

Learning Agreement Erasmus+ Learning Agreement Learning Agreement Student Mobility for Traineeships Academic Year 2018/2019

Higher Education:

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³	
Sending	Name	Faculty/ Department	Erasmus code⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone		
Institution								
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone	
/Enterprise					☐ < 250 employees ☐ > 250 employees			

Before the	ne mobility
Table A - Traineeship Program	mme at the Receiving Organisation/Enterprise
Planned period of the mobility: from [mon	th/year] to [month/year]
Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship	(expected Learning Outcomes):
Monitoring plan:	
Evaluation plan:	
The level of	
The level of language competence ⁸ in [indicate here the main language competence] [indicate here the main language compete	age of work] that the trainee already has or agrees to acquire by the start of the $B2 \square C1 \square C2 \square Native speaker \square$
	ling Institution e following three boxes: ⁹
1. The traineeship is embedded in the curriculum and upon satisfactory completion	
Award ECTS credits (or equivalent) ¹⁰ Give a grade based on:	Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supp	plement (or equivalent).
Record the traineeship in the trainee's Europass Mobility Document: Yes No.	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship	
	cate the number of credits:
Record the traineeship in the trainee's Transcript of Records: Yes No	on: Traineeship certificate Final report Interview
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes \(\Dag{N} \)	o 🗆
3. The traineeship is carried out by a recent graduate and, upon satisfactory comple	etion of the traineeship, the institution undertakes to:
Award ECTS credits (or equivalent): Yes No	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly record)	ommended): Yes No
Accident insurance	re for the trainee
The Sending Institution will provide an accident insurance to the trainee (if	The accident insurance covers:
not provided by the Receiving Organisation/Enterprise): Yes □ No □	- accidents during travels made for work purposes: Yes □ No □
	- accidents on the way to work and back from work: Yes \(\square\) No \(\square\)
The Sending Institution will provide a liability insurance to the trainee (if not pro	ovided by the Receiving Organisation/Enterprise): Yes \(\text{No} \(\text{No} \)

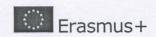
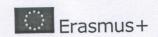


	Table (C - Receiving Organisation	/Enterprise			
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes 🗆 No 🗅 If yes, amount (EUR/month):						
The Receiving Organisation/Enterprise will If yes, please specify:	l provide a contribution	on in kind to the trainee fo	or the traineeship: Yes \Box	No 🗆		
The Receiving Organisation/Enterprise will (if not provided by the Sending Institution		rk purposes: Yes □ No □ ck from work: Yes □ No □				
The Receiving Organisation/Enterprise wi	I provide a liability ins	surance to the trainee (if n	ot provided by the Sendi	ng Institution):		
The Receiving Organisation/Enterprise wi	I provide appropriate	support and equipment to	o the trainee.			
Upon completion of the traineeship, the (Se differences to issue a				
by signing this document, the trainee, the Sei they will comply with all the arrangements a roblem or changes regarding the traineeship the institution undertakes to respect all the p	greed by all parties. To period. The Sending principles of the Erasm	he trainee and Receiving C Institution and the trainee	Organisation/Enterprise was should also commit to wastion relating to trainees	ill communicate that is set out in t	to the Sending Institution a he Erasmus+ grant agreem	
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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 [month/year] till [month/year]					
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
lame of the trainee:
lame 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] to [day/month/year]
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:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



- 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 <u>ISCED-F 2013 search tool</u> available at <u>http://ec.europa.eu/education/tools/isced-f_en.htm</u> 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 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
- ⁹ 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.
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **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.