



## Higher Education Learning Agreement for Traineeships

### GENERAL INFORMATION

<b>Trainee</b>	<b>Last name(s)</b>			
	<b>First name(s)</b>		<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
	<b>Date of birth</b>		<b>Nacionality</b>	
	<b>Study Cycle <sup>1</sup></b>		<b>Field of education <sup>2</sup></b>	

<b>Sending Institution</b>	<b>Universitat Politècnica de Catalunya (UPC)</b>	<b>Erasmus code</b>	EBARCELO03	
	<b>Faculty/ Department</b>	ETSETB		
	<b>Address</b>	c/ Jordi Girona, 1-3, 08034 Barcelona	<b>Country</b>	SPAIN
	<b>Contact person name</b>	Cindrela Sambró		
	<b>Position</b>	Administrative officer international relations		
	<b>Phone</b>	+34 93 4011978	<b>e-mail:</b>	students.mobility@etsetb.upc.edu

<b>Receiving Organization/ Enterprise</b>	<b>Name of host institution</b>			
	<b>Department</b>			
	<b>Address</b>			
	<b>City</b>		<b>Country</b>	
	<b>website</b>			
	<b>Size of organisation/enterprise</b>	<input type="checkbox"/> <250 employees	<input type="checkbox"/> >250 employees	
	<b>Contact person name<sup>3</sup></b>			
	<b>Position</b>			
	<b>Phone</b>		<b>e-mail:</b>	
	<b>Mentor name<sup>4</sup></b>			
	<b>Position</b>			
<b>Phone</b>		<b>e-mail:</b>		



## Higher Education Learning Agreement for Traineeships

### BEFORE THE MOBILITY

**Table A - Traineeship programme at the Receiving Organisation/Enterprise**

<b>Planned period of the mobility</b>	From: <input style="width: 80%;" type="text"/>	to: <input style="width: 80%;" type="text"/>	Number of working hours per week	
	(month/year)	(month/year)		
<b>Traineeship programme</b>				
<b>Traineeship in digital skills<sup>5</sup></b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)</b>				
<b>Monitoring plan (brief description)</b>				
<b>Evaluation plan (brief description)</b>				

Main language of work:

The level <sup>6</sup> of language competence that the trainee already has or agrees to acquire by the start of the mobility period is	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>A</td> <td>A</td> <td>B</td> <td>B</td> <td>C</td> <td>C</td> <td>Native speaker</td> </tr> <tr> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	A	B	B	C	C	Native speaker	1	2	1	2	1	2	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
A	A	B	B	C	C	Native speaker																
1	2	1	2	1	2																	



## 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:

<b>Award ECTS<sup>7</sup> credits (or equivalent):</b>	Yes <input type="checkbox"/> (.....) No <input type="checkbox"/> (Not applicable to PhD level)
<b>Give a grade based on:</b>	Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
<b>Record the traineeship in the trainee's Transcript of Records:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Record the traineeship in the trainee's Diploma Supplement (or equivalent):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Record the traineeship in the trainee's Europass Mobility Document:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

<b>Award ECTS credits (or equivalent):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> (Not applicable to PhD level)
<b>If yes, please indicate the number of credits:</b>	
<b>Give a grade:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, give a grade based on:</b>	Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
<b>Record the traineeship in the trainee's Transcript of Records:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Record the traineeship in the trainee's Diploma Supplement (or equivalent):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Record the traineeship in the trainee's Europass Mobility Document:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

<b>Award ECTS credits (or equivalent):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> (Not applicable to PhD level)
<b>If yes, please indicate the number of credits:</b>	



## Higher Education Learning Agreement for Traineeships

<b>Record the traineeship in the trainee's Europass Mobility Document</b> (highly recommended):	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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**Accident insurance for the trainee** (if not provided by the Receiving Organisation/Enterprise)

<b>The Sending Institution will provide an accident insurance to the trainee:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If yes, The accident insurance covers:</b>	accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/>
	accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>The Sending Institution will provide a liability insurance to the trainee:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The trainee has to hire an insurance policy that covers accidents for the entire training period if it is required by the receiving organisation/enterprise rules or country legislation.

### Table C – Receiving Organisation/Enterprise

<b>The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, amount (EUR/month):	
<b>The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify:	
<b>The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.</b>	
<b>Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.</b>	

**Accident insurance for the trainee**

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



## Higher Education Learning Agreement for Traineeships

### Commitment

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

With his or her signature, the thesis Director/Mobility coordinator confirms that the stay is appropriate for the study/doctoral programme.

<b>Student/Trainee</b>	Name		signature
	e-mail		
	Position	Student/Trainee	
	Date		
<b>Responsible person <sup>8</sup> at the Sending Institution</b>	Name	José Antonio Lázaro	signature
	e-mail	students.mobility@etsetb.upc.edu	
	Position	Vice Dean of International Affairs	
	Date		
<b>Thesis Director (in case Pdh level)</b>	Name		signature
	e-mail		
	Position		
	Date		
<b>Doctoral program coordinator (in case Pdh level)</b>	Name		Signature
	e-mail		
	Position		
	Date		
<b>Supervisor <sup>9</sup> at the receiving organisation /enterprise</b>	Name		Signature
	e-mail		
	Position		
	Date		



## Higher Education Learning Agreement for Traineeships

### AFTER THE MOBILITY

**Table D - Traineeship Certificate by the Receiving Organisation/Enterprise**

<b>Start date and end date of traineeship:</b>	<b>From:</b>		<b>to:</b>	
		(day/month/year)		(day/month/year)
<b>Detailed programme of the traineeship period including tasks carried out by the trainee</b>				
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes)</b>				
<b>Evaluation of the trainee</b>				
<b>Supervisor at the Receiving Organisation/Enterprise</b>	Name			
	e-mail			
	Date			
				signature



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Erasmus+ Programme  
of the European Union

## Higher Education Learning Agreement for Traineeships

*Academic Year*

*20.../20...*

1

**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).

2

**Field of education:** The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](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 student by the Sending Institution.

3

**Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

4

**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.

5

**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.

6

**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>.

7

**ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

8

**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.

9

**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.