IAU)		Erasmus+ Departmental Coordinator						
Responsible person ¹¹ at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator	4441428/12820	pinarelbasan@aydin.edu.tr				
Responsible person at the Receiving Institution								

Students should fill out this form after finding their courses from partner university and consulting with their Erasmus+ departmental coordinator

LEARNING AGREEMENT GENERAL

LEARNING AGREEMENT CODES

Study cycle ²	Subject area, Code ³

Study Level

Study Code

You can find the codes at the page of the learning agreement.

Study Code

You can find the link at the last page of the learning agreement.

Aşağıdaki linke girerek sağdaki kod bulunmalı

http://ec.europa.eu/education/tools/isced-f_en.htm

ISCED-F 2013 Search Tool

Help

Find a code:

busi

0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340)

0419: Business and administration, not elsewhere classified (04.9 - 349)

0488: Business, administration and law, interdisciplinary programmes

Clear selected codes

Study Programme at Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁷ code (if any)	Component title (as indicated in the course catalogue ⁸) at the receiving institution	Semester [e.g. autumn / spring/ term]	Number of ECTS credits (or equivalent) ⁹ to be awarded by the receiving institution upon successful completion
1				
2				
4				
6				
				Total
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to information]				
The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>				

Course Number

Course Code

Course Name

ECTS of the Courses

Total ECTS

Students' Language Proficiency

You need to fill out the sending institution part of the form in the same way

You can get at least 29 maximum 31 ECTS

RECEIVING AND SENDING SECTION

LEARNING AGREEMENT SIGNATURE SECTION

Commitment	Name	Function	Phone number	Email	Date	Signature
Student		<i>Student</i>				
Responsible person ¹⁰ at the Sending Institution (IAU)		<i>Erasmus+ Departmental Coordinator</i>				
Responsible person ¹¹ at the Sending Institution (IAU)	PINAR ELBASAN	<i>Erasmus+ Institutional Coordinator</i>	4441428/ 12820	pinarelbasan@aydin.edu.tr		
Responsible person at the Receiving Institution						

Student's Signature and Date

Erasmus+ Departmental Coordinator signature and date

Erasmus+ Institutional Coordinator's signature and date

Partner University



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MASTER & PHD LEVEL STUDENTS

TO THE ATTENTION OF THESIS PHASE MASTER AND PHD STUDENTS

Master or PhD Students attending their Erasmus+ Study Mobility in their Thesis phase should make proof to IAU Erasmus+ Office that they will be doing some research about their thesis topic. A print out of the confirmation email from the partner university will be enough as the evidence.

Students can either directly work on their thesis (Thesis (30 ECTS) to Thesis (30 ECTS)) or enroll for a thesis development seminar/project course (compulsory!) + other thesis topic related courses at the partner University to fulfill the 30 ECTS/semester course load.

Otherwise, students cannot participate the Erasmus+ study mobility in the relevant university.

MASTER & PHD LEVEL APPROVAL FORM

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

AKADEMİK YIL/ACADEMIC YEAR: 2015 - 2016

ENSTİTÜ/INSTITUTE:

BÖLÜM/DEPARTMENT:

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

Alici Kurum/ Receiving Institution: Ülke/Country:

ALICI KURUM/RECEIVING INSTITUTION İSTANBUL AYDIN ÜNİVERSİTESİ/ISTANBUL AYDIN UNIVERSITY

Öğrenci alıcı kurumda öğrenim/staj boyunca aşağıdaki dersleri alacaktır. /Upon approval in all courses/training, equivalence to the following subjects will be provided at Istanbul Aydın University:

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

Thesis Code

Thesis Name

ECTS

Tarih/Date:

Students signature and date

Üniversitemiz tarafından yukarıda önerilen ders/stajın tanınacağını onaylıyoruz. /We confirm that this proposed course/study/training is approved.
Sadece İAU Koordinatörler/Only IAU Coordinators

Name and Signature of the Thesis/Project Adviser – Tez/Proje Danışmanı* Ad Soyad imza:	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:.....

Academic and Administrative signatures

ACCEPTANCE LETTER



hochschule aschaffenburg
university of applied sciences

Hochschule Aschaffenburg • Würzburger Straße 45 • D-63743 Aschaffenburg

To whom it may concern

International Office

Incoming coordinator
Nora Seiterle
Tel: 06021 – 4206 - 850

E-Mail: international-office@h-ab.de

Aschaffenburg, 30 Jul. 13

Letter of Acceptance

Name	SERKAN SAPMAZTÜRK
Date of birth	03.01.1994
Place of birth	Istanbul, Turkei

We hereby confirm that the above mentioned student is accepted as an exchange student within the framework of LLP ERASMUS the University of Applied Sciences Aschaffenburg for the winter term 2013/2014 (September 2013 – February 2014)

If you have any further question please don't hesitate to contact us.

With kind regards,

Hochschule für angewandte Wissenschaften
Fachhochschule Aschaffenburg
Würzburger Str. 45
63743 Aschaffenburg
i.A. Nora Seiterle
International Office

Dd/mm/yyyy format for your mobility period is a requirement when applying for an Erasmus+ Study visa
***the period should include the finals as well**



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Visa Letter

Students are responsible for the visa process

Evrak Tarih ve Sayısı: [REDACTED]



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



Number : [REDACTED]
Subject : For Visa Application ([REDACTED])

03/02/2016

CONSULATE GENERAL GERMANY IN ISTANBUL

This is to certify that **Serkan Sapmaztürk** who was born in Mus on **03.01.1994** is a student of Istanbul Aydın University in the Faculty Of Economics And Administrative Sciences, Department of Business Management (English). Mrs. Turut will study from **September 1, 2013 till February 28, 2014** at the **Hochschule Aschaffenburg – University of Applied Sciences**, Germany as Erasmus student under the framework of European Commission's LLP/Erasmus Program.

Serkan Sapmaztürk will not pay any tuition fees to the host institution and will receive **2125 (Two Thousand One Hundred Twenty Five) Euro** total grant to cover his 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 **Serkan Sapmaztürk** on his visa process.

With our thanks and kindest regards.

Prof.Dr.Yadigar İZMİRLİ
Rector

02/02/2016 Specialist
02/02/2016 Coordinator
02/02/2016 Director.

Serkan SAPMAZTÜRK
İsmail Can TEMİZEL
Pınar ELBASAN
Prof.Dr. Zafer ASLAN

To Verify Documents : <https://ebys.aydin.edu.tr/en/Vision/Dogrula/>

Address: Beyyol Mah. İnönü Cad. No:38 Sefaköy , 34295 Küçükçekmece / İSTANBUL

Phone: 444 1 428
Web: <http://www.aydin.edu.tr/>

For Information: İsmail Can TEMİZEL
Title: Specialist





Erasmus+

Online Linguistic Support

Students need to send the OLS results to erasmus@aydin.edu.tr

Please note that if you obtained a score of C2 in your first language assessment, you will not have to take a final assessment. You will therefore not receive an invitation to take a final assessment.

The overall level obtained in the language assessment (English) is: C1 according to the CEFR

C1

You can understand long, complex speeches and texts and identify implicit, abstract and finer shades of meaning.



Your detailed English language levels in the assessed language competences are:

Reading Comprehension - B2

You can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. You can understand contemporary literary prose.

Listening Comprehension - C1

You can understand extended speech, including idiomatic and dialectal jargon, even when it is not clearly structured and when relationships are only implicitly and not explicitly expressed. You can understand televised programmes and films without too much effort.

Grammar - B2

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

Vocabulary - C1

Your good command of vocabulary on a broad range of general, academic, professional and leisure topics enables you to understand most written texts.

Key Communicative Phrases - C1

You can identify different degrees of nuances relating to emotions, satire, humour, subjectivity and objectivity as well as shifting register, in a wide range of socio-linguistic contexts. This includes recognising inferred meaning even in the latest forms of written communication such as internet chats and text-messaging.

Before you go abroad...

- ✓ Arrange accommodation and ask for help in finding it from the host University Erasmus+ Office (ESN Section)
- ✓ Take enough money with you-other than the Erasmus+ grant
- ✓ Make an Extensive research on the city and University (transportation; official authorities and emergency numbers)
- ✓ Plan to attend the Orientation Programme of the host University!
- ✓ Make sure you have a scan of your passport and visa in your e-mail
- ✓ Don't forget you are an ambassador of Istanbul Aydın University and Turkey

DURING THE MOBILITY

1-DURATION SHEET

2-STUDENT INFORMATION FORM

3-CHANGES OF THE LEARNING AGREEMENT
(IF NECESSARY)

4-EXTENSION FORM (IF NECESSARY)

5- OLS COURSE



Erasmus+



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 **SERKAN SAPMAZTÜRK** (first name and surname of student)

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

on, **Friday 26 / 09 / 2014** (date)

Dr. Christina Köpcke (signature and stamp of the host institution)
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)

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

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

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

CONFIRMATION
OF ARRIVAL

STUDENT INFORMATION FORM

1. Student's Name and Surname,
2. Country,
3. Partner University's Name,
4. Faculty,
5. Department,
6. Residence Address,
7. Active Mobile number abroad.

This form should be filled out by the students as soon as they arrive their Erasmus+ destination country



ERASMUS+ STUDENT MOBILITY
STUDENT INFORMATION FORM



1	NAME & SURNAME	
2	HOST COUNTRY	
3	HOST UNIVERSITY	
4	FACULTY	
5	DEPARTMENT	
6	RESIDENCE (FLAT or DORMITORY)	
7	ADDRESS	
	MOBILE NUMBER	

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

CHANGES OF THE LEARNING AGREEMENT

- WHILE YOU ARE ABROAD **YOU** ARE RESPONSIBLE FOR FOLLOWING ALL THE PROCESSES RELATED TO THE CHANGES TO LA
- ALL CHANGES TO LA SHOULD BE CONDUCTED **WITH THE PRIOR APPROVAL(BY EMAIL)** OF YOUR ERASMUS+ DEPARTMENTAL COORDINATOR **WITHIN ONE MONTH** AFTER THE START OF YOUR MOBILITY

CHANGES OF THE LEARNING AGREEMENT

1. Course Number,
- 2 Course Code,
3. Name of the deleted course,
4. Approval box of the deleted course,
5. Deleting reason,
6. ECTS of the deleted course
7. Code of the added course,
8. Name of the added course,
9. Approval box the added course
10. Reason for adding
11. ECTS of the added course

Exceptional changes to Table A
(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution)

Table A During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	5	6
2	7	8	<input type="checkbox"/>	<input type="checkbox"/>	10	11
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>		
7			<input type="checkbox"/>	<input type="checkbox"/>		
8			<input type="checkbox"/>	<input type="checkbox"/>		

Sending Institution part should be filled out in the same way

This part is located on the last page of the learning agreement

10 Reasons for exceptional changes to study programme abroad:

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

CHANGES OF THE LEARNING AGREEMENT

Commitment	Name	Function	Date	Signature
Student		<i>Student</i>		
Responsible person at the Sending Institution (IAU)		<i>Erasmus+ Departmental Coordinator</i>		
Responsible person at the Sending Institution (IAU)	PINAR ELBASAN	<i>Erasmus+ Institutional Coordinator</i>		
Responsible person at the Receiving Institution				

Respectively;
After the student's signature this form's Receiving Institution's should be signed and stamped then e-mailed to IAU



Erasmus+



Erasmus+

Istanbul Aydin University
Request for extension of the period of study
OUTGOING

20.../20...!

EXTENSION FORM

1. Name & Surname of the student, erasmus residence, Telephone number, name of the university
2. Education Period , Extension Period
3. Student's signature and date,
4. Respectively, all the signatures.

The students who have extended their mobility should do prepare the same documents like they did for the first term

1	Student's name	
	Student's address in host city:	
	Telephone Nr:	
2	Host university	
	Period of study	from/...../20.....	till/...../20.....
	Extension period	from/...../20.....	till/...../20.....
3	Reasons for extension	
		
		
4	/20.....	
		Student's Signature	
5	Departmental coordinator's approval of the HOST university		
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved	
/...../20.....	
		Name	Signature
	Institutional coordinator's approval of the HOST university		
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved	
/...../20.....	
		Name	Signature
	Departmental coordinator's approval of the HOME university		
	<input type="checkbox"/> approved	<input type="checkbox"/> unapproved	
...../...../20.....		
	Name	Signature	
Institutional coordinator's approval of the HOME university			
<input type="checkbox"/> approved	<input type="checkbox"/> unapproved		
...../...../20.....		
	Name	Signature	
Student's status due to the extension			
<input type="checkbox"/> Erasmus Student	<input type="checkbox"/> Free Mover		
...../...../20.....		
	Name of ERASMUS OFFICER (IAU)	Signature	



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Turkey



Erasmus+

Online Linguistic Support

AFTER THE MOBILITY

- 1- (IF ANY) DOCUMENT FOR THE FAILED COURSE UNITS,
- 2- RECOGNITION OUTCOMES,
- 3- DURATION SHEET,
- ▶ 4- TRANSCRIPT,
- ▶ 5- PASSPORT
- 6- FINAL REPORT
- 7- OLS EXAM



Erasmus+



İSTANBUL AYDIN UNIVERSITY
INTERNATIONAL RELATIONS DIRECTORATE
ERASMUS



FAILED COURSES FORM

This form should
be filled out by
the partner
university (if
necessary).

BAŞARISIZLIK FORMU FAILED COURSES FORM

Name of the Student:	SERKAN SAPMAZTÜRK
Host Institution:	Hochschule aschaffenburg
Field of Study:	Economics
Name of the Course(s):	Rural Economy

Above mentioned student failed the stated course that s/he had taken due to the reason/s given below:

- Student did not attend exams.
 Student did not attend courses properly.
 Student did not perform assignments given.
 Student did not deliver projects/thesis.
 Student fulfilled all the obligations, yet failed.

Please specify other reasons, if any:

Name and Signature of the Host
University's Co-ordinator
(Stamp)

RECOGNITION OUTCOMES

Higher Education Learning Agreement for Studies
Student's name

Student's Name & Surname

- *. Course number
- 1. Study Period,
- 2. Course Code,
- 3. Partner University Courses,
- 4. Pass or Fail Part
- 5. ECTS,
- 6. Grade,
- 7. Study Period,
- 8. Course Code,
- 9. IAU Courses,
- 10. ECTS,
- 11. IAU grade (It will be filled out by the Erasmus+ Departmental Coordinator)
- 12. Total ECTS,
- 13. Student's signature,
- 14. Signatures of the coordinators and stamp,
- 15. Signature of the partner university and stamp.

Academic Outcomes at Receiving Institution						Recognition Outcomes at Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]						Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table C After the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Receiving Institution Grade	Table D After the mobility	Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending Institution Grade (if applicable)
1	*					1				
2						2				
3						3				
4						4				
5						5				
6						6				
Commitment	Name	Function	Signature and Date							
Student	13	Student								
Responsible person at the Sending Institution (IAU)	14	Erasmus+ Departmental Coordinator								
Responsible person at the Sending Institution (IAU)	PINAR ELBASAN	Erasmus+ Institutional Coordinator								
Responsible person at the Receiving Institution	15									

This form shows the ultimate version of the courses which has been taken at the partner university . In case of course change the added courses will be mentioned on this form.

DURATION SHEET

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



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 **SERKAN SAPMAZTÜRK** (first name and surname of student)
has arrived at, **HOCHSCHULE ASCHAFFENBURG** (name of receiving institution)
on, Friday **26.09.2014** (date)

Dr. Christina Koenigsmueller
Head of the International Relations



CONFIRMATION OF DEPARTURE (to be filled at departure)

This is to confirm that **SERKAN SAPMAZTÜRK** (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 Koenigsmueller
Head of the International Relations

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 /

Aschaffenburg, 11.03.2014

TRANSCRIPT

The transcript needs to include the ECTS credits.

Transcript of Records

Mr.
Serkan Sapmaztürk
born on 03.01.1994 in Istanbul

Registration Number: 2212208
Course of Studies: Allgemeinwissenschaftliche Wahlpflichtfächer/Diplom (FH)
Enrolled: 01.10.2013 - 14.03.2014

Elective Subjects	Local Grade (1)	ECTS Credits (2)	Semester (3)
3324690 Introduction to the European Union	3,7	5	20132
3324805 Business Seminar Germany	2,7	5	20132
9000042 Leadership and Management	3,3	8	20132
9000051 Business English LN	passed		20132
9940110 German Ia	3,0	5	20132
9940125 International Marketing	3,3	2,5	20132

Hochschule für angewandte Wissenschaften
Fachhochschule Aschaffenburg
Würzburger Str. 45
63743 Aschaffenburg

(1) Descriptions of the Institutional Grading Scale:

Local Grade	Definition
1,0 – 1,5	excellent / very good
1,6 – 2,5	good
2,6 – 3,5	satisfactory
3,6 – 4,0	sufficient
4,1 – 5,0	fail

(2) ECTS Credits (only displayed if applicable):

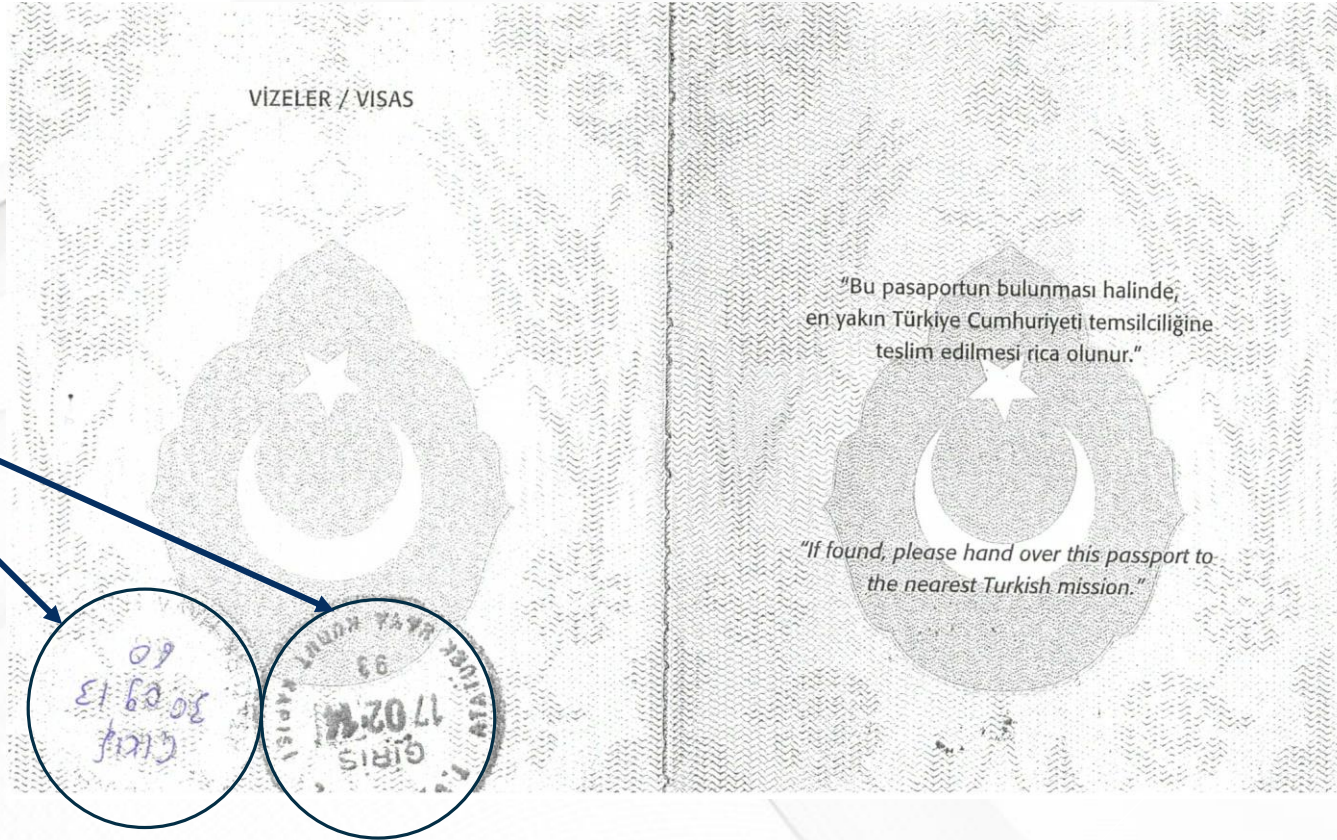
1 full academic year = 60 credits
1 semester = 30 credits

(3) Semester:

200*1: summer term
200*2: winter term

PASSPORT STAMPS (ARRIVAL AND DEPARTURE FOR TURKEY)

The stamps must be readable.



Failure in sending the OLS results to erasmus@aydin.edu.tr can affect the 20% grant payment

The overall level obtained in the language assessment (English) is: **C1** according to the [CEFR](#).

C1

You can understand long, complex speeches and texts and identify implicit, abstract and finer shades of meaning.



Your detailed English language levels in the assessed language competences are:

Reading Comprehension - C2

You can read with ease virtually all forms of the written language, including abstract, structural or linguistically complex texts such as manuals, specialized articles and literary works.

Listening Comprehension - C1

You can understand extended speech, including idiomatic and dialectal jargon, even when it is not clearly structured and when relationships are only implicitly and not explicitly expressed. You can understand televised programmes and films without too much effort.

Grammar - B2

You understand relatively complex grammatical structures and the relationship between ideas as indicated by high level connecting devices.

Vocabulary - B2

You understand a wide range of lexical terms and expressions, including common idioms and phrasal verbs relating to most general topics as well as your field of specialisation.

Key Communicative Phrases - C1

You can identify different degrees of nuances relating to emotions, satire, humour, subjectivity and objectivity as well as shifting register, in a wide range of socio-linguistic contexts. This includes recognising inferred meaning even in the latest forms of written communication such as internet chats and text-messaging.

FINAL VERSION OF THE TRANSCRIPT

After the completion of the procedure students can get their new transcripts from IAU Student Affairs. Erasmus+ program is mentioned with a star.

T.C. Kimlik No	26441004124	Öğrenci No	B1006.050052
Soyadı	SERKAN	Fakülte	İKTİSADİ İDARİ BİLİMLER FAKÜLTESİ
Adı	SAPMAZTÜRK	Bölüm	SIYASET BİLİMİ VE ULUSLARARASI İLİŞKİLER (İNGİLİZCE)
Doğum Tarihi	18.05.1989	Kayıt Tarihi	02.09.2010

1. Yarıyıl								2. Yarıyıl							
TÜR	DERS ADI	AKTS	KR	HN	NxKR	TÜR	DERS ADI	AKTS	KR	HN	NxKR				
Z	ATA103	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-I	2.0	2.0	T	0	Z	ATA104	PRINCIPLES OF ATATÜRK AND THE HISTORY OF REVOLUTIONS-II	2.0	2.0	T	0		
Z	BUS109	MATHEMATICS FOR BUSINESS-I	6.0	3.0	CC	12	Z	BUS110	MATHEMATICS FOR BUSINESS-II	5.0	3.0	BA	17.5		
Z	ECON201	MICROECONOMICS	5.0	3.0	AA	20	Z	ECON110	INTRODUCTION TO MACROECONOMICS	5.0	3.0	BA	17.5		
Z	ENG101	PROFESSIONAL ENGLISH-I	4.0	3.0	T	0	Z	ENG102	PROFESSIONAL ENGLISH-II	4.0	3.0	T	0		
Z	LAW102	INTRODUCTION TO LAW	5.0	3.0	BB	15	Z	PSIR102	INTRODUCTION TO INTERNATIONAL RELATIONS	6.0	3.0	BA	21		
Z	PSIR101	INTRODUCTION TO POLITICAL SCIENCE	5.0	3.0	CB	12.5	Z	PSIR104	INTRODUCTION TO MANAGEMENT	5.0	3.0	DD	5		
Z	PSIR103	INTRODUCTION TO SOCIOLOGY	5.0	3.0	AA	20	Z	PSIR106	CONSTITUTIONAL LAW	5.0	3.0	AA	20		
Z	TLL101	TURKISH LANGUAGE-I	2.0	2.0	T	0	Z	TLL102	TURKISH LANGUAGE-II	2.0	2.0	T	0		
Aldığı Kredi	26	Dönem Ortalaması			3.06	Aldığı Kredi	26	Dönem Ortalaması			3.12				
Aldığı Top. Kredi	26	Genel Not Ortalaması			3.06	Aldığı Top. Kredi	52	Genel Not Ortalaması			3.09				

3. Yarıyıl								4. Yarıyıl *							
TÜR	DERS ADI	AKTS	KR	HN	NxKR	TÜR	DERS ADI **	AKTS	KR	HN	NxKR				
Z	ECON205	STATISTICS-I	5.0	3.0	DD	5	Z	ERA	CENTRAL EUROPE AND THE GREAT POWERS 1919-1939	6.0	6.0	AA	24		
Z	LAW206	INTERNATIONAL LAW	5.0	3.0	DD	5	Z	ERA	ECONOMY, HISTORY OF EUROPE 19TH-20TH CENTURY	6.0	3.0	AA	24		
Z	PSIR203	HISTORY OF WORLD POLITICS-I	5.0	3.0	CC	10	Z	ERA	DICTATORSHIPS IN COMPARISON	6.0	6.0	AA	24		
Z	PSIR205	THEORY OF INTERNATIONAL RELATIONS	5.0	3.0	AA	20	Z	ERA	BUDAPEST VIENNA PRAGUE: URBAN SOCIETY AND CULTURE	6.0	3.0	AA	24		
Z	PSIR211	TURKISH STATE AND ADMINISTRATIVE STRUCTURE	5.0	3.0	DD	5	Z	ERA	HISTORY OF DAILY LIFE ALBANIA	6.0	3.0	AA	24		
Z	SBU209	ADMINISTRATION AND LEADERSHIP	5.0	3.0	BA	17.5									
Aldığı Kredi	30	Dönem Ortalaması			2.33	Aldığı Kredi	30	Dönem Ortalaması			4.00				
Aldığı Top. Kredi	82	Genel Not Ortalaması			2.81	Aldığı Top. Kredi	112	Genel Not Ortalaması			3.13				

Açıklamalar:

* İşaretili dönemlerde bulunan dersler, ERASMUS Değişim Programı çerçevesinde yurtdışında alınmıştır.
** ERASMUS çerçevesinde alınan derslere ait ders kodu bulunmuyor ise 'ERA' kodu kullanılmıştır.

Transfer Edilen Toplam Kredi : 16

Hesaplamalarda AKTS (ECTS) kredisi kullanılmıştır.

AA: 4.00 BA:3.50 BB:3.00 CB:2.50 CC:2.00 DC:1.5 DD:1.00 FD:0.50 FF:0.00 F:Başarısız M:Muaf NA:Devamsız I:Eksik T:Transfer P:Başarılı KR:Kredi HN:Harf Notu NxKR:Notu x Kredi TÜR:Ders Türü Z:Zorunlu Ders, S:Seçmeli Ders, Y:Genel Ortalamaya Katılmaz, R:Dersi Tekrar Etti

Teaching medium is in English - Eğitim dili İngilizcedir.

BU TRANSKRİPT

- 1) Soğuk damga ile mühürlenmiş
- 2) Öğrenci İşleri Daire Başkanı tarafından imzalanmış ise resmi evrak niteliğini taşır.



Ödeme Süreci İçin Yapılması Gerekenler (Erasmus+ Öğrenim / Staj Hareketliliği)/ Things To Do For Payment Process (Erasmus+ Study /Internship) Mobility

YAPI KREDİ BANKASI'NDAN EURO HESABI AÇTIRMALISINIZ.

YOU NEED TO OBTAIN AN EURO ACCOUNT FROM YAPI KREDİ BANK

DAHA SONRA ERASMUS+ OFISI ULAŞARAK HİBE SÖZLEŞMESİ YAPMALISINIZ

THEN YOU HAVE TO REACH ERASMUS+ OFFICE IN ORDER TO SIGN THE GRANT AGREEMENT

Ödeme Süreci Payment Process

GİTMEDEN ÖNCE ÖDEMENİZİN %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;**

- EN AZ ALINAN KREDİNİN 3TE 2 SİNDEN BAŞARILI OLMAK,

%20 ÖDEMENİZİ HESAPLANIRKEN KATILIM SERTİFİKA TARİHLERİ DİKKATE 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

ERASMUS+ Öğrenim/ Staj Hareketliliği İçin Hibe Miktarları Monthly Grants For Erasmus+ Study /Internship

Program Countries with living cost	Program Countries	Erasmus+ Study Grant per month (€)	Erasmus+ Internship Grant per month (€)
1st & 2nd Group Countries	United Kingdom, Denmark, Finland, Ireland, Sweden, Iceland, <u>Liechtenstein</u> , Luxemburg, Norway, Germany, Austria, Belgium, France, Southern Cyprus, Netherlands, Spain, Italy, Malta, Portugal, Greece,	500	600
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Lithuania, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia*	300	400

* For selected students from the 2019 Erasmus+ Project

Özel Durumlar/ Extreme Cases

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

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

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

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.

Döndükten Sonra Teslim Edilmesi Gereken Belgeler Necessary Documents After Your Return to Turkey

EVRAKLAR:	DOCUMENTS:
KATILIM SERTİFİKASI	CERTIFICATE OF MOBILITY
NİHAİ RAPOR (LİNK GÖNDERİLECEK)	FINAL REPORT (THE LINK WILL BE SENT)
YURTDISINDA EGİTİM GÖRDÜĞÜNÜZ KURUMDAN NOT ÇİZELGESİ	TRANSCRIPT FROM THE RECEIVING UNIVERSITY
RECOGNITION OUTCOMES	RECOGNITION OUTCOMES
PASAPORT GİRİS ÇIKIS DAMGALARI OLAN SAYFALARIN FOTOKOPİLERİ	COPY OF YOUR PASSPORT PAGES WHICH HAVE ENTRANCE AND EXIT STAMPS

ERASMUS+ SUCCESS STORIES

PROUD OF OUR STUDENT İREM KARA OGLU WHO RECEIVED THE HIGHEST NUMBER OF VOTES FOR THE BEST LOGO SHE CREATED FOR U16 WOMEN'S EUROPEAN CHAMPIONSHIP DURING HER ERASMUS+ MOBILITY AT KAUNO KOLEGIJA, LITHUANIA



NOW IT IS YOUR TURN....MAKE YOUR ERASMUS+ MOBILITY WORTH!



**THANK YOU FOR YOUR
ATTENTION!**

Erasmus+ OFFICE
twitter: iauerasmus
facebook: iauerasmusoffice