

Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees		

Before the mobility

20.0.0					
Table A - Traineeship Programme at the Receiving Organisation/Enterprise					
Planned period of the mobility: from [month/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 (ex	spected Learning Outcomes):				
Monitoring plan:					
Evaluation plan:					
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- 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.

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.



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	of work] that the trainee already has or agrees to acquire by the start of the mobility						
period is: A1 \(\triangle A2 \(\triangle B1 \) \(\triangle B2 \)	□ C1 □ C2 □ Native speaker □						
Table B - Sendi Please use only one of the							
1. The traineeship is embedded in the curriculum and upon satisfactory completion	of the traineeship, the institution undertakes to:						
Award ECTS credits (or equivalent) ¹⁰ Give a grade based on: Traineeship certificate Final report Interview Interview							
	Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).						
Record the traineeship in the trainee's Europass Mobility Document: Yes \Box No							
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship	, the institution undertakes to:						
Award ECTS credits (or equivalent): Yes \square No \square If yes, please indic	cate the number of credits:						
Give a grade: Yes ☐ No ☐ If yes, please indicate if this will be based or	on: Traineeship certificate 🗆 Final report 🗆 Interview 🗆						
Record the traineeship in the trainee's Transcript of Records: Yes \Box No \Box							
Record the traineeship in the trainee's Diploma Supplement (or equivalent).							
Record the traineeship in the trainee's Europass Mobility Document: Yes \(\text{No.} \)							
3. The traineeship is carried out by a recent graduate and, upon satisfactory comple	tion of the traineeship, the institution undertakes to:						
Award ECTS credits (or equivalent): Yes \square No \square	If yes, please indicate the number of credits:						
Record the traineeship in the trainee's Europass Mobility Document (highly reco	ommended): 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, student is obligated to buy it on him/her own) Yes □ No □	The accident insurance covers: - accidents during travels made for work purposes: Yes \(\subseteq \text{No } \subseteq \) - accidents on the way to work and back from work: Yes \(\subseteq \text{No } \subseteq \)						
The Sending Institution will provide a liability insurance to the trainee (if not proon him/her own) Yes \square No \square	ovided by the Receiving Organisation/Enterprise, student is obligated to buy it						
The Sending Institution will provide a health insurance to the trainee (if not pro on him/her own) Yes \square No \square	vided by the Receiving Organisation/Enterprise, student is obligated to buy it						

- 1. Traineeships embedded in the curriculum (counting towards the degree);
- 2. Voluntary traineeships (not obligatory for the degree);
- 3. Traineeships for recent graduates.

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:

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 weblink to an explanation to the system should be added.



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	Table C	- Receiving Organisation	n/Enterprise		
The Receiving Organisation/Enterprise will pr	e traineeship: Yes 🗆 No 🗆	If yes, a	mount (EUR/month):		
The Receiving Organisation/Enterprise will print of the specific s	ovide a contribution	n in kind to the trainee fo	or the traineeship: Yes \Box N		
The Receiving Organisation/Enterprise will pr (if not provided by the Sending Institution): You		nsurance to the trainee	The accident insurance covers: - accidents during travels made for work purposes: Yes \(\square \) No \(\square \) - accidents on the way to work and back from work: Yes \(\square \) No \(\square \)		
The Receiving Organisation/Enterprise will prives □ No □	ovide a liability insu	rance to the trainee (if n	ot provided by the Sending	Institution):	
The Receiving Organisation/Enterprise will pr	ovide appropriate s	upport and equipment to	the trainee.		
Upon completion of the traineeship, the Organist Spring this document, the trainee, the Sendir they will comply with all the arrangements agree problem or changes regarding the traineeship per The institution undertakes to respect all the prince	ng Institution and th ed by all parties. Th riod. The Sending In iples of the Erasmu	ne Receiving Organisatior e trainee and Receiving (astitution and the trainee s Charter for Higher Educ	/Enterprise confirm that the properties will also commit to whe cation relating to traineeshi	ey approve t communica at is set out i	the Learning Agreement and that te to the Sending Institution any n the Erasmus+ grant agreement.
	agreement to	r institutions located in P	artner Countries).		-
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution (Departmental Coordinator)					
Responsible person at the Sending Institution (Institutional Coordinator)					
Supervisor ¹² at the Receiving Organisation					
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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:				

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.



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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
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 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:

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

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