|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)****Learning Agreement** **Student Mobility for Traineeships** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Gender [Male/Female/Undefined]** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
|  |  |  |  |  |  |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
|  |  |  |  | ☐ < 250 employees☐ > 250 employees |  |  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the physical mobility: from [day/month/year] ………………………………………...to [day/month/year] ………………………………………………..****If applicable, planned period(s) of the virtual mobility: from [day /month/year] …………………………………… to [day /month/year] ……………………………………** |
| **Traineeship title: …** | **Number of working hours per week: …****Working hours and days:** |
| **Detailed programme of the traineeship:***The detailed programme of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing.* |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:** |
| **Evaluation plan:**- Professional competences and skills acquisition and improvement- Foreign language improvement- Personal and professional development - Research results if it’s the case- Guidance for future career |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[9]](#endnote-10)** 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]](#endnote-11)**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]](#endnote-12) | Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐   |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  |

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

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes ☐ No ☐  |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes ☐ No ☐  | If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐   |
| Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐  |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |

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

|  |
| --- |
| Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ |

**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 [x]  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 [x]  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 provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): 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 Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐ |
| 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. |
| The Receiving Organisation/Enterprise abides by national or local regulations on COVID-19 pandemic concerning safety and health at work. |
| The Receiving Organisation/Enterprise abides by the European Framework Directive concerning the measures to encourage improvements in the safety and health of workers at work, the OSH - Occupational Safety and Health Framework Directive 89/391 of 12th of June 1989 and subsequent amendments.The Receiving Organization shall:• evaluate all the risks to the safety and health of the trainees, inter alia in the choice of work equipment, the chemical substances or preparations used, and the fitting-out of work places • implement measures which assure an improvement in the level of protection afforded to trainees and are integrated into all the activities of the undertaking and/or establishment at all hierarchical levels• take into consideration the trainee’s capabilities as regards health and safety when he entrusts tasks to trainees; • consult trainees on introduction of new technologies;• designate trainee(s) to carry out activities related to the protection and prevention of occupational risks.• take the necessary measures for first aid, fire-fighting, evacuation of trainees and action required in the event of serious and imminent danger• keep a list of occupational accidents and draw up, for the responsible authorities reports on occupational accidents suffered by his trainees• inform and consult trainees and allow them to take part in discussions on all questions relating to safety and health at work;• ensure that each trainee receives adequate safety and health training. |

 |
| The trainee undertakes:• to comply with the recommendations of supervisors and report to them for any organizational requirements or other needs;• to keep information concerning production processes, products, or other information relating to the Receiving Organisation strictly confidential, both during and after the mobility;• to comply with the Receiving Organisation’s regulations and with workplace health and safety and hygiene legislation;• observe the Receiving Organisation Code of Ethics;• when a trainee is pregnant, she must abide by current maternity legislation and regulations;• to strictly observe the instructions provided by the receiving organization in relation to the processing of personal data acquired during the traineeship. Personal data shall be processed lawfully, fairly and in a transparent manner in order to safeguard the confidentiality and rights of the data subject pursuant to Regulation (EU) 2016/679 (General Data Protection Regulation).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. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |   |   |   |   |  |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation |   |   |   |   |  |

**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] ……………. till [day/month/year] …………….****If applicable, planned period(s) of the virtual mobility: from [day/month/year] ……………. to [day/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:** |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[14]](#endnote-15) at the Sending Institution |  |   |  |   |  |
| Supervisor[[15]](#endnote-16) at the Receiving Organisation |   |   |   |   |  |

**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 the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….****Start date and end date of physical mobility: 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 by the Supervisor at the receiving organization:**  |
| **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. [↑](#endnote-ref-2)
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-3)
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 trainee by the sending institution. [↑](#endnote-ref-4)
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-5)
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. [↑](#endnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
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. [↑](#endnote-ref-9)
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> [↑](#endnote-ref-10)
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. [↑](#endnote-ref-11)
11. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "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. [↑](#endnote-ref-12)
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. [↑](#endnote-ref-13)
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. [↑](#endnote-ref-14)
14. **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. [↑](#endnote-ref-15)
15. **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. [↑](#endnote-ref-16)