

ISTANBUL AYDIN UNIVERSITY

ERASMUS+ TRAINEESHIP OFFER

EMPLOYER INFORMATION	
NAME OF ORGANISATION	Istanbul Aydin University-UNESCO Chair in Cultural Diplomacy, Governance and Education
ADDRESS	Beşyol Mah. İnönü Cad. No: 38 Sefaköy-Küçükçekmece
POSTAL CODE	34295
CITY	Istanbul
COUNTRY	Turkey
TELEPHONE	+90 444 1 428
FAX	+90 (212) 425 57 59
E-MAIL	erasmus@aydin.edu.tr
NUMBER OF EMPLOYEES	1.653
SHORT DESCRIPTION OF THE COMPANY	Founded in 2003 as Anadolu Bil Vocational School offering associate degrees at the higher education level and then as of 2007 offering undergraduate and graduate degrees, IAU is proud to be one of the biggest foundation universities in Turkey and the most preferred foundation university for the last seven years.
Website	http://www.aydin.edu.tr http://erasmus.aydin.edu.tr/ http://unesco.aydin.edu.tr/ Twitter: https://twitter.com/iauerasmus Facebook : https://www.facebook.com/iauerasmusoffice
CONTACT PERSON	Ms. Pinar ELBASAN
DEPARTMENT / FUNCTION	Erasmus+ Institutional Coordinator
DIRECT TELEPHONE NUMBER	0090 212 444 1 428 - 12820
E-MAIL	pinarelbasan@aydin.edu.tr
Website	http://erasmus.aydin.edu.tr/

TRAINEESHIP INFORMATION	
DEPARTMENT(S)	IAU UNESCO Chair in Cultural Diplomacy, Governance and Education
FUNCTION	UNESCO Chair Trainee
DESCRIPTION OF ACTIVITIES AND TASKS	<p>Under the overall authority of IAU UNESCO Chair in Cultural Diplomacy, Governance and Education, the intern will undertake the following duties:</p> <ul style="list-style-type: none"> • Assist in carrying out and follow-up of all activities pertaining to the formation of international bridges and interactions by identifying networks and power domains within intercultural exchanges, facilitation of the exchange of ideas, values, traditions and other aspects of culture and identity; • Assist in maintaining regular contacts and cooperation with Field Offices, Permanent Delegations to UNESCO, National Commissions for UNESCO, intergovernmental organizations, non-governmental organizations, inter-agency networks, etc. in carrying out the mission of the IAU UNESCO Chair; • Assist in developing innovative and cultural educational programs in coherence with İstanbul Aydın University's academic principles and objectives; • In conformity with predetermined strategies and guidelines, assist in compiling and adapting documents, news, success stories, photo galleries and other dynamic content for regular updating the IAU UNESCO Chair in Cultural Diplomacy, Governance and Education 's web site; • Assist in the analysis of documents and reports relating to the promotion of Cultural Diplomacy, Governance and Education in all of UNESCO's domains and in the drafting Division's reports and other documents; • Assist in disseminating knowledge and information with partner's institutions about research activities, capacity building of common research projects; • Assist in the organization and carrying out training activities of the Chair; • Undertake other duties as required.
LOCATION	Istanbul Aydın University, Florya Campus- Istanbul, TR
START DATE	Any time
DURATION	From 2 months to 6 months
WORKING HOURS PER WEEK	The traineeship programme is normally on a full-time basis. Trainees are expected to work five full days a week, 6-8 h/day under the supervision of an experienced staff member.
HELP WITH FINDING	Yes No

ACCOMMODATION	
PAYMENTS AND OTHER BENEFITS	<p>Traineeships are unpaid, but academic credit may be acquired upon agreeing so with your Erasmus+ Coordinator from your home university.</p> <p>We are able to accept the student intern on the Erasmus + Traineeship Scheme (if eligible), enabling the student to receive an Erasmus Traineeship Mobility Grant via their home University. Free Turkish Language courses and meals at a discounted price are available.</p>
PLEASE KEEP IN MIND	<p>Costs/compensation: UNESCO Chair interns are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne either by the interns or their sponsoring institutions.</p> <p>Visa: Interns are responsible for obtaining and financing any necessary visas.</p> <p>Travel: Interns must arrange and finance their travel to the location where they will have the internship.</p> <p>Medical insurance: Interns are responsible for all costs arising from accidents/illness incurred during an internship. Interns must show proof of a valid major global medical insurance coverage.</p> <p>Confidentiality: Any and all unpublished information obtained during the course of the internship must be kept confidential, and interns may not publish any reports or papers based on this information.</p>
CONTACTS	<p>Istanbul Aydin University Erasmus+ Office Besyol Mah. Inonu Cad. No:38 Sefakoy K.Cekmece Istanbul 34295 Turkey</p>