**Learning Agreements for Traineeships**

**Between Programme and Partner Countries**

The purpose of the current document is to provide a set of templates of Learning Agreements for traineeships and guidelines on how to use them. The aim of the Learning Agreement itself is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the traineeship successfully completed abroad.

This document is applicable to Erasmus+ mobility for traineeships between Programme and Partner Countries (KA107). Please note there is a different template for mobility between Programme Countries (KA103). It is recommended to use the templates available in this document. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

Depending on the direction of the mobility and whether it is combined with a study period, the Learning Agreement could be tripartite or quadripartite. To ease the preparation of such Learning Agreements, three different templates are available in this document depending on the activity:

1. **Studies combined with traineeships in both directions,** i.e. Learning Agreement for Student Mobility for Studies combined with a Traineeship in mobility between Programme and Partner Countries (incoming and outgoing): pages 9-14.
2. **Traineeships incoming**, i.e. Learning Agreement for Student Mobility for Traineeships from Partner to Programme Countries (incoming): pages 15-18
3. **Traineeships outgoing,** i.e. Learning Agreement for Student Mobility for Traineeships from Programme to Partner Countries (outgoing): pages 19-22

For more explanations about traineeships, please check the International Credit Mobility Handbook available at <http://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education_en>.

**Learning Agreement**

**Student Mobility for Traineeships**

**Between Programme and Partner Countries**

*From Programme to Partner Countries*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[1]](#footnote-2)** | **Gender: [Male/Female/Undefined]** | **Study cycle[[2]](#footnote-3)** | **Field of education[[3]](#footnote-4)** |
|  |  |  |  |  |  |  |
| **The Programme Country Institution** | **Name** | **Faculty/ Department** | **Erasmus code[[4]](#footnote-5)** | **Address** | **Country** | **Contact person name[[5]](#footnote-6); email; phone** | |
|  |  |  |  |  |  | |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#footnote-7) name; position; e-mail; phone** | **Mentor[[7]](#footnote-8) name; position;**  **e-mail; phone** |
|  |  |  |  | < 250 employees  > 250 employees |  |  |

**Before the mobility**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Table A - Traineeship Programme at the Receiving Organisation*** | | | | | | | | |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | |
| **Number of working hours per week: …** | | | | | **Traineeship in digital skills[[8]](#footnote-9):** Yes ☐ No ☐ | | | | |
| **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[[9]](#footnote-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 - Commitment of the Sending Institution regarding recognition***  *Please use only one of the following boxes:*   1. The traineeship is **embedded in the curriculum** 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 Yes ☐ (mandatory) | | Diploma Supplement Yes ☐ (mandatory) | | Europass Mobility Document: Yes  No |  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  Diploma Supplement Yes  (mandatory in all cases)  Europass Mobility Document: Yes  No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Commitment of the Sending Institution regarding***  **Accident insurance for the trainee**   |  |  | | --- | --- | | The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation ): Yes  No | The accident insurance covers:  - accidents during work-related travel: Yes  No  - accidents on the way to or from work: Yes  No | | The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes  No | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table C - Receiving Organisation***   |  |  |  | | --- | --- | --- | | The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: …. | | | | The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes  No | The accident insurance covers:  - accidents during work-related travel: Yes  No  - accidents on the way to or from work: Yes  No | | | The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution):  Yes  No | | | | The Receiving Organisation will provide appropriate support and equipment to the trainee. | | | | Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| By signing this document, the trainee, the Programme Country Institution and the Receiving Organisation 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 will communicate any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country 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[[10]](#footnote-11) at the Programme Country Institution |  |  |  |  |  |
| Supervisor[[11]](#footnote-12) at the receiving organisation |  |  |  |  |  |

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***  (to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution and the responsible person in the Receiving Organisation) | |
| **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*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation:** |
| **Sector of the Receiving Organisation:** |
| **Address of the Receiving Organisation** [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:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-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). [↑](#footnote-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. [↑](#footnote-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. [↑](#footnote-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. [↑](#footnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#footnote-ref-8)
8. **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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. [↑](#footnote-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> [↑](#footnote-ref-10)
10. **Responsible person at the Programme/Partner Country 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. [↑](#footnote-ref-11)
11. **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. [↑](#footnote-ref-12)