|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee**GfNA-II.6-C-Annex -Erasmus+ HE Learning Agreement for traineeships 2016  | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Traineeships** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Select study cycle** | **Select your subject area** |
|  |  |  |  |  | BachelorMasterDoctorate | 02 Humanities03 Administration04 Business07 Technology |
|  | **Student ID ->** |  | **Major ->** |  |  | **Email ->** |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[2]](#endnote-2) (if applicable) | **Address** | **Country** | **Contact person name**[[3]](#endnote-3)**; email; phone** |
| University of Vaasa | Mobility Services | SF VAASA01 | P.O. BOX 700FI-65101  | VAASA,FINLAND | Minna KariOutgoing.international@uva.fi+358294498438 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[4]](#endnote-4) name; position; e-mail; phone** | **Mentor[[5]](#endnote-5) name; position;****e-mail; phone** |
|  |  |  |  | [ ]  < 250 employees[ ]  > 250 employees |  |  |
|  |  |  |  |  |  | **Sector/Field/Type of Organisation ->** |  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [day/month/year] ……………. to [day/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 **language competence[[6]](#endnote-6)** 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*** ((teacher / person responsible for training credits)1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [x]   | **If yes, please indicate the number of credits:****Report/ Presentation of the traineeship in order to get the credits must be done by:** |
| Give a grade: No [x]   | 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 [x]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: No [x]   |

**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]  ONLY IN INTERNSHIPS WITHOUT PAY | The accident insurance covers: - accidents during travels made for work purposes: No [x]  - accidents on the way to work and back from work: No [x]  |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): No [x]  |

 |
| ***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. |

 |
| 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries). |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[7]](#endnote-7) at the Sending Institution |   |   |  *Person responsible for issuing credits* |   |  |
| Supervisor[[8]](#endnote-8) 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 [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*** |
| **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:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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-2)
3. **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-3)
4. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-4)
5. **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-5)
6. **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-6)
7. **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-7)
8. **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-8)