UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

LOGO OF THE UNIVERSITY WHERE THE TRAINEE IS ENROLLED

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality[1]	
Sex [*M/F*]		Academic year	20.../20...
Study cycle[2]			
E-mail			

The Sending Institution

Name		Faculty	
Department			
Address		Country	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation

UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC)	EDUCATION	Department	
Address, website		Country	SPAIN
Contact person[3] name / position		Contact person e-mail / phone	

[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) – for recent graduates, specify the latest study cycle.

[3] **Contact person**: a person who can provide administrative information within the framework of traineeships.

Mentor name[4] / position		Mentor e-mail / phone	

I. PROPOSED TRAINEESHIP PROGRAMME

Planned period of the traineeship: from [day/month/year] …….. till [day/month/year] …….. (Please kindly note that UPC remains closed during the first 3 weeks of august, and several days in Christmas and Eastern period)
Number of working hours per week:
Traineeship title:
Detailed programme of the traineeship period
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship
Monitoring plan
Evaluation plan

Language competence of the trainee The level of language competence in …….. *[workplace main language]* that the trainee already has or agrees to acquire by the start of the traineeship period is: A1 □ A2 □ B1 □ B2 □ C1 □ C2 □

The trainee

OCCUPATIONAL HEALTH AND SAFETY

[4] **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.

While on the work placement, trainee shall be required to meet the UPC's internal standards (health and safety, control of access to buildings, etc.) and the timetable set out in the programme. UPC shall inform trainee, through the tutor or professor in charge, of the risks to which he/she may be exposed, methods of risk prevention and protection and measures to be taken in the case of an emergency. The trainee must be aware of and follow instructions.

INSURANCE

To cover any accident, illness and civil liability at UPC, students must be able to prove that they are covered by insurance for the entire placement, including repatriation. The insurance scheme foreseen in employment laws is not applicable, as this is not an employment contract

**The insurance is an essential requirement and a copy will be requested upon arrival. Not meeting this requirement will immediately invalidate this agreement.*

CONFIDENTIALITY

Trainee is obliged to observe the duty of confidentiality in relation to any information gleaned from the university as a result of this agreement.

The sending institution

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

The traineeship is <u>embedded in the curriculum</u> and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award …….. ECTS credits.
- Give a grade based on: Traineeship certificate □ Final report □ Interview □
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Traineeship Document Yes □ No □

The traineeship is <u>voluntary</u> and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes □ No □

If yes, please indicate the number of ECTS 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), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Traineeship Document Yes □ No □

This is recommended if the trainee will be a recent graduate.

UNIVERSITAT POLITÈCNICA DE CATALUNYA

CONTRIBUTIONS

UPC does not give to the trainee any financial support, nor payment in kind, nor will cover any kind of insurance.

UPC Department or Institute undertakes to ensure that appropriate equipment and support is available to the trainee.

UPC undertakes to issue a Traineeship Certificate upon completion of the traineeship.

TRANSPARENCY

In accordance with current legislation on transparency, public access to information and good governance, the UPC will, in relation to this agreement, publish information on the signatories, object, term and obligations of the parties, including their financial obligations, as well as any amendments made.

II. RESPONSIBLE PERSONS

Responsible person[5] in the sending institution:

Name:	Function:
Phone number:	E-mail:

Supervisor[6] in UPC:

Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and Universitat Politècnica de Catalunya, confirm that they approve the proposed 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 trainee

Trainee's signature Date:

[5] **Responsible person in 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.

[6] **Supervisor in UPC**: this person is responsible for supervising the trainee during the traineeship and signing the Traineeship Certificate.

The sending institution
Responsible person's signature Date:

Universitat Politècnica de Catalunya
Responsible person's signature Date:

Prof. Maria José Jiménez
The vice-rector of Teaching and Student Affairs
By delegation of competence from the Governing Council of the UPC
Agreement CG/2023/07/05, of July 5, 2023
(DOGC No. 8960, 18.7.2023)

Section to be completed DURING THE TRAINEESHIP

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED TRAINEESHIP PROGRAMME

Planned period of the traineeship: from [month/year] ……. till [month/year] ……
Number of working hours per week: …
Traineeship title: …
Detailed programme of the traineeship period…
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship …
Monitoring plan …
Evaluation plan …

The trainee, the sending institution and UPC confirm that the proposed amendments to the traineeship programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in UPC.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:	
Name:	Function:
Phone number:	E-mail:

New responsible person in UPC:	
Name:	Function:
Phone number:	E-mail:

Section to be completed AFTER THE TRAINEESHIP

TRAINEESHIP CERTIFICATE

Name of the trainee:
Name of UPC: UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC)
Sector of UPC: Education
Address of UPC *[street, city, country, phone, e-mail address]***, website:**
Start and end of the traineeship: from *[day/month/year]* ……. till *[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 (learning outcomes achieved):
Evaluation of the trainee:

Date:

Name and signature of the responsible person at UPC

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that UPC must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

Before the traineeship, it is necessary to fill in page 1 with information on the trainee, the sending institution and UPC and the three parties have to agree on the section to be completed before the traineeship (pages 2, 3 and 4).

On page 1, all the information mentioned will have to be encoded in the Traineeship Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and UPC and names and contact details of the trainee, the persons of contact and the mentor in UPC.

The section to be completed **during the traineeship** (page 5) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before traineeship (pages 1 to 5) should always be sent together in all communications.

After the train, UPC should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 6). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the traineeship (a record of the results in a database accessible to the student is also acceptable).

PROPOSED TRAINNING PROGRAMME

The proposed traineeship programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed traineeship programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and UPC. It must specify the number of supervision hours and whether a third party is also involved, in the receiving country. If it is

the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed traineeship programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with UPC to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this **level of language competence** by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace).
The trainee must submit an insurance that cover health, accident (including repatriation) and liability*.
The accident insurance provided by the trainee has to covered:
- accidents during travels made for work purposes
- accidents on the way to work and back from work

UPC will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, UPC supervisor undertakes to issue a Traineeship Certificate corresponding to the section After the Traineeship. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the section before the traineeship**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the traineeship is **needed only if changes have to be introduced into the original Learning Agreement.** In that case, the section to be completed before the traineeship should be kept unchanged and changes should be described in this section.

When changes to the **traineeship programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the traineeship programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, UPC commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the traineeship, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by UPC or of language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Annex 2: End notes