**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Student**

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| --- | --- | --- | --- |
| Last name |  | First name |  |
| Date of birth |  | Nationality**[[1]](#footnote-1)** |  |
| Sex [*M/F*] |  | Academic year | 2014-2015 |
| Study cycle[[2]](#footnote-2) |  | Subject area,  Code[[3]](#footnote-3) |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) | **SMIDSWED01** | Department |  |
| Address | Holmgatan 10,  85170 Sundsvall | Country,  Country code[[4]](#footnote-4) | **Sweden, SE** |
| Contact person  name |  | Contact person e-mail / phone |  |

**The Receiving Organisation/Enterprise**

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

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

#### **I. PROPOSED MOBILITY PROGRAMME**

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| **Planned dates of the start and end of the mobility period**  from *[day/month/year]* ……………. till *[day/month/year]* …………… |
| **Number of working hours per week: …** |
| **Traineeship title** |
| **………………………..** |
| **Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the student trainee** |
| **………………………..** |
| **Knowledge**, **skills (intellectual and practical) and competences to be acquired by the student trainee at the end of the traineeship (learning outcomes)** |
| **………………………..** |
| **Monitoring plan** *[describing how/when the student trainee will be monitored during his / her traineeship by both the sending institution and the receiving organisation / enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes, specify the contact details of the person in charge.]* |
| **………………………..** |
| **Evaluation plan** *[describing the assessment criteria 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* **………………………..** |

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| **Language competence of the student**  The level of language competence[[9]](#footnote-9) in ………….. *[workplace language]* that the student already has or agrees to acquire by the start of the mobility period (for the above-mentioned dates) is: A1 🞏 A2 🞏 B1 🞏 B2 🞏 C1 🞏 C2 🞏 |

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| **The sending institution**  The traineeship is embedded in the curriculum: Yes 🞏 No 🞏  On 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 based on: Traineeship certificate 🞏 Final report🞏 Interview 🞏 * record the traineeship in the student's Transcript of Records and Diploma Supplement (or equivalent) * record the traineeship in the student's Europass Mobility Document, if applicable   The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships. |

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| **The receiving organisation/enterprise**  The student will receive a financial support for his/her traineeship: Yes 🞏 No 🞏  If yes, amount in EUR/month: ….  The student will receive a contribution in kind for his/her traineeship: Yes 🞏 No 🞏 If yes, please specify: ….  Is the student covered by the accident insurance (covering at least damages caused to the student at the workplace)? Yes 🞏 No 🞏  If yes, please specify if it also covers:  - accidents during travels made for work purposes: Yes 🞏 No 🞏  - accidents on the way to work and back from work: Yes 🞏 No 🞏  Is the student covered by a liability insurance (covering damages caused by the student at the workplace)? Yes 🞏 No 🞏  The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the student.  On completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate to the student *[by filling the form in the section After the Mobility]* |

**II. RESPONSIBLE PERSONS**

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| **The responsible person[[10]](#footnote-10) in the sending institution is:**  Name: Function:  Phone number: E-mail: |

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

**III. COMMITMENT OF THE THREE PARTIES**

By signing[[12]](#footnote-12) this document, the student, 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 student and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the mobility period.

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| **The student**  Student’s signature Date: |

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

|  |
| --- |
| **The receiving organisation/enterprise**  Responsible person’s signature Date: |

**Section to be completed AFTER THE MOBILITY**

#### **TRAINEESHIP CERTIFICATE**

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| **Name of the student trainee:** |

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| **Name of the receiving organisation/enterprise:** |

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| --- |
| **Address of the receiving organisation/enterprise** *[street, city, country, phone, e-mail address]***, website:** |

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| --- |
| **Actual start and end of the traineeship:**  from *[day/month/year]* ……………. till *[day/month/year]* ……………. |

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| --- |
| **Traineeship title:** |

|  |
| --- |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |

|  |
| --- |
| **Detailed programme of the traineeship period including tasks carried out by the student trainee:** |

|  |
| --- |
| **Evaluation of the student trainee**[[13]](#footnote-13)**:** |

**Date:**

**Signature of the responsible person at the receiving organisation/enterprise's:**

1. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-1)
2. 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) - specify the latest study cycle for recent graduates. [↑](#footnote-ref-2)
3. Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be   
    awarded to the student by the sending institution. For the list of detailled subject fields, see:   
    <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx> [↑](#footnote-ref-3)
4. Please use ISO 3166-2 country codes. [↑](#footnote-ref-4)
5. For the list of top-level NACE sector codes, see : http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\_NOM\_DTL&StrNom=NACE\_REV2&StrLanguageCode=EN [↑](#footnote-ref-5)
6. For instance: 1-50 / 51-500 / more than 500 employees. [↑](#footnote-ref-6)
7. A person who provides a link for administrative information within the framework of Erasmus traineeships. [↑](#footnote-ref-7)
8. 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.). The mentor should be a different person than the supervisor. [↑](#footnote-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> [↑](#footnote-ref-9)
10. The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement. [↑](#footnote-ref-10)
11. The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the student during the traineeship and signing the Traineeship Certificate. [↑](#footnote-ref-11)
12. Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures. [↑](#footnote-ref-12)
13. According to the agreed assessment criteria, such as: 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, … [↑](#footnote-ref-13)