



Higher Education Learning Agreement for Traineeships

GENERAL INFORMATION

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

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

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



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BEFORE THE MOBILITY

Table A - Traineeship programme at the Receiving Organisation/Enterprise

Planned period of the mobility	From: <input style="width: 80%;" type="text"/>	to: <input style="width: 80%;" type="text"/>	Number of working hours per week	
	(month/year)	(month/year)		
Traineeship programme				
Traineeship in digital skills⁵			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)				
Monitoring plan (brief description)				
Evaluation plan (brief description)				

Main language of work:

The level ⁶ 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:

Award ECTS⁷ credits (or equivalent):	Yes <input type="checkbox"/> (.....) No <input type="checkbox"/> (Not applicable to PhD level)
Give a grade based on:	Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Record the traineeship in the trainee's Diploma Supplement (or equivalent):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Record the traineeship in the trainee's Europass Mobility Document:	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:

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

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



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Record the traineeship in the trainee's Europass Mobility Document (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)

The Sending Institution will provide an accident insurance to the trainee:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, The accident insurance covers:	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"/>
The Sending Institution will provide a liability insurance to the trainee:	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

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, amount (EUR/month):	
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify:	
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.	

Accident insurance for the trainee

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution):	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, the accident insurance covers:	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"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (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.

Student/Trainee	Name		signature
	e-mail		
	Position	Student/Trainee	
	Date		
Responsible person ^{viii} at the Sending Institution	Name	Israel Martin Escalona	signature
	e-mail	students.mobility.etsetb@upc.edu	
	Position	Vice Dean of International Affairs	
	Date		
Supervisor ^{ix} at the receiving organisation /enterprise	Name		Signature
	e-mail		
	Position		
	Date		



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AFTER THE MOBILITY

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Start date and end date of traineeship:	From:		to:	
		(day/month/year)		(day/month/year)
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				
Supervisor at the Receiving Organisation/Enterprise	Name			
	e-mail			
	Date			
				signature

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 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.