**LLP-ERASMUS PROGRAMME**

**ERASMUS STAFF TRAINING MOBILITY TRAINING PLAN**

**ACADEMIC YEAR 20.…./ 20…..**

|  |  |
| --- | --- |
| **Sending Institution** | |
| **Name and Erasmus Code of The Institution** | Beykoz Vocational School of Logistics  TR ISTANBUL28 251563-IC-1-2009-TR-ERASMUS-EUCX-1 |
| **Country** | TURKEY |
| **Sending Department/Programme** |  |
| **Erasmus Coordinator Data** | Lect. Ayşegül GÜNDÜZ, BA, MSc  International Relations and Erasmus Institutional Coordinator  T. +90 216 4258812 Ext.526 F. +90 216 4139520  aysegulgunduz@beykoz.edu.tr |

|  |  |
| --- | --- |
| **Receiving Institution** | |
| **Name and Erasmus Code of The Institution** |  |
| **Country** |  |
| **Receiving University/Department/Programme** |  |
| **Information Relating to the Receiving Institution (only when the receiving institution is an enterprise or an organization)** | ( ) Micro/Small < 50 staff  ( ) Medium = 50-250 staff  ( ) Large = 250 or more staff |
| **Erasmus Coordinator Data** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Programme** | | | | |
| **Beneficiary’s Name** | | (Mr) or (Ms) | | |
| **ID Number** | |  | | |
| **Date of Birth** | |  | | |
| **Field of Responsibility** | | ( ) International Affairs  ( ) Teaching  ( ) Student Information  ( ) Technical or General Administration  ( ) Finance | | |
| **Seniority** | | ( ) Junior ( ) Intermediate ( ) Senior | | |
| **Form of the Staff Training** | | ( ) Workshop/Seminar  ( ) Work Shadowing  ( ) Training | | |
| **Number of Teaching Days** | |  | | |
| **Arrival Date** |  | | **Departure Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Activities** | | | |
| **Date** | **Day** | **Hours** | **Subject** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  | **-----------------------------------** |

|  |
| --- |
| **Overall Aim and Objectives of the Mobility** |
|  |
| **Expected Results** |
|  |

|  |
| --- |
| **Signature of the Participant: Date:** |

|  |
| --- |
| **Sending Institution**  This is to confirm that we agree with the work programme as outlined above.  Signature (Erasmus Coordinator): Date: |

|  |
| --- |
| **Receiving Institution**  This is to confirm that we agree with the work programme as outlined above.  Signature (Coordinator): Date: |