****

**LEARNING AGREEMENT FOR TRAINEESHIPS**

**Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Date of birth** |  | **Nationality[[1]](#endnote-1)** |  |
| **E-mail** |  | **Phone** |  |
| **Sex [*M/F*]** |  | **Academic year** | 20.. /20.. |
| **Study cycle[[2]](#endnote-2)** |  | **Field of education[[3]](#endnote-3)** | 0215 (Music & Performing Arts) |
| **Phone** |  | **E-mail** |  |

**Sending institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Faculty** |  |
| **Erasmus code[[4]](#endnote-4)**  **(if applicable)** |  | **Department** |  |
| **Address** |  | **Country** |  |
| **Contact person[[5]](#endnote-5)  name** |  | **E-mail / phone** |  |
| **Responsible person[[6]](#endnote-6)** |  | **Position** |  |
| **E-mail** |  | **Phone** |  |

**Receiving organization/enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Department** |  |
| **Website** |  | **Size of enterprise** | ☐ < 250 employees  ☐ > 250 employees |
| **Address** |  | **E-mail / phone** |  |
| **Contact person name/ Position** |  | **Country** |  |
| **Mentor name**[[7]](#endnote-7) **/position** |  | **Mentor email/phone** |  |
| **Supervision at the receiving organization** [[8]](#endnote-8) |  | **Position** |  |
| **E-mail** |  | **Phone** |  |

**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] ………. |
| Number of working hours per week: |
| Traineeship title: |
| Detailed programme of the traineeship: |
| Knowledge, skills and competences to be acquired by the trainee at the end of the  traineeship (expected Learning Outcomes): |
| Monitoring plan: |
| Evaluation plan: |

|  |
| --- |
| The level of **Language competence** of the trainee  The level of language competence[[9]](#endnote-9) 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

Please fill only one of the following three boxes[[10]](#endnote-10):

🞏 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award – ECTS credits (or equivalent)[[11]](#endnote-11) | 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 *Europass* Mobility Document: Yes ☐ No ☐ | |

🞏 2. The traineeship is **voluntary** 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). | |
| Record the traineeship in the trainee's *Europass* Mobility Document Yes 🞏 No 🞏 | |

🞏 3. The traineeship is carried out by a recent graduate and, upon completion of the traineeship, the institution *undertakes to:*

|  |  |
| --- | --- |
| Award ECTS credits: Yes 🞏 No 🞏 | If yes, please indicate the number of ECTS credits: |
| Record the traineeship in the trainee’s *Europass* Mobility Document (*highly recommended*): Yes 🞏 No 🞏 | |

**Accident insurance for the trainee**

|  |  |
| --- | --- |
| Sending institution will provide an accident insurance to the trainee (if not provided by receiving Organisation/Enterprise:  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 🞏 |
| Sending institution will provide a liability insurance to the trainee (if not provided by Receiving Organisation/Enterprise): Yes 🞏 No 🞏 | |

**Table C –** Receiving Organisation/Enterprise

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes 🞏 No 🞏 | If yes, amount in 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 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 supported by Sending institution)?  Yes 🞏 No 🞏 | |
| The receiving organisation/enterprise will provide appropriate equipment and support 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. | |

**COMMITMENT**

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).

|  |  |
| --- | --- |
| **Trainee**  Trainee’s signature Date: | |
| **Sending institution**  Responsible person’s signature Date: | |
|  | |
| **Receiving Organisation/Enterprise**  Supervisor at the Receiving Organisation signature Date: |

**DURING THE MOBILITY**

**Table A2** – Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise[[12]](#endnote-12)

|  |  |
| --- | --- |
| 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 period: | |
| Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship  (expected Learning Outcomes): | |
| Monitoring plan: | |
| Evaluation plan: | |

The trainee, the sending institution and the receiving organisation/enterprise confirm by e-mail or signature that the proposed amendments to the mobility programme are approved.

#### **CHANGES OF RESPONSIBLE PERSON(S), if any:**

|  |
| --- |
| **New responsible person in Sending institution:**  Name: Function:  Phone number: E-mail: |

|  |
| --- |
| **New responsible person in Receiving Organisation/Enterprise**:  Name: Function:  Phone number: E-mail: |

|  |  |
| --- | --- |
| **Trainee**  Trainee’s signature | Date: |
| **Sending institution**  Responsible person’s signature | Date: |
| **Receiving Organisation/Enterprise**  Supervisor at the Receiving Organisation signature | Date: |

**AFTER THE MOBILITY**

#### **TRAINEESHIP CERTIFICATE**

**Table D –** Traineeship Certificate by the Receiving Organisation/Enterprise

#### **Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Sending institution |  | Receiving  Organisation/Enterprise |  |
| Sector of Receiving  Organisation/Enterprise |  | Address of Receiving  Organisation/Enterprise |  |

|  |
| --- |
| Start date and end date of the 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. **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.

   [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Responsible person at Sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognizing the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and e-mail of the Responsible person must be filled in only in case if differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-6)
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. [↑](#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 e-mail of the Supervisor must be filled in only in case if differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-8)
9. **Level of language competence:** a description of the European Language Levels (CEFR) is available at <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)
10. **There are three different provisions for traineeships**: 1. Traineeships embedded in the curriculum (counting towards the degree); 2. Voluntary traineeships (not obligatory for the degree); 3. Traineeships for recent graduates. [↑](#endnote-ref-10)
11. **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. [↑](#endnote-ref-11)
12. 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) [↑](#endnote-ref-12)