**Learning Agreement for Traineeships**

**Outgoing Trainees**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth | Select | Nationality[[1]](#endnote-1) |  |
| Gender | Select… | Academic year | Select... |
| Study cycle[[2]](#endnote-2) | Select… | Subject area  Code[[3]](#endnote-3) |  |
| Phone | + | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Select... | School |  |
| Erasmus code | Select | Department |  |
| Address |  | Country,  Country code[[4]](#endnote-4) | Portugal, PT |
| Contact person  name |  | Contact person  e-mail/phone |  |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  Sector[[5]](#endnote-5) |  | Department |  |
| Address, website |  | Country,  Country code | Select… |
| Size of enterprise[[6]](#endnote-6) |  |  |  |
| Contact person[[7]](#endnote-7) name / position |  | Contact person  e-mail/phone |  |
| Mentor[[8]](#endnote-8) name / position |  | Mentor e-mail  phone |  |

#### For guidelines, please look at Annex 1, for end notes please look at Annex 2.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. Proposed mobility programme**

|  |
| --- |
| **Planned period of the mobility**: from Insert date… till Insert date… |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period**…(maximum 5000 characters, if you need more, please annex) |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship**…(maximum 3000 characters, if you need more, please annex) |
| **Monitoring plan**…(maximum 3000 characters, if you need more, please annex) |
| **Evaluation plan**…(maximum 3000 characters, if you need more, please annex) |

|  |
| --- |
| **Language competence of the trainee**  The level of language competence[[9]](#endnote-9) in Select… (workplace main language) that the trainee already has or agrees to acquire by the start of the mobility period is: Select… |

**The sending institution**

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

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

|  |
| --- |
| The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:   * Award       ECTS credits, upon completion of all academic obligations. * Give a grade based on: Traineeship certificate  Final report  Final oral exam * Record the traineeship in the trainee's Transcript of Records in a database accessible to the student. * Record the traineeship in the trainee's Diploma Supplement (or equivalent). * Record the traineeship in the trainee's Europass Mobility Document Yes  No |

|  |
| --- |
| The traineeship is extracurricular 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 Mobility Document Yes  No   *This is recommended if the trainee will be a recent graduate.* |

**The receiving organisation/enterprise**

|  |
| --- |
| The trainee will receive a financial support for his/her traineeship: Yes  No  If yes, amount in EUR/month:  The trainee will receive a contribution in kind for his/her traineeship: Yes  No  If yes, please specify:  Is the trainee covered by the accident insurance? Yes  No  If not, please specify whether the trainee is covered by an accident insurance 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  Is the trainee covered by a liability insurance? Yes  No  The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.  Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by maximum 4 weeks after the traineeship. |

**II. RESPONSIBLE PERSONS**

|  |  |
| --- | --- |
| **Responsible person[[10]](#endnote-10) in the sending institution:** | |
| Name:  Phone number: | Function:  E-mail: |

|  |  |
| --- | --- |
| **Responsible person[[11]](#endnote-11) in the receiving organisation/enterprise (supervisor):** | |
| Name:  Phone number: | Function:  E-mail: |

**III. COMMITMENT OF THE THREE PARTIES**

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise 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: Select… |

|  |
| --- |
| **The sending institution**  Responsible person’s signature Date: Select…  Erasmus Institutional Coordinator´s signature Date: Select… |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date: Select… |

**Section to be completed DURING THE MOBILITY**

#### **Exceptional major changes to the proposed mobility programme**

|  |
| --- |
| **Planned period of the mobility**: from Insert date… till Insert date… |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period**…(maximum 5000 characters, if you need more, please annex) |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship**…(maximum 3000 characters, if you need more, please annex) |
| **Monitoring plan**…(maximum 3000 characters, if you need more, please annex) |
| **Evaluation plan**…(maximum 3000 characters, if you need more, please annex) |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

|  |
| --- |
| **The trainee**  Trainee’s signature Date: Select… |

|  |
| --- |
| **The sending institution**  Responsible person’s signature Date: Select…  Erasmus Institutional Coordinator´s signature Date: Select… |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature Date: |

**Section to be completed AFTER THE MOBILITY**

#### **Traineeship Certificate**

|  |
| --- |
| **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 and end of the traineeship:** from Insert date… till Insert date… |

**Date:**

**Name and signature of the responsible person at the receiving organisation / enterprise:**

#### **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. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format. 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 mobility**, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility.

The section to be completed **during the mobility** should only be used if it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility should always be sent together in all communications.

**After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). 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 mobility (a record of the results in a database accessible to the student is also acceptable).

**PROPOSED MOBILITY PROGRAMME**

The proposed mobility 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 mobility 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 the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution 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 mobility 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 the receiving organisation/enterprise 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 with the Erasmus+ online tutored courses if available.

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for extracurricular traineeships.

In the case of traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended.

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 receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise 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, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. 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 mobility.

#### **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

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

#### When changes to the **mobility** **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 mobility 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**.

#### **TRAINEESHIP CERTIFICATE**

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

The Traineeship Certificate will contain all the elements that are requested. 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 the receiving organisation/enterprise 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).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.

#### **Steps to fill in the Learning Agreement for Traineeships**

Page 1 – Information on the student and the sending and receiving organisation/enterprise

*The sending institution commits to recognise the outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum and extracurricular traineeships*

Provide **mobility programme**

Identify **responsible persons**

**Commitment** of the three parties with original signatures.

**Before mobility**

*The receiving organisation/enterprise commits to grant the trainee a minimum insurance coverage (unless he or she is insured by the sending institution or him/herself), ensure availability of appropriate equipment and support and issue a Traineeship Certificate upon completion of the traineeship.*

Modifications ARE needed

Modifications are NOT needed

**During mobility**

*An Agreement on the changes by email is possible.*

Receiving organisation/enterprise provides a **Traineeship Certificate** to the trainee and sending institution in a period stipulated before mobility (normally max. 5 weeks).

*It includes the confirmed start and end date of the traineeship.*

**After mobility**

Sending institution grants recognition according to its commitments in section before mobility.

**Annex 2: Endnotes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** 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-2)
3. 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 student by the sending institution. [↑](#endnote-ref-3)
4. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#endnote-ref-4)
5. The list of top-level **NACE sector codes** is available at:

   <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-5)
6. The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees. [↑](#endnote-ref-6)
7. **Contact person**: a person who can provide administrative information within the framework of Erasmus Traineeships [↑](#endnote-ref-7)
8. **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)
9. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)
11. **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. [↑](#endnote-ref-11)