**HIGHER EDUCATION**

**LEARNING AGREEMENT FOR TRAINEESHIPS**

**ACADEMIC YEAR 2019/2020**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Date of birth [dd/mm/yyyy]** | \_\_/\_\_/\_\_\_\_ | **Nationality**[[1]](#endnote-1) |  |
| **Sex** | [ ]  Male [ ]  Female | **Trainee status** | [ ]  UdG student [ ]  UdG recent graduate |
| **Study cycle**[[2]](#endnote-2) | [ ]  EQF Level 6 (grau)[ ]  EQF Level 7 (màster)[ ]  EQF Level 8 (doctorat) | **Field of education[[3]](#endnote-3)** |

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 | Find the code here :[ISCED-F 2013 Search Tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) |
| **Mobile phone** |  | **E-mail** |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Universitat de Girona (UdG)** | **Erasmus code**[[4]](#endnote-4) | E GIRONA 02 |
| **Faculty/School** |  | **Department** |  |
| **Address** |  | **Country** | Spain |
| **Contact person name**[[5]](#endnote-5) | (nom del Responsable de Relacions Internacionals del centre UdG al qual l’estudiant pertany)  | **Position** | Faculty/School Responsible for International Relations  |
| **Email** |  | **Telephone** |  |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **VAT number** |  |
| **Address** |  | **City** |  |
| **Postal Code** |  | **Country** |  |
| **Website**  |  | **Size** | [ ]  less than 250 employees[ ]  more than 250 employees |
| **Contact person[[6]](#endnote-6) name** |  | **Contact person position** |  |
| **Contact person e-mail** |  | **Contact person phone** |  |
| **Mentor[[7]](#endnote-7) name** |  | **Mentor position** |  |
| **Mentor e-mail** |  | **Mentor phone** |  |
| In case the Receiving Organisation is a higher education institution, please indicate the **ERASMUS CODE**:… |

#### For end notes to help you fill this form please look at the end of the document.

**BEFORE THE MOBILITY**

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| ***TABLE A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility (dd/mm/yyyy):** from \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_ |
| **Number of working hours per week:** … |
| **Traineeship title:** … |
| **Detailed programme of the traineeship:** … |
| **Traineeship in digital skills[[8]](#endnote-8):** Yes [ ]  No [ ]  |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes):** … |
| **Monitoring plan:** … |
| **Evaluation plan:** … |
| **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* [ ]  |

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| ***TABLE B - Sending Institution (UdG)*** (please use only 1 of the following 3 boxes[[10]](#endnote-10)) |
| [ ]  1.The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

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| 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 and Diploma Supplement (or equivalent).  |
| 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 (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 [ ]   |
| 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 satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [ ]  |

 |
| **Insurances for the trainee**The trainee is a: UdG student [ ]  UdG recent graduate [ ]  and is covered by:a **health insurance** provided by: Private (UdG mobility insurance) [ ]  Private (others) [ ]  a **liability insurance** provided by: Private (UdG mobility insurance) [ ]  Private (others) [ ]  Sending institution (UdG) [ ]  an **accident insurance** provided by: Private (UdG mobility insurance) [ ]  Private (others) [ ]  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 [ ]
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| ***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 ☐ If yes, 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 a maximum of 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).

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| **Commitment** |  |
| **The Trainee****Name:** …**Email:** … | **Signature:****Date:** … |
| **Responsible person[[12]](#endnote-12) at the Sending Institution (UdG)****Name:** (nom del responsable acadèmic de les pràctiques)**Position:** Academic responsible/ studies coordinator**Email:** … | **Signature:****Date:** … |
| **Supervisor[[13]](#endnote-13) at the Receiving Organisation organisation/enterprise:****Name:** …**Position:** …**Email:** … | **Signature:****Date:** … |

**DURING THE MOBILITY**

#### **(ONLY TO BE COMPLETED IN CASE OF EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT)**

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| ***TABLE A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility (dd/mm/yyyy):** from \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_**New period (if changed) (dd/mm/yyyy):** from \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_**Other changes planned dates:** ……. |
| **Number of working hours per week (if changed):** … |
| **Traineeship title (if changed):** … |
| **Detailed programme of the traineeship period (if changed):** … |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship** **(if changed):** … |
| **Monitoring plan (if changed):** … |
| **Evaluation plan (if changed):** … |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved:

|  |  |
| --- | --- |
| **The Trainee****Name:** … | **Signature:****Date:** … |
| **Responsible person at the Sending Institution (UdG)****Name:** (nom del responsable acadèmic de les pràctiques)**Position:** Academic responsible/ studies coordinator | **Signature:****Date:** … |
| **Supervisor at the Receiving Organisation organisation/enterprise:****Name:** …**Position:** … | **Signature:****Date:** … |

A copy of this document duly completed and signed must be sent to placements.ore@udg.edu at least **1 month before the planned mobility end date**.

**BEGINNING AND AFTER THE MOBILITY**

#### **TRAINEESHIP CERTIFICATE**

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| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| ***TO BE COMPLETED AS A CERTIFICATE OF ARRIVAL*** |
| **Name of the Trainee: …**From the Universitat de Girona, Faculty/School: … |
| **Name of the Receiving Organisation/Enterprise: …**Sector: …Address: …City: …Country: …Telephone: …Email: …Website: … |
| **START DATE of the traineeship (dd/mm/yyyy):** from \_\_ /\_\_ / \_\_\_\_ |
| Signature of the Supervisor at the Receiving Organisation/Enterprise:Name: …Date\*: …*\*Certifications made before the traineeship starting date will not be accepted.* |
| This will be used as the **Certificate of Arrival**. During the first week of his/her traineeship, the Trainee must send a scanned copy to placements.ore@udg.edu. |
|  |
| ***TO BE COMPLETED TO ACHIEVE THE TRAINEESHIP CERTIFICATE*** |
| **END DATE of the traineeship (dd/mm/yyyy):** to \_\_ /\_\_ / \_\_\_\_ |
| Signature of the Supervisor at the Receiving Organisation/Enterprise:Name: …Date\*: …*\*Certifications made before the traineeship end date will not be accepted.* |
| Once the traineeship is over, the trainee must deliver **this original document to the Oficina de Relacions Exteriors of the Universitat de Girona, duly completed and with the 2 original signatures**, maximum 30 days after the end of the traineeship. |
| **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:** … |

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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> 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. **At the UdG this person is the** [**Faculty/School Academic Responsible for International Relations**](http://www.udg.edu/tabid/17560/language/ca-ES/default.aspx)**.** [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#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. **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. [↑](#endnote-ref-8)
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> [↑](#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. **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. **At the UdG this person is the academic responsible or studies’ coordinator.** [↑](#endnote-ref-12)
13. **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-13)