



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	Örnek	Öğrenci	01.01.1993	TR	F	EQF Level 6	0311
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	Dep. Contact person name ; e-mail / phone
	Anadolu University	Business Administration	TR ESKISEH01	Anadolu Üniversitesi Yunus Emre Kampüsü 26470 Eskişehir, Türkiye	TR	Assoc. Prof. Dr. Özgür YILDIRIM oyildirim@anadolu.edu.tr +90 222 330 74 37	Ali BENLİ alibenli@anadolu.edu.tr +90 222 335 05 80-3338
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	Firma ismi	Consultancy	www....	England	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [day/month/year] / / 2019 to [day/month/year] / / 2019

Traineeship title: Finance and Management Consultancy

Number of working hours per week: 30

Detailed programme of the traineeship: (Indicate on weekly basis if possible)

The trainee will provide administrative support working in Finance and Management Consultancy. The main goal of the placement was to gain a valuable work experience being given the opportunity to have an insight into Finance and Management Consultancy.

Finance:

- . Make a business plan
- . Do financial analysis
- . Prepare financial reports
- . Understanding of Financial Industry and regulatory areas.
- . Superior organisational and logistical training.
- . Ability to handle sensitive and confidential issues,
- . Basic Cost Accounting
- . Compliance procedures, Anti money laundering ACT
- . Data protection Act; Freedom of information Act etc

Management Consultancy:

- . The consultant who has set up a new business or wants to make an investment; what to do and when to do business, to invest, to develop the current business goals needed for usability are documented.
- . To take responsibility for the office administration.
- . Customer welcoming
- . Efficiency of workflows and data management.
- . Improving and advanced level administration skills.
- . In depth understanding and development of office channels.
- . To assist in presentational and promotional activities
- . Effective management
- . Customer Relations
- . Skills and knowledge of using her own initiative
- . Prepare and evaluate business plan

Traineeship in digital skills⁸: Yes No

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

- . High level Finance administration and Finance research functions.
- . Finance and Management Consultancy awareness.
- . Strong interpersonal skills to form effective working relationships with people at all levels.
- . Finance Business awareness and management skills.
- . Advanced organisational skills and understanding detailed data streams.
- . Marketing and basic cost accounting awareness
- . Point of Contact for Organisation and Company Liaison.
- . Good verbal and written communication skills
- . Recognizing common types of housing in a different country.
- . To be able to observe customer behavior at international level.
- . Organizational skills,
- . Team work.
- . Negotiating skills.
- . Understanding of business.
- . Ability to analyse and solve problems , ability to make decisions

Monitoring plan:

4 weeks of probation period

Evaluation plan:

As the result of monitoring plan and overall evaluation will be given to the intern along with a written.

The level of **language competence**⁹ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

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

Award ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):
Yes No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee	Örnek Öğrenci	...@...	Trainee/...../ 2019	
Responsible person ¹² at the Sending Institution	Ali BENLİ	alibenli@anadoludolu.edu.tr	Department Coordinator/...../ 2019	
		uib@anadolu.edu.tr	Director/ Asst. Director/...../ 2019	Signature and stamp
Supervisor ¹³ at the Receiving Organisation/...../ 2019	Signature and stamp

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [day/month/year]/...../2019 to [day/month/year]/...../2019	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year]/...../2019 to [day/month/year]/...../2019
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):

Evaluation of the trainee:

Please share your thought based in your observations.

Please put "X" for the most appropriate answer	Poor	Below Average	Average	Good	Excellent
Participation level					
Trustworthiness					
Time management					
Cooperativeness					
Eagerness to learn					
Teamwork skills					
Level of knowledge					
Following instructions					
Communication skills					
Overall performance					

What further preparation do you recommend to prepare the student to apply for a position in your company?

Would you like to receive another intern from the Anadolu University?	No	Yes Please indicate number:
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What other fields would you like to receive trainees ?	No:	Yes: Please indicate fields:
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Would you like this internship position to be added to the Anadolu University's database?	No	Yes
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Date:/...../2019

Name, signature and stamp of the Supervisor at the Receiving Organisation/Enterprise:

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- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
 2. Voluntary traineeships (not obligatory for the degree);
 3. Traineeships for recent graduates.
- ¹¹ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- ¹² **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹³ **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.