

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Z komentarzem [DS1]: Postępuj zgodnie ze wskazówkami z przypisów 1–16. Uzupełnij cały dokument w języku angielskim. Brak komentarza przy danej sekcji nie oznacza, że można ją pominąć — oznacza jedynie, że jej wypełnienie jest intuicyjne. Pamiętaj o edycji nagłówka: wpisz swoje imię i nazwisko w polu „Student's name” oraz właściwy rok akademicki.

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/Undefined]	Level of education (EQF level) ³	Field of education ⁴
Beneficiary organisation ⁵	Name	Faculty/Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
Sending Institution <small>[only if different from Beneficiary Organisation]</small>	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	the beneficiary organisation is the sending institution						
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation	
Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year]	
If applicable, planned period of the virtual component: from [day (optional)/month/year] to day (optional)/month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan: Monitoring activities of the Sending Institution <input type="checkbox"/> every 2 weeks on Monday: an Email from the trainee with a short report (an electronic version of the monitoring form will be sent before the departure of the trainee), <input type="checkbox"/> Optionally (chose one option): <input type="checkbox"/> at the end of the first month: monitoring visit of Home University representatives <input checked="" type="checkbox"/> on the request the progress report will be sent out to the Sending Institution <input type="checkbox"/> Other - Sending Institution decides: Monitoring activities of the tutor from the Receiving Organisation/Enterprise <input type="checkbox"/> job shadowing, executing tasks given by the tutor. <input checked="" type="checkbox"/> everyday monitoring of the trainee work and verbal feedback at the end of each day <input type="checkbox"/> after the first, second and third month of the placement: Email from the tutor with the short report (an electronic version of the monitoring form will be sent to tutor before the trainee's arrival) <input type="checkbox"/> weekly plan:	

Z komentarzem [DS2]: Podaj dokładne daty praktyk (dzień, miesiąc, rok). W przypadku mobilności krótkoterminowej wpisz także terminy części online (dzień, miesiąc, rok). Pamiętaj, że komponent wirtualny nie może pokrywać się z terminem realizacji części stacjonarnej praktyk. Dokument musi być podpisany przez wszystkie strony przed rozpoczęciem mobilności (zarówno części fizycznej, jak i wirtualnej).

Z komentarzem [DS3]: Podaj tytuł praktyk

Z komentarzem [DS4]: Ustal liczbę godzin z opiekunem. Minimum wymagane przez Erasmus+ to 35 godzin tygodniowo.

Z komentarzem [DS5]: Wpisz szczegółowy program praktyk. Jeśli realizujesz praktyki obowiązkowe, zwróć na to szczególną uwagę. Kilka ogólnych zdań nie wystarczy. Treść programu uzgodnij z opiekunem praktyk w instytucji przyjmującej oraz koordynatorem wydziałowym (lista koordynatorów dostępna [TUTAJ](#)-link). W przypadku mobilności krótkoterminowej opisz tematykę komponentu wirtualnego. Wskaż zagadnienia realizowane podczas spotkań online. Muszą one stanowić merytoryczne uzupełnienie programu praktyk stacjonarnych. Więcej informacji na temat komponentu wirtualnego znajdziesz [TUTAJ](#) - link.

Z komentarzem [DS6]: Zaznacz YES lub NO. YES – jeśli będziesz korzystać z narzędzi cyfrowych lub programów komputerowych, itp. Zajrzyj to przypisu nr 10

Z komentarzem [DS7]: Opisz szczegółowo wiedzę, umiejętności i kompetencje, które zdobędziesz podczas mobilności. Treść powinna być rozbudowana — kilka zdań nie wystarczy. Możesz skonsultować się z koordynatorem wydziałowym.

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- **Mondays:** Weekly plan will be provided to the trainee.
 - **Wednesdays:** Check points - what has been done, evaluate the on-going work.
 - **Fridays:** Evaluation of the week work done, encounter the problems and provide solutions. Signing the weekly report prepared by trainee.
 - weekly study meeting
- Other - Receiving Organisation/Enterprise decides:

Evaluation plan:

Evaluation activities by the tutor from the Receiving Organisation/Enterprise:

- preparing the Confirmation of Stay and Transcript of Work at the end of the traineeship including an evaluation of the trainee's performance of essential tasks
 - preparing the Traineeship Certificate confirming that all agreed tasks were done
- Other - Receiving Organisation/Enterprise decides:

Evaluation activities of the Sending Institution:

- preparing a final evaluation on the basis of all monitoring and evaluation activities and the Transcript of Work/Traineeship Certificate
- recognition of the traineeship by the person responsible for traineeships (e.g. deputy dean)

The level of **language competence**¹¹ 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 use only one of the following three boxes:¹²

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

AwardECTS credits (or equivalent) ¹³	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation will provide an accident insurance to the trainee (if not	The accident insurance covers:

Z komentarzem [DS8]: Podaj język mobilności oraz wymagany przez instytucję przyjmującą poziom językowy. Pamiętaj, że zgodnie z Erasmus+ poziom nie może być niższy niż B1. Zerknij do przypisu nr 11

Z komentarzem [DS9]: Wypełnij jedną z trzech tabel zgodnie z przypisem nr 12: tabela 1 – praktyki obowiązkowe w programie studiów, tabela 2 – praktyki nieobowiązkowe, tabela 3 – staże absolwentckie.

Z komentarzem [DS10]: Jeśli wypełniasz tabelę 1, wpisz liczbę ECTS właściwą dla praktyk, zaznacz kwadrat przy „Traineeship certificate” oraz wybierz „NO” przy Europass Mobility Document.

Z komentarzem [DS11]: Jeśli wypełniasz tabelę 2: przy ECTS zaznacz „NO”, przy „Give a grade” zaznacz „YES”, przy „If yes, please indicate...” wybierz „Traineeship Certificate”, przy „Transcript of Records” zaznacz „YES”, a przy informacji na temat „Europass Mobility Document” zaznacz „NO”.

Z komentarzem [DS12]: Jeśli wypełniasz tabelę 3, wszędzie zaznacz „NO”.

Z komentarzem [DS13]: W tej tabeli wszędzie zaznacz NO

Z komentarzem [DS14]: Tabela C dotyczy instytucji przyjmującej. Sprawdź, czy może ona zapewnić wskazane świadczenia. Dopilnuj, aby osoba z instytucji przyjmującej uzupełniła tabelę C przed wydrukem i podpisaniem dokumentu.

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provided by the beneficiary organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	- accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/>
	- accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary 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 to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee					
Responsible person ¹⁴ at the beneficiary organisation					
[Responsible person ¹⁵ at the sending institution, if different from the beneficiary organisation]	the beneficiary organisation is the sending institution				
Supervisor ¹⁶ at the receiving organisation					

Z komentarzem [DS15]: Pamiętaj, że dokument musi być podpisany przez wszystkie 3 strony wskazane w sekcji „Commitment”. Każdy podpis musi zawierać datę.

Z komentarzem [DS16]: Wprowadź swoje dane

Z komentarzem [DS17]: Wprowadź dane Koordynatora Wydziałowego

Z komentarzem [DS18]: Wprowadź dane Supervisora z instytucji przyjmującej

¹ In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

² Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

⁴ **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.

⁵ In the case of outgoing mobility, the beneficiary organisation is the sending institution.

⁶ **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 EU Member States and third countries associated to the programme.

⁷ **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.

⁸ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁹ **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.

¹⁰ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: 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.

¹¹ **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>

¹² **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.

¹³ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹⁴ **Responsible person at the beneficiary organisation:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for 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.

¹⁵ **Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for 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 responsible person at the beneficiary organisation.

¹⁶ **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.