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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** | |
| ALTINBAŞ UNIVERSITY |  | TRISTANBU 38 | [Mahmutbey Dilmenler Cad. No: 26 Bağcılar / İstanbul](https://goo.gl/maps/qWkJkZbnVSx) | TURKEY | [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)  Phone number: +90(212) 604 0100 | |
| **Receiving Institution** | **Name** | **Faculty/ Department** | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** | |
|  |  |  |  |  |  | |
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**During the Mobility**

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|  | **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 A2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for change[[6]](#endnote-6)** | **Number of ECTS credits (or equivalent)** |
|  |  |  | ☐ | ☐ | Choose an item. |  |
|  |  |  | ☐ | ☐ | Choose an item. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to Table B (if applicable)**  (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) | | | | |
| **Table B2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of ECTS credits (or equivalent)** |
|  |  |  | ☐ | ☐ |  |
|  |  |  | ☐ | ☐ |  |

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| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[7]](#endnote-7) at theSending Institution |  |  |  |  |  |
| Responsible personat theSending Institution |  |  | Academic Advisor or Head of Department |  |  |
| Responsible person at theReceiving Institution[[8]](#endnote-8) |  |  |  |  |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-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 student by the Sending Institution. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
5. **Contact person**: 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 works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
6. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

   ***Reasons for deleting a component***

   ***Reason for adding a component***

   1. Previously selected educational component is not available at the Receiving Institution

   5. Substituting a deleted component

   2. Component is in a different language than previously specified in the course catalogue

   6. Extending the mobility period

   3. Timetable conflict

   7. Other (please specify)

   4. Other (please specify) [↑](#endnote-ref-6)
7. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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. [↑](#endnote-ref-7)
8. **Responsible person at the Receiving Institution**: 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. [↑](#endnote-ref-8)