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| AN E+ EF |
| LEARNERS MOBILITY for TRAINEESHIPS |
| KA103 |

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| 15-04-2020 |

**Grant agreement model for Erasmus+ studies and/or traineeships within Programme Countries**

[This template can be adapted by the NA or the sending HEI, but the content 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 sending 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/Mrs/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:  a financial support from Erasmus+ EU funds   
  a zero-grant

The financial support includes:  special needs support

financial support to student with disadvantaged background

[For all participants receiving financial support from Erasmus+ EU funds, except those receiving ONLY a zero-grant from 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 to 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 or institutional regulations.]

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 support specified in article 3 and undertakes to carry out the mobility activity for [studies/ traineeships/ studies and traineeship] 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 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/organisation 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.

2.3 The participant shall receive a financial support from Erasmus+ EU funds for […] months and […] days [if the participant receives a financial support from Erasmus+ EU funds: the number of months and extra days shall be equal to the duration of the mobility period. If the participant receives a financial support from Erasmus+ EU funds combined with a zero-grant period: the number of months and extra days shall correspond to the period covered by financial support from Erasmus+ EU funds, which shall be provided at least for the minimum duration of the period abroad (2 months for traineeships and 3 months or 1 academic term or trimester for studies)]; [If the participant receives a zero-grant for the entire period: this number of months and extra days should be 0].

2.4 The total duration of the mobility period shall not exceed 12 months, including any zero grant period.

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 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support for the mobility period is EUR […], corresponding to EUR […] per month and EUR […] per extra days.

3.2 The amount for the mobility period shall be determined by multiplying the number of months of the mobility specified in article 2.3 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month [If the participant is enrolled in an institution established in an outermost region/country:, the participant shall receive an additional […] EUR as a contribution for travel. [If the participant receives a zero-grant for the entire period: the amount of contribution for travel should be 0]].

3.3 The reimbursement of costs incurred in connection with special needs [If the participant is entitled to a travel grant: or expensive travel costs], 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 its 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 comply 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 sending 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 sending institution. Such cases shall be reported by the sending institution and accepted by the National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 A pre-financing payment shall be made to the participant no later than (whichever comes first):

* 30 calendar days after the signature of the agreement by both parties
* the start date of the mobility period [optional: or upon receipt of confirmation of arrival by the beneficiary]

representing [between 70% and 100%] of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing can be exceptionally accepted.

4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the online EU survey shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

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 and for traineeships: receiving organisation, sending 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. [*Usually basic coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance 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). Varying arrangements with respect to liability insurance are in place in different countries engaged in transnational learning mobility for traineeships. Trainees therefore run the risk of not being covered. Therefore it is the responsibility of the sending 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 receiving 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. However, the extent to which transnational trainees are covered within the same insurance may vary across the countries engaged in transnational learning mobility programmes. It is the responsibility of the sending institution to check that insurance against accidents at work has been organised. Annex 1t 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 sending institution shall ensure that the student is covered by such an insurance (taken either by the sending institution (on a voluntary basis as part of its quality management) or by the participant herself or himself*)].

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT [Only applicable for mobilities for which the main language of instruction or work is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, or Swedish (or additional languages once they become available in the Online Linguistic Support (OLS) tool), with the exception of native speakers]

6.1. The participant must carry out the OLS language assessment before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.

6.2 [Optional-only if not included in the Learning Agreement] The level of language competence in [main language of instruction/work to be specified] that the student already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2

6.3 [Only applicable to participants following an OLS language course] The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course, before accessing it.

ARTICLE 7 – EU SURVEY

7.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online EU Survey may be required by their institution to partially or fully reimburse the financial support received.

7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

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

8.2 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/organisation

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

[signature] [signature]

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

**Annex I**

**Learning Agreement for traineeships**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality[[1]](#footnote-1)** | | **Gender: [Male/Female/Undefined]** | | **Study cycle[[2]](#footnote-2)** | | **Field of education[[3]](#footnote-3)** | |
|  | |  |  | |  | |  | |  | |  | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code[[4]](#footnote-4)** (if applicable) | | **Address** | | **Country** | | **Contact person name[[5]](#footnote-5); email; phone** | | | |
|  | |  |  | |  | |  | |  | | | |
| **Receiving** **Organisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[6]](#footnote-6) name; position; e-mail; phone** | | **Mentor[[7]](#footnote-7) name; position;**  **e-mail; phone** | |
|  | |  |  | |  | | < 250 employees  > 250 employees | |  | |  | |
| **Before the mobility** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** | | | | | | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | **Number of working hours per week: …** | | | | | |
| **Detailed programme of the traineeship:** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#footnote-8):** Yes ☐ No ☐ | | | | | | | | | | | | | | |
| **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[[9]](#footnote-9)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker* | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following three boxes:[[10]](#footnote-10)*   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[11]](#footnote-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 | |  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 | | | | Record the traineeship in the trainee's Diploma Supplement (or equivalent). | | | | Record the traineeship in the trainee's Europass Mobility Document: Yes  No | | |  1. 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 | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | The accident insurance covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No | | The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (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 | 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 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. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[12]](#footnote-12) at the Sending Institution |  |  |  |  |  |
| Supervisor[[13]](#footnote-13) at the Receiving Organisation |  |  |  |  |  |

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***  (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) | |
| **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/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise:** |
| **Address of the Receiving Organisation/Enterprise** [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/Enterprise:** |



**Higher Education:**

**Guidelines for Learning Agreement for Traineeships**

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

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition in his/her degree for the traineeship successfully completed abroad.

This template is applicable to Erasmus+ mobility for traineeships between Programme Countries (KA1). It is recommended to use this template. 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.

**BEFORE THE MOBILITY**

**Administrative data**

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the Sending Institution and the Receiving Organisation/Enterprise and the three parties have to agree on the section to be completed before the mobility.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the trainee, the sending and Receiving Organisations will have to be encoded in the Mobility Tool+.

**Traineeship Programme at the Receiving Organisation/Enterprise (Table A)**

The Traineeship Programme at the Receiving Organisation/Enterprise 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[[14]](#footnote-14) 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/Enterprise, the Sending Institution, and, if applicable, a third party.

The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

**Language competence**

A recommended level of language competence[[15]](#footnote-15) in the main language of work should be agreed with the Receiving Organisation/Enterprise to ensure a proper integration of the trainee in the organisation/Enterprise.

The level of language competence[[16]](#footnote-16) in the main language of work, 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 or, alternatively, in the grant agreement. In case the level of the selected trainee is below the recommended one when signing the Learning Agreement (or, alternatively, the grant agreement), the Sending Institution and the trainee should agree that he/she will reach the recommended level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending Institution (either with courses that can be funded by the Organisational Support grant or with the Erasmus+ OLS language courses, where applicable) or by the Receiving Organisation/Enterprise.

**The Erasmus+ Online Linguistic Support (OLS)** has been designed to assist Erasmus+ trainees in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

For mobility between Programme Countries, and for the languages covered by the OLS, the trainee must carry out an OLS language assessment before the mobility, except for native speakers and in duly justified cases (e.g. special needs trainees).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the trainee is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the trainees who wish to improve their language competences. Mobility participants with a level B2 or higher at the first language assessment in their main language of instruction have the opportunity to follow an OLS language course either in that language or in the local language of the country, provided it is available in the OLS. It is up to the Sending Institution to indicate this choice directly in the OLS.

More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at <http://erasmusplusols.eu>

**Sending Institution** **(Table B)**

The Sending Institution commits to recognise the learning outcomes acquired by the trainee upon satisfactory completion of the traineeship. There are three different provisions for traineeships and Table B should be filled in accordingly:

1. Traineeships embedded in the curriculum (counting towards the degree);

2. Voluntary traineeships (not obligatory for the degree);

3. Traineeships for recent graduates.

**Accident Insurance**

It is highly recommended that either the Sending Institution or the Receiving Organisation/Enterprise 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).

**Receiving Organisation/Enterprise (Table C)**

The Receiving Organisation/Enterprise should provide appropriate support, including mentoring, supervision and equipment, to the trainee.

The Receiving Organisation/Enterprise should also specify whether it will provide financial support and/or a contribution in kind for the trainee, on top of the Erasmus+ grant.

The Receiving Organisation/Enterprise commits to issue a Traineeship Certificate 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 Programme (Table A2)**

Table A2 should only be completed during the mobility if changes have to be introduced into the original Learning Agreement. In that case, Table A should be kept unchanged and changes should be described in Table A2. The two Tables should be kept together in all communications.

When changes to the traineeship programme arise, they should be agreed as soon as possible with the Sending Institution.

In case the change concerns an extension of the duration of the traineeship programme abroad, 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 Sending Institution or Receiving Organisation/Enterprise, where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Changes of the Responsible person(s)** | **Name** | **Email** | **Position** |
| New Responsible person at the Sending Institution |  |  |  |
| New Supervisor at the Receiving Organisation/Enterprise |  |  |  |

**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**

**Traineeship Certificate by the Receiving Organisation/Enterprise (Table D)**

After the mobility, the Receiving Organisation/Enterprise 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/Enterprise to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the Receiving Organisation/Enterprise, an information session for trainees with special needs, a language and intercultural course organised either by the Receiving Organisation/Enterprise 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/Enterprise to carry out his/her traineeship, not his actual date of departure.

**Transcript of Records and Recognition[[17]](#footnote-17) at the Sending Institution**

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).

**Diploma Supplement**

The information contained in the Traineeship Certificate from the Receiving Organisation/Enterprise should also be included in the Diploma Supplement produced by the Sending Institution (at least for Sending Institutions located in Programme Countries), except if the trainee is a recent graduate.

It is also recommended to record the traineeship in the trainee's Europass Mobility Document (if applicable), particularly in the case of recent graduates, and in any case when the Sending Institution had committed to do so before the mobility.

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

Provide **traineeship programme.**

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

**Before the mobility**

**During the mobility**

If modifications **are needed:**

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

**After the mobility**

**The Receiving Organisation/Enterprise** 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.

**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 sending organisation.

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 sending organisation.

**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 sending 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)).

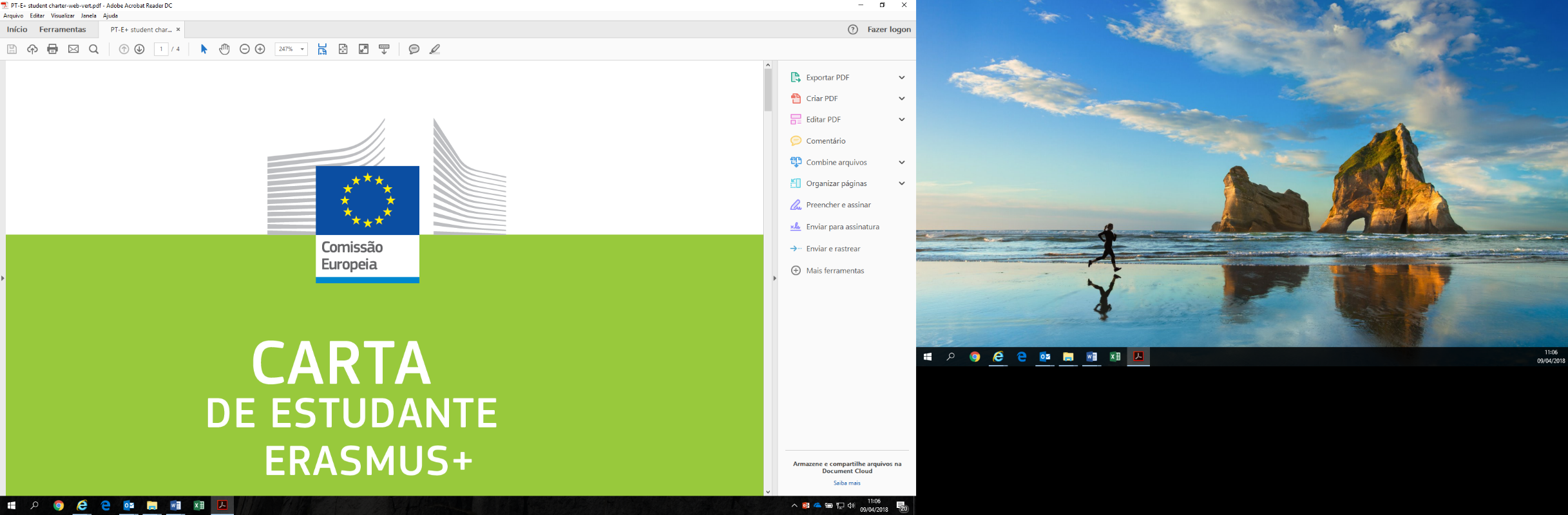
The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge 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[[18]](#footnote-18), 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

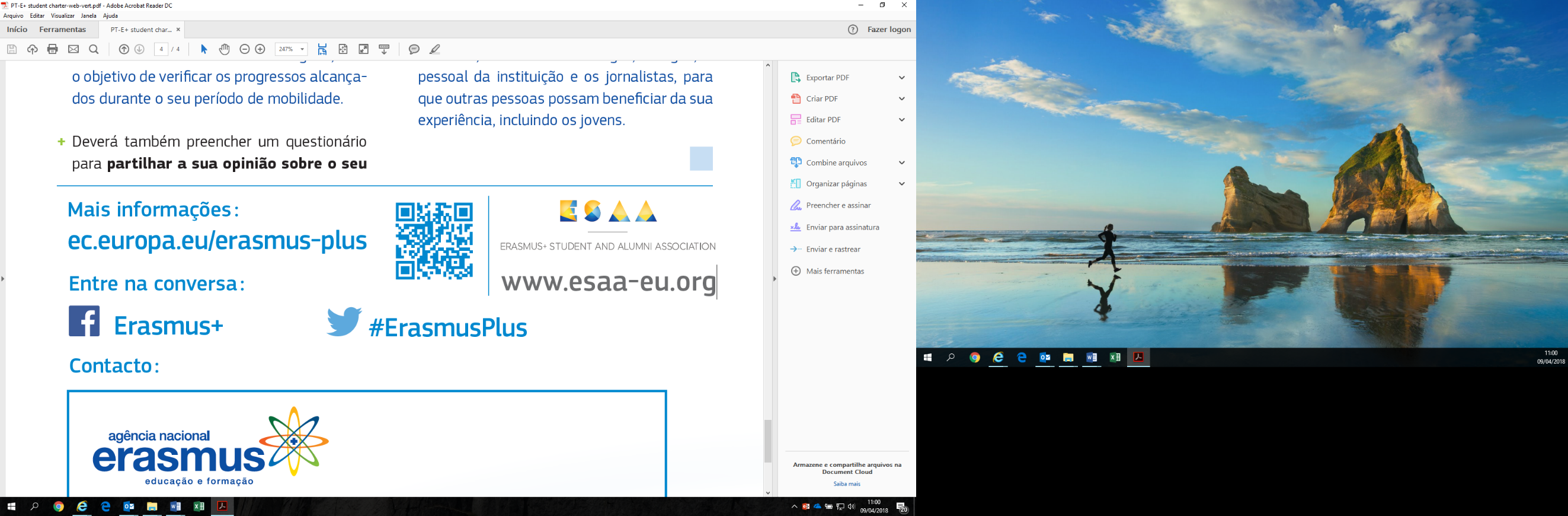
* Deve **aproveitar ao máximo todas as oportunidades de aprendizagem** oferecidas pela instituição/empresa de acolhimento, respeitando as regras e os regulamentos dessa instituição/empresa, e esforçar-se por dar o seu melhor em todos os exames relevantes ou outras formas de avaliação.
* A instituição/empresa 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. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-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). [↑](#footnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#footnote-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. [↑](#footnote-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. [↑](#footnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-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. [↑](#footnote-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. [↑](#footnote-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> [↑](#footnote-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. [↑](#footnote-ref-10)
11. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added. [↑](#footnote-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. [↑](#footnote-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. [↑](#footnote-ref-13)
14. **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. [↑](#footnote-ref-14)
15. **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-15)
16. **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-16)
17. **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-17)
18. <https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en> [↑](#footnote-ref-18)