Learning Agreement for Traineeships/Thesis

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Department</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Receiving Organisation/Enterprise</th>
<th>Name</th>
<th>Department</th>
<th>Address; website</th>
<th>Country</th>
<th>Size</th>
<th>Contact person name; position; e-mail; phone</th>
<th>Mentor name; position; e-mail; phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Traineeship title: ...</th>
<th>Number of working hours per week: ...</th>
</tr>
</thead>
</table>

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 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:

1. The traineeship is embedded in the curriculum 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 based on: Traineeship certificate ☐ Final report ☐ Interview ☐

   Record the traineeship in the trainee’s Transcript of Records and Diploma Supplement (or equivalent).

   Record the traineeship in the trainee’s Europass Mobility Document: Yes ☐ No ☐

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

   Award ECTS credits (or equivalent): Yes ☐ No ☐ ☐ If yes, please indicate the number of credits: ....

   Give a grade: Yes ☐ No ☐ ☐ If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐

   Record the traineeship in the trainee’s Transcript of Records: Yes ☐ No ☐

   Record the traineeship in the trainee’s Diploma Supplement (or equivalent).

   Record the traineeship in the trainee’s Europass Mobility Document: Yes ☐ No ☐

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

   Award ECTS credits (or equivalent): Yes ☐ No ☐ ☐ If yes, please indicate the number of credits: ....

   Record the traineeship in the trainee’s Europass Mobility Document (highly recommended): Yes ☐ No ☐

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

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee</td>
<td>Trainee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Supervisor at the Receiving Organisation</td>
<td></td>
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</tr>
</tbody>
</table>
# Learning Agreement for Traineeships/Thesis

## 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 [day/month/year] ………….…………. till [day/month/year] ………….………….

<table>
<thead>
<tr>
<th>Traineeship title: ...</th>
<th>Number of working hours per week: ...</th>
</tr>
</thead>
</table>

**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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature for approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Name of the trainee:</th>
<th>…………</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Receiving Organisation/Enterprise:</td>
<td>…………</td>
</tr>
<tr>
<td>Sector of the Receiving Organisation/Enterprise:</td>
<td></td>
</tr>
<tr>
<td>Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:</td>
<td></td>
</tr>
<tr>
<td>Start date and end date of traineeship: from [day/month/year] ……….……………. to [day/month/year] ……………..……..</td>
<td></td>
</tr>
<tr>
<td>Traineeship title:</td>
<td></td>
</tr>
<tr>
<td>Detailed programme of the traineeship period including tasks carried out by the trainee:</td>
<td></td>
</tr>
<tr>
<td>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</td>
<td></td>
</tr>
<tr>
<td>Evaluation of the trainee:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of curricular ECTS credits to be recognised</th>
<th>Number of extra-curricular ECTS credits to be recognised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Name and signature of the Responsible person at the Sending Institution:</td>
<td></td>
</tr>
</tbody>
</table>