|  |
| --- |
| AN E+ EF |
| LEARNERS MOBILITY for TRAINEESHIPS |
| KA107 |

|  |
| --- |
| 15-04-2020 |

**Grant agreement model for Erasmus+ studies and/or traineeships between PROGRAMME and PARTNER COUNTRIES**

[This template can be adapted by the National Agency (NA) or the higher education institution (HEI), but the contents of the template are minimum requirements. Blue code: directions for NAs/HEIs that should be deleted; yellow code: NA/HEI to select or edit as applicable.]

[Full official name of the Programme Country institution and Erasmus Code]

Address: [official address in full]

Called hereafter "the institution", represented for the purposes of signature of this agreement by [name(s), forename(s) and function], of the one part, and

Mr/Ms [Student name and forename]

Date of birth: Nationality:

Address: [official address in full]

Phone: E-mail:

Gender: [Male/Female/Undefined] Academic year: 20../20..

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle/One-cycle study programme]

Subject area: [degree in sending institution] Code: [ISCED-F code]

Number of completed higher education study years:

Student with: financial support from Erasmus+ EU funds 🞏  
 a zero-grant 🞏

The financial support includes:  special needs support

The student receives financial support other than Erasmus+ EU funds 🞏

[Institution to complete the following box for participants receiving financial support from Erasmus+ EU funds].

Bank account where the financial support should be paid:

Bank account holder (if different than student):

Bank name:

Clearing/BIC/SWIFT number: Account/IBAN number:

Called hereafter “the participant”, of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I [Institution to select: Learning Agreement for Erasmus+ mobility for studies/ Learning Agreement for Erasmus+ mobility for traineeships/

Learning Agreement for Erasmus+ mobility for studies and for traineeships]

Annex II General Conditions

Annex III Erasmus+ Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation.]

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The institution shall provide support to the participant for undertaking a mobility activity for [studies/traineeships/studies and traineeship] under the Erasmus+ Programme.

1.2 The participant accepts the individual and travel support as specified in article 3 and undertakes to carry out the mobility activity as described in Annex I.

1.3. Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2. The minimum duration of the mobility period is [for mobility for studies: 3 months or 1 academic term or trimester] [for mobility for traineeships: 2 months]. [For combined mobilities: Mobilities combining studies and traineeships include a study programme coupled with training activities which can be consecutive or take place during the same period. The minimum duration for combined mobilities is 3 months or 1 academic term or trimester and the Institution will decide on the appropriate combination of study and training activities. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period, which shall only be used exceptionally.

2.3 The mobility period shall start on [date] and end on [date]. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. [Institution to select for participants attending a language course provided by another organisation than the receiving institution as a relevant part of the mobility period abroad: The start date of the mobility period shall be the first day of language course attendance outside the receiving organisation.] The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.

2.4 The participant shall receive financial support from Erasmus+ EU funds for […] months and […] days. [The number of months and extra days shall be equal to the duration of the mobility period; for zero-grant participants, the number of months and days should be 0]

[Institution to select if applicable and complete with specific rules if needed: The participant shall receive a financial support other than Erasmus+ EU funds for […] days of activity.]

2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.

2.6 [Institution to select depending on type of mobility: The Transcript of Records/ Traineeship Certificate / Transcript of Records and Traineeship Certificate] (or statement attached to this document) shall provide the confirmed start and end dates of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The individual support from Erasmus+ EU funds for the mobility period is EUR […], corresponding to EUR […] per month and EUR […] per extra days. The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds specified in article 2.4 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

[Institution to select if applicable and complete with specific rules if needed: The financial support other than Erasmus+ EU funds for the mobility period is EUR […].]

3.2 [NA/institution shall select Option 1 or Option 2]

[Option 1: [In addition, the participant shall receive […] EUR as a contribution for travel.] [For zero-grant participants, the contribution for travel should be 0]

[Option 2: [In addition, the institution shall provide the participant with travel support in the form of direct provision of the required travel support services. In such case, the institution shall ensure that the provision of services will meet the necessary quality and safety standards.]

3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.

3.4 The financial support may not be used to cover similar costs already funded by EU funds.

3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies/traineeship as long as he/she carries out the activities foreseen in Annex I.

3.6 The financial support or part thereof shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution. Such cases shall be reported by the institution and accepted by the National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 The participant shall receive individual and travel support in a timely manner. [NA/institution to complete with specific provisions on pre-financing payment(s), including deadlines and amounts.]

4.2 [If the pre-financing payment(s) do(es) not cover the total of the grant: [The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 20 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.]

4.3 [If the participant receives a financial support other than Erasmus+ EU funds: institution to complete with the applicable payment arrangements]

ARTICLE 5 – INSURANCE

5.1 The participant shall have adequate insurance coverage. [The NA/institution shall add a clause to this agreement in order to ensure that students are clearly informed about issues related to insurances. It shall always highlight what is mandatory or recommended. For mandatory insurances, the responsible who takes the insurance (for studies: institution or participant; for traineeships: receiving organisation, institution or student) must be stated. The following information is optional but recommended: the insurance number/reference and the insurance company. This depends highly on the legal and administrative provisions in the sending and receiving country.]

5.2 [For studies and traineeships] Acknowledgement that health insurance coverage has been organised shall be included in this agreement. [Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.]

5.3 [Optional for studies, mandatory for traineeships] Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace [/study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.

[*A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). It is the responsibility of the institution to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place. Annex 1 provides clarity if this is covered by the host organisation or not. If not made compulsory by the national regulation of the receiving country, this might not be imposed on the receiving organisation*.]

5.4 [Optional for studies, mandatory for traineeships] Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace [/study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.

[*This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. It is the responsibility of the institution to check that insurance against accidents at work has been organised. Annex 1 provides clarity if this is covered by the host organisation or not. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the institution shall ensure that the student is covered by such an insurance (taken either by the institution (on a voluntary basis as part of its quality management) or by the participant herself or himself*)].

ARTICLE 6 – EU SURVEY

6.1. The participant shall receive an invitation to complete the online EU Survey 30 calendar days before the end of the mobility period. The participant shall complete and submit the survey within 10 calendar days upon receipt of the invitation. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

6.2 A complementary online survey will be sent to the participant, after the end of the mobility, allowing for full reporting on recognition issues.

ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

7.1 The Agreement is governed by [insert the national law].

7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant For the institution

[name / forename] [name / forename / function]

[signature] [signature]

Done at [place], [date] Done at [place], [date]

**Annex I**

**Learning Agreement for traineeships**



**Higher Education:**

**Guidelines for Learning Agreement for Traineeships**

**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>.

**Guidelines on how to use the Learning Agreements for Traineeships**

**Between Programme and Partner Countries**

**BEFORE THE MOBILITY**

**Administrative data**

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the higher education institution(s) and the receiving organisation. The Programme Country institution is always mentioned in this part of the document. Partner Country institutions will appear when the traineeship concerns a Partner Country student and when Programme Country students combine their traineeships with a study period in that institution. If some administrative data is already available to the three parties, there is no need to repeat it in this template.

All parties have to agree on the section to be completed before the mobility.

On page 1, most of the information related to the trainee, the higher education institution(s) [HEI(s)] and the receiving organisation will have to be encoded in Mobility Tool+.

**Traineeship Programme (Table A)**

Please note the template for traineeships combined with a study period includes both a "Study Programme at the Receiving Institution" and "Traineeship Programme at the Receiving Organisation". Learning agreements for incoming or outgoing mobility exclusively for traineeships include only a "Traineeship Programme at the Receiving Organisation".

We will first see the requirements for the "Traineeship Programme at the Receiving Organisation" and after that the requirements regarding the "Study Programme at the Receiving Institution".

* **Traineeship Programme at the Receiving Organisation**
* The Traineeship Programme at the receiving organisation should include the **indicative start and end months** of the agreed traineeship, the traineeship title, as well as the number of working hours per week.
* The detailed programme of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing.
* If the traineeship can be considered a **Traineeship in digital skills**[[1]](#footnote-1) it should be indicated by checking "yes" in the relevant field.
* The Traineeship Programme should indicate which **knowledge, intellectual and practical skills and competences** (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.
* The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the receiving organisation and the HEI(s).
* The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.
* **Study Programme at the Receiving Institution**
* Mobilities for traineeships combined with a study period include training activities coupled with a study programme which can be consecutive or take place during the same period. There is no minimum number of training hours (neither per week, nor for the full period) and institutions shall decide which is the appropriate volume of the study programme.
* The Learning Agreement must include all the **educational components**[[2]](#footnote-2) to be carried out by the student at the Receiving Institution (in Table A) and the group of educational components that will be replaced in his/her degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. There is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution. Therefore these Tables A and B must be kept separated and, in case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.
* In case of **thesis research/doctoral work** at the receiving institution, the component "Thesis research" or "Doctoral work" will be included in Table A. If no ECTS credits are provided by the receiving institution, it is sufficient to write "not applicable" in that column. The thesis/doctoral work and the associated workload in ECTS credits will be included in Table B, if relevant for the sending institution.
* The Sending Institution should indicate in Table B the group of educational components counting towards the student’s degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.
* The Sending Institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad, by providing a web link.

**Language competence**

A recommended level of language competence[[3]](#footnote-3) in the main language of work should be agreed with the receiving organisation to ensure a proper integration of the trainee in the organisation.

When the traineeship is combined with a study period, the level of language competence in the main language of instruction should also be agreed upon by the receiving institution.

The level of language competence in the main language of work (and instruction), which the trainee already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement.

The type of support that the HEI(s) or the receiving organisation will provide to the student should also be discussed and agreed upon.

**Commitment of the Sending Institution regarding recognition (Table B)**

The sending HEI commits to recognise the learning outcomes acquired by the trainee upon satisfactory completion of the traineeship. The specific requirements are different depending on whether the sending HEI is a country taking part in the Bologna Process or in a Partner Country that is not part of the Bologna Process. In addition, the commitments regarding recognition are higher when the traineeship is part of the student curriculum (i.e. it counts towards the degree) than when it is a voluntary traineeship (i.e. it is not obligatory to complete the degree).

* **Traineeships embedded in the curriculum**

It will be necessary to use ECTS credits for the recognition of traineeships of short cycle, bachelor and master students from countries that are part of the Bologna Process. ECTS will be used for the recognition of traineeships by doctoral candidates if relevant for the sending institution. HEIs from Partner countries where ECTS credits are not in place will use an equivalent system, in that case the term "ECTS" needs to be replaced in all tables by the name of the equivalent system and a web link to an explanation to the system should be added.

It will also be necessary to indicate on which basis a grade will be provided.

The sending institution will record the traineeship in the trainee's Transcript of Records. In addition, when the sending institution is based in a country taking part in the Bologna Process, the institution will also record the traineeship in the Diploma Supplement (or equivalent) of the trainee.

The traineeship may as well be recorded in the Europass Mobility Document, which is to be filled in by the hosting and the sending organisation.

* **Voluntary traineeships**

The sending institution decides whether it will be taking similar actions as those requested for traineeships embedded in the curriculum. This is recommended to ensure a more enriching opportunity for the trainee. The only mandatory requirement is for HEIs based in a country taking part in the Bologna Process when they organise traineeships for their own students; in that case they will always have to record the traineeship in the Diploma Supplement (or equivalent) of the trainee. The three templates available include the relevant options for each case.

**Accident insurance**

It is highly recommended that either the Programme Country HEI or the receiving organisation provide insurance coverage to the trainee, and fill in the information in Table B or C accordingly. The trainee must be covered at least by an accident insurance (damages caused to the trainee at the workplace) and by a liability insurance (damages caused by the trainee at the workplace). If neither the Programme Country HEI nor the receiving organisation provide this insurance coverage, it will have to be covered by the trainee. To this effect, the student grant agreement must highlight what is mandatory or recommended in terms of insurance and it must state who is responsible for taking the mandatory insurance.

**Receiving organisation (Table C)**

The receiving organisation should provide appropriate support, including mentoring, supervision and equipment, to the trainee. If the receiving organisation plans to provide financial support and/or a contribution in kind for the trainee on top of the Erasmus+ grant, it should specify which will be its amount and/or in what it will consist.

The receiving organisation commits to issue a Traineeship Certificate (table D of the template) within 5 weeks after the end of the traineeship.

**Signing the Learning Agreement**

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

**DURING THE MOBILITY**

**Exceptional Changes to the Traineeship / Study and Traineeship Programme (Tables A2 & B2)**

If it is necessary to make any changes to the planned activities, the Table A describing the Traineeship Programme should be kept unchanged and changes should be described in Table A2. Both tables should be kept together in all communications.

This also applies in the case of combined mobilities where the initial Table A describing the Study Programme should be kept unchanged and modifications should be described and justified in Table A2. A separate table (Table B2) is available to reflect any eventual changes to planned recognition of the study programme.

When changes to the traineeship programme arise, they should be agreed as soon as possible with the HEI(s) and the receiving organisation. The same applies to changes to the study programme in case of combined mobilities.

When the change concerns an extension of the duration, the request can be made by the trainee at the latest one month before the foreseen end date.

**Changes of the Responsible person(s)**

In case of changes of the responsible person(s), the information below should be inserted by the HEI(s) or receiving organisation, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Changes of the Responsible person(s)** | **Name** | **Email** | **Position** |
| New Responsible person at the  Programme Country Institution |  |  |  |
| New Responsible person at the  Partner Country Institution (where applicable) |  |  |  |
| New Supervisor at the receiving organisation |  |  |  |

**Confirming the Changes**

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is accepted that information is exchanged electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box can be added where needed.

**AFTER THE MOBILITY**

Please note the template for traineeships combined with a study period includes both a "Traineeship Certificate" by the receiving organisation and "Transcript of Records" by the receiving and the sending institution linked to the study programme.

We will first see the requirements for the "Traineeship Certificate by the receiving organisation" and after that the requirements regarding the two "Transcripts of Records".

* **Traineeship Certificate by the receiving organisation (Table D)**
* After the mobility, the receiving organisation should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.
* The Traineeship Certificate will contain at least the information in Table D.
* The actual start and end dates of the traineeship programme should be included according to the following definitions:
  + The **start date** of the traineeship period is the first day the trainee has been present at the receiving organisation to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the receiving organisation, an information session for trainees with special needs, a language and intercultural course organised either by the receiving organisation or other organisations (if the Sending Institution considers it relevant for the mobility).
  + The **end date** of the traineeship period is the last day the trainee has been present at the receiving organisation to carry out his/her traineeship, not his actual date of departure.
* **Transcript of Records and Recognition**[[4]](#footnote-4)
* The Sending Institution should recognise the traineeship according to the provisions in Table B. If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after receiving theTraineeship Certificate, without further requirements than those agreed upon before the mobility.
* The Transcript of Records will contain at least the information that the Sending Institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form of pass/fail).
* In the case of traineeships combined with a study period, the Transcript of Records will also take into account the study period abroad. To this effect, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student’s results at the Receiving Institution). Similar provisions apply as to traineeships in terms of the actual start and end dates. Following the receipt of the Transcript of Records, the Sending Institution should recognise the academic outcomes successfully completed. It should award the total number of ECTS credits (or equivalent) contained in Table B (and, if applicable, B2) and count them towards the student’s degree, without the need for the student to take any further courses or exams. Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide[[5]](#footnote-5)). The European Commission encourages institutions to use the EGRACONS[[6]](#footnote-6) tool for this purpose.
* The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.
* The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

**Diploma Supplement**

In the case of HEIs based in countries part of the Bologna Process and the European Higher Education Area (EHEA), the information contained in the Traineeship Certificate from the receiving organisation should also be included in the Diploma Supplement (or equivalent) of the trainee upon his or her graduation.

It is also recommended to record the traineeship in the trainee's Europass Mobility Document, especially if the student is from a Partner Country where the Diploma Supplement is not applicable.

***Steps to fill in the Learning Agreement for Traineeships***

Provide **traineeship programme.**

If combined with study period, provide **study programme** and plan recognition**.**

**Commitment** of the three or four parties with original / scanned/ digital signatures.

**Before the mobility**

**During the mobility**

If modifications **are needed:**

An agreement by the three or four parties on the changes is possible via email/digital signatures.

**After the mobility**

**The Receiving Organisation** provides a Traineeship Certificate to the trainee and sending institution within 5 weeks.

**The Sending Institution** recognises the traineeship and registers it according to its commitments before the mobility.

If combined with study period, **the Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.



**Higher Education:**

**Learning Agreement form**

***Student’s name***

***Academic Year 20…/20…***

**Learning Agreement**

**Student Mobility for Studies combined with a Traineeship**

**Between Programme and Partner Countries**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | | **Last name(s)** | | **First name(s)** | | **Date of birth** | | **Nationality**[[7]](#footnote-7) | **Gender: [Male/Female/Undefined]** | | **Study cycle**[[8]](#footnote-8) | | **Field of education**[[9]](#footnote-9) |
|  | |  | |  | |  |  | |  | |  |
| **The Programme Country Institution** | | **Name** | | **Faculty/ Department** | | **Erasmus code**[[10]](#footnote-10) | | **Address** | **Country** | | **Contact person name**[[11]](#footnote-11) **email; phone** | | |
|  | |  | |  | |  |  | |  | | |
| **The Partner Country Institution** | | **Name** | | **Faculty/ Department** | | | | **Address** | **Country** | | **Contact person name; email; phone** | | |
|  | |  | | | |  |  | |  | | |
| **Receiving** **Organisation** | | **Name** | | **Department** | | **Address; website** | | **Country** | **Size** | | **Contact person**[[12]](#footnote-12) **name; position; e-mail; phone** | | **Mentor**[[13]](#footnote-13) **name; position;**  **e-mail; phone** |
|  | |  | |  | |  | < 250 employees  > 250 employees | |  | |  |
|  |  | |  | |  | |  | | |  | |

**Before the mobility**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Table A- Study Programme at the Receiving Institution***  **Planned period of the mobility: from [month/year] ……………. to [month/year] ……………** | | | |
|  | **Component**[[14]](#footnote-14) **code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue[[15]](#footnote-15)) | **Semester** | **Number of ECTS credits (or equivalent)**[[16]](#footnote-16) **to be awarded by the Receiving Institution upon successful completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*] | | | | |

|  |  |  |
| --- | --- | --- |
|  | ***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**[[17]](#footnote-17)**:** 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**[[18]](#footnote-18)  in \_\_\_\_\_\_\_\_ [*indicate here the main language of instruction and 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 before the mobility regarding recognition***  **Recognition based on Study Programme** | | | |
|  |  | | | |
|  | **Component code**  (if any) | **Component title at the Sending Institution** (as indicated in the course catalogue) | **Semester** | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* | | | | |
| **Recognition linked to the Traineeship Programme** *- Please keep 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 of ECTS credits (or equivalent) as set out in the above table (B) | | | Give a grade based on: Traineeship certificate  Final report  Interview | | | Record the traineeship in the trainee's | Transcript of Records Yes ☐ (mandatory) | | Diploma Supplement (mandatory if sending institution in EHEA) Yes  No | | 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 (mandatory if sending institution in EHEA) Yes  No  Europass Mobility Document: Yes  No | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Table B - Commitment of the Programme Country 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 work 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 | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Commitment***  By signing this document, the student, the Programme Country Institution, the Receiving Organisation and the Partner Country Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.  The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student, the Receiving Institution and the Receiving Organisation will communicate to the Sending Institution any problems or changes regarding the programme abroad, responsible persons and/or planned period of mobility.    The Programme Country Institution and the trainee 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 and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Trainee* |  |  |
| Responsible person[[19]](#footnote-19) at the Programme Country Institution |  |  |  |  |  |
| Responsible person at the Partner Country Institution |  |  |  |  |  |
| Supervisor[[20]](#footnote-20) at the Receiving Organisation |  |  |  |  |  |

**During the Mobility**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to the Study Programme at the Receiving Institution (Table A)**  (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 Institution) | | | | | |
| **Table A2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for change** | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  | Choose an item. |  |
|  |  |  |  |  | Choose an item. |  |

**Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

|  |  |
| --- | --- |
| ***Reasons for deleting a component*** | ***Reason for adding a component*** |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Exceptional changes to planned recognition of study programme (Table B)- if applicable**  (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) | | | | |
| **Table B2**  **During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of ECTS credits (or equivalent)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | ***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, the responsible person in the Receiving Organisation and the Partner Country Institution) | |
| **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Transcript of Records by the Receiving Institution***  **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** | | | | |
| **Table C**  **After the mobility** | **Component code**  (if any) | **Component title at the Receiving Institution**  (as indicated in the course catalogue) | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total: …** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Transcript of Records and Recognition by the Sending Institution***  **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** | | | |
| **Table D**  **After the mobility** | **Component code** (if any) | **Title of recognised component** **at the Sending Institution**  (as indicated in the course catalogue) | **Number of ECTS credits** (or equivalent) **recognised** | **Grades registered at the Sending Institution**  (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |

|  |
| --- |
| ***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:** |

**Learning Agreement**

**Student Mobility for Traineeships**

**Between Programme and Partner Countries**

*From Partner to Programme Countries*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[21]](#footnote-21) | **Gender: [Male/Female/Undefined]** | **Study cycle**[[22]](#footnote-22) | **Field of education**[[23]](#footnote-23) |
|  |  |  |  |  |  |  |
| **The Programme Country Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[24]](#footnote-24) | **Address** | **Country** | **Contact person name**[[25]](#footnote-25) **email; phone** | |
|  |  |  |  |  |  | |
| **The Partner Country Institution** | **Name** | **Faculty/ Department** | | **Address** | **Country** | **Contact person name; email; phone** | |
|  |  | |  |  |  | |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person**[[26]](#footnote-26) **name; position; e-mail; phone** | **Mentor**[[27]](#footnote-27) **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**[[28]](#footnote-28)**: 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**[[29]](#footnote-29) 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 before the mobility***  *Please use only one of the following boxes:*  **Recognition linked to the Traineeship Programme**  1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[30]](#footnote-30) | | | Give a grade based on: Traineeship certificate  Final report  Interview | | | Record the traineeship in the trainee's | Transcript of Records Yes ☐ (mandatory) | | Diploma Supplement (mandatory if sending institution in EHEA) Yes  No | | 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  Diploma Supplement (mandatory if sending institution in EHEA) Yes  No  Europass Mobility Document: Yes  No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Table B – Commitment of the Programme Country 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, the Receiving Organisation and the Partner Country Institution 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 Partner Country Institution and 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 and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[31]](#footnote-31) at the Programme Country Institution |  |  |  |  |  |
| Responsible person at the Partner Country Institution |  |  |  |  |  |
| Supervisor[[32]](#footnote-32) 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, the responsible person in the Receiving Organisation and the Partner Country Institution) | |
| **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:** |

**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**[[33]](#footnote-33) | **Gender: [Male/Female/Undefined]** | **Study cycle**[[34]](#footnote-34) | **Field of education**[[35]](#footnote-35) |
|  |  |  |  |  |  |  |
| **The Programme Country Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[36]](#footnote-36) | **Address** | **Country** | **Contact person name**[[37]](#footnote-37)**; email; phone** | |
|  |  |  |  |  |  | |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person**[[38]](#footnote-38) **name; position; e-mail; phone** | **Mentor**[[39]](#footnote-39) **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**[[40]](#footnote-40)**:** 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**[[41]](#footnote-41) 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[[42]](#footnote-42) at the Programme Country Institution |  |  |  |  |  |
| Supervisor[[43]](#footnote-43) 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:** |

**Annex II**

**General Conditions**

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Portugal, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Portugal or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

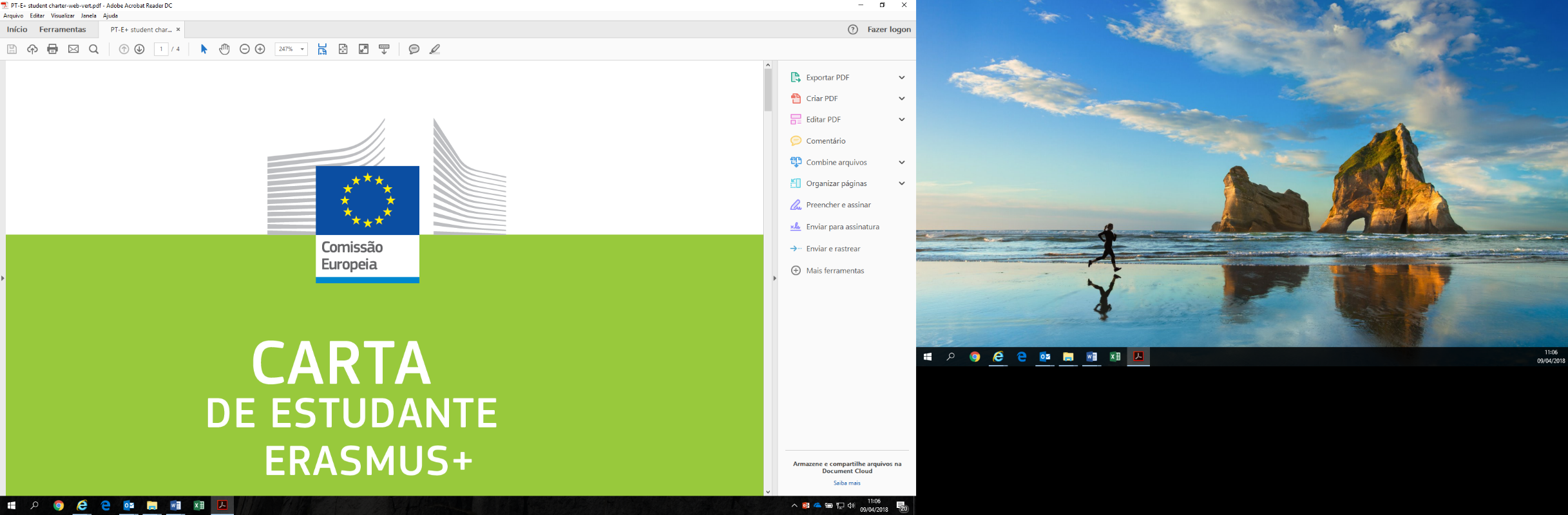
The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Portugal or by any other outside body authorised by the European Commission or the National Agency of Portugal to check that the mobility period and the provisions of the agreement are being properly implemented.

**Annex III**

**Erasmus Student Charter**



**CARTA**

**DE ESTUDANTE**

**ERASMUS+**

*A presente Carta define os seus direitos e*

*obrigações e fornece informação sobre o*

*que pode esperar das suas organizações de*

*origem e de acolhimento em cada etapa*

*da sua experiência Erasmus+.*

* As **instituições de ensino superior** que participam no programa Erasmus+ comprometeram-se a respeitar os princípios da Carta Erasmus para o Ensino Superior, a fim de facilitar, apoiar e reconhecer a sua experiência no estrangeiro.
* **Por sua vez,** os estudantes comprometem-se a respeitar as regras e as obrigações do contrato de subvenção Erasmus+ que celebrem com as suas instituições de origem.
* **A Associação de Estudantes e Antigos Alunos do Erasmus+** (ESAA) oferece uma variedade de serviços de apoio, antes, durante e após a sua experiência no estrangeiro.

I. Antes do período de mobilidade

* Uma vez selecionado, o estudante Erasmus+ tem direito a receber orientações sobre as instituições parceiras ou empresas onde pode realizar o seu período de mobilidade e sobre quais as atividades que pode desenvolver nessas instituições.
* Tem o direito de receber informações sobre o **sistema de classificação** utilizado pela sua instituição de acolhimento, bem como sobre os seguros, alojamento e obtenção de visto (se necessário). Encontrará os respetivos pontos de contacto e fontes de informação no acordo interinstitucional celebrado entre a sua instituição de origem e a instituição de acolhimento.
* É exigida a assinatura de um **contrato de subvenção** (mesmo que não receba apoio financeiro de fundos da UE). Se estiver inscrito num estabelecimento de ensino superior situado num país do programa[[44]](#footnote-44), terá de assinar o contrato de subvenção com a instituição de origem. Se estiver inscrito num estabelecimento de ensino superior situado num país parceiro, o contrato de subvenção poderá ser assinado com a sua instituição de origem ou com a instituição de acolhimento, consoante as disposições aprovadas. Alem disso, terá de assinar um **acordo de estudos** com a sua instituição de origem e instituição/empresa de acolhimento. Uma boa preparação do seu acordo de estudos é essencial para o êxito da sua experiência de mobilidade e para assegurar o reconhecimento do período de mobilidade. O contrato estabelece em pormenor as atividades planeadas no estrangeiro (incluindo os créditos a adquirir e que serão contabilizados para a obtenção do diploma na instituição de origem).
* Se a sua mobilidade acontecer entre países do Programa, depois de ser selecionado, deverá submeter-se a uma avaliação dos seus conhecimentos linguísticos, na plataforma **ERASMUS+ Online Linguistic Support** – OLS - (caso esteja disponível, na língua principal de ensino/trabalho a utilizar no estrangeiro). Adicionalmente, esta avaliação permitirá à sua instituição de origem oferecer-lhe o apoio linguístico mais adequado, se necessário. É importante explorar ao máximo estes apoios, para poder elevar as suas competências linguísticas ao nível recomendado pela instituição de acolhimento.

II. Durante o período de mobilidade

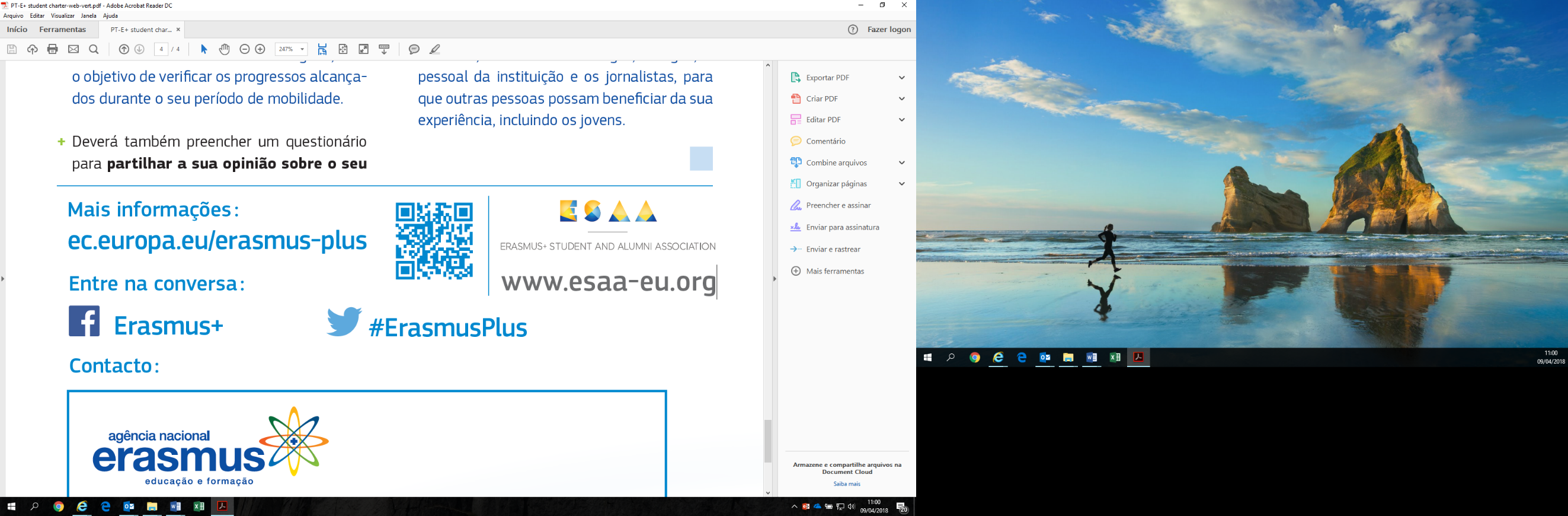
* Deve **aproveitar ao máximo todas as oportunidades de aprendizagem** oferecidas pela instituição/empresa de acolhimento, respeitando as regras e os regulamentos dessa instituição/empresa, e esforçar-se por dar o seu melhor em todos os exames relevantes ou outras formas de avaliação.
* A instituição/empresa de acolhimento compromete-se a tratá-lo nas mesmas condições que os restantes estudantes ou trabalhadores, devendo por sua vez procurar **integrar-se o melhor possível no seu novo ambiente.**
* Poderá beneficiar do apoio fornecido pelas redes de mentores e colegas, sempre que disponíveis na instituição/empresa de acolhimento.
* A instituição de acolhimento não poderá exigir-lhe o pagamento de **propinas**, matrículas, exames, acesso a laboratórios e bibliotecas durante o seu período de mobilidade. No entanto, poderá ter de pagar um pequeno montante, nas mesmas condições que os estudantes locais, para custear um seguro, a adesão a associações de estudantes e a utilização de materiais ou equipamentos relacionados com os estudos.
* A **bolsa de estudo ou empréstimo** que tenha recebido no seu país de origem devem manter-se durante o período de estudos no estrangeiro.
* Pode solicitar a **alteração do acordo de estudos** apenasem situações excecionais e dentro do prazo fixado pelas instituições de origem e de acolhimento. Nesse caso, deverá assegurar que as alterações são validadas por ambas as instituições (e empresa, se aplicável) num prazo de duas semanas após submissão do pedido e conservar cópias dessa aprovação. Qualquer pedido de prolongamento da duração do período de mobilidade deve ser apresentado, pelo menos, um mês antes do termo do período inicialmente previsto.

III. Após o período de mobilidade

* Em conformidade com o acordo de estudos, tem direito ao **pleno reconhecimento académico** das atividades concluídas com êxito durante o período de mobilidade, por parte da
* Se estiver a estudar no estrangeiro, no prazo de cinco semanas a contar da data de publicação dos seus resultados, a instituição de acolhimento enviar-lhe-á uma **transcrição de notas**, a si e à sua instituição de origem, indicando os créditos e classificações obtidas. Após receção dessa transcrição, a sua instituição de origem fornecer-lhe-á informações completas sobre o reconhecimento das atividades realizadas. Se estiver inscrito num estabelecimento de ensino superior situado num país do programa, as componentes reconhecidas (ex.: unidades curriculares) serão indicadas no **Suplemento ao Diploma** (ou documento equivalente).
* Se estiver a efetuar um estágio, a sua empresa emitir-lhe-á um **certificado de estágio**, resumindo as funções desempenhadas e a respetiva avaliação. A instituição de origem fornecer-lhe-á igualmente uma transcrição de notas/boletim de registo académico, se tal estiver previsto no seu acordo de estudos. Se o estágio não fizer parte do seu programa curricular, mas estiver inscrito num estabelecimento de ensino superior situado num país do programa, pode solicitar o registo do período de mobilidade no Suplemento ao Diploma e no seu **Documento de Mobilidade Europass**. Se for recém-graduado de uma instituição localizada num país do programa, é importante que solicite o Documento de Mobilidade Europass.
* Deverá também preencher um **relatório final de participação** online, para partilhar a sua **opinião sobre o seu período de mobilidade Erasmus+** com as instituições de envio e de acolhimento, com as agências nacionais relevantes e com a Comissão Europeia.
* É, igualmente, importante que **partilhe a sua experiência de mobilidade** com amigos, colegas, professores e colaboradores da sua instituição, jornalistas, etc., para que outras pessoas possam beneficiar da sua experiência, incluindo os jovens em geral.

Em caso de dificuldade:

* Identifique claramente o problema e confirme os seus direitos e deveres no contrato de subvenção assinado.
* Existem várias pessoas que trabalham nas instituições de envio e de acolhimento com a função de ajudar os estudantes Erasmus+. Consoante a natureza do problema encontrado e o momento em que ocorra, a pessoa de contacto ou a pessoa responsável na instituição de origem ou de acolhimento (ou empresa de acolhimento, no caso dos estágios) poderá ajudá-lo. Os nomes e contactos destas pessoas estão indicados no seu acordo de estudos.
* Utilize, se necessário, os procedimentos oficiais de recurso da sua instituição de origem.
* Se a instituição de origem ou de acolhimento não cumprirem as obrigações estabelecidas na Carta Erasmus para o Ensino Superior ou no seu contrato de subvenção, poderá contactar a Agência Nacional ERASMUS+ competente.

unnamed (1)

Sabe mais em:

ec.europa.eu/erasmus-plus

Ou junta-te a nós nas redes sociais:

[unnamed](https://www.facebook.com/anerasmusmais) Facebook: www.facebook.com/[anerasmusmais](http://www.facebook.com/anerasmusmais) | www.facebook.com/Erasmus+

- Twitter: #ErasmusPlus

Contactos:



Agência Nacional Erasmus+ Educação e Formação

Praça de Alvalade 11

1700-037 LISBOA - Portugal

Tel: +351 210 101 900 - Fax: +351 210 101 910

Email: agencianacional@erasmusmais.pt

Web: www.erasmusmais.pt - www.erasmusmais.eu

1. **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-1)
2. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#footnote-ref-2)
3. **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-3)
4. **Recognition**: all the credits that the trainee has earned during the mobility and that were specified in the final version of the Learning Agreement (Table B of the official template) are recognised by the Sending Institution, according to its commitment before the mobility and without further requirements than those agreed upon before the mobility. [↑](#footnote-ref-4)
5. **ECTS Users' Guide**: <http://ec.europa.eu/education/ects/users-guide/index_en.htm> [↑](#footnote-ref-5)
6. **EGRACONS Grade Conversion Tool:** <https://tool.egracons.eu/> [↑](#footnote-ref-6)
7. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-7)
8. **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-8)
9. **Field of education:** The ISCED-F 2013 search tool 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-9)
10. **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-10)
11. **Contact person at the Programme/ Partner Country 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-11)
12. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement [↑](#footnote-ref-12)
13. **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 contact person and the supervisor. [↑](#footnote-ref-13)
14. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#footnote-ref-14)
15. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#footnote-ref-15)
16. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. [↑](#footnote-ref-16)
17. **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-17)
18. **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-18)
19. **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-19)
20. **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-20)
21. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-21)
22. **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-22)
23. **Field of education:** The ISCED-F 2013 search tool 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-23)
24. **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-24)
25. **Contact person at the Programme/ Partner Country 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-25)
26. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement. [↑](#footnote-ref-26)
27. **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 and the supervisor. [↑](#footnote-ref-27)
28. 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-28)
29. **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-29)
30. **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. A web link to an explanation to the system should be added. [↑](#footnote-ref-30)
31. **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-31)
32. **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-32)
33. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-33)
34. **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-34)
35. **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-35)
36. **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-36)
37. **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-37)
38. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-ref-38)
39. **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-39)
40. **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-40)
41. **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-41)
42. **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-42)
43. **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-43)
44. <https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en> [↑](#footnote-ref-44)