

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name		First name (s)	
Date of birth		Nationality	
Sex [M/F]		Academic year	20____/20____
Study cycle		Field of education	
E-mail			

The Sending Institution

Name	University of Eastern Finland	Faculty	
Erasmus code	SF KUOPIO12	Department	
Address	P.O. Box 1627 FI-70211 Kuopio, Finland	Country	FINLAND
Contact person name	Tapani Utunen	Contact person e-mail	international@uef.fi

The Receiving Organisation/Enterprise

Name		Department	
Address		Country	
Size of enterprise	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Website	
Contact person name and position		Contact person e-mail and phone	
Mentor name and position		Mentor e-mail and phone	

Language competence of the trainee

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 mobility period is:

A1 A2 B1 B2 C1 C2 Native speaker

For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

BEFORE THE MOBILITY**TABLE A - TRAINEESHIP PROGRAMME**

Planned period of the mobility: from [day/month/year] _____ till [day/month/year] _____
Number of working hours per week:
Traineeship title:
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:

TABLE B – SENDING INSTITUTION

Please use only one of the following boxes (1 or 2).

1) The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the sending 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 and Diploma Supplement.
- Record the traineeship in the trainee's Europass Mobility Document No X

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

- Award ECTS credits: Yes No If yes, please indicate the number of ECTS 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.
- Record the traineeship in the trainee's Europass Mobility Document No X

Insurance for the trainee

A) The sending institution will provide an accident insurance to the trainee only if the traineeship is unpaid.
The accident insurance is only in force as regards practical work.

B) The sending institution will NOT provide a liability insurance to the trainee.

TABLE C – RECEIVING INSTITUTION / ENTERPRISE

The receiving institution/enterprise will provide financial support to the trainee for the traineeship:
Yes No If yes, amount in EUR/month: _____

The receiving institution/enterprise will provide a contribution in kind to the trainee for the traineeship:
Yes No If yes, please specify: _____

The receiving institution/enterprise will provide an accident insurance to the trainee:
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 institution/enterprise will provide a liability insurance to the trainee:
Yes No

The receiving organisation/enterprise will provide appropriate equipment and support to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate within 4 weeks after the end of the traineeship.

COMMITMENT OF THE THREE PARTIES

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 student 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.

The trainee

Trainee's signature:

Date:

Responsible person in the sending institution

Name:

Function:

E-mail:

Date:

Signature:

Responsible person in 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.

Responsible person in the receiving organisation/enterprise

Name:

Function:

E-mail:

Date:

Signature:

Responsible person in the receiving organisation (supervisor):

this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

DURING THE MOBILITY**TABLE A2 - EXCEPTIONAL CHANGES TO THE TRAINEESHIP PROGRAMME**

Planned period of the mobility: from [day/month/year] _____ till [day/month/year] _____
Number of working hours per week:
Traineeship title:
Detailed programme of the traineeship period:
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:
Monitoring plan:
Evaluation plan:

To be approved by e-mail or signature by the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

AFTER THE MOBILITY**TABLE D - TRAINEESHIP CERTIFICATE**

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 and end of the traineeship:

from [*day/month/year*] _____ till [*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:

Guidelines

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 for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The format can be adapted, provided that all the minimum requirements listed in this document are made available.

BEFORE THE MOBILITY

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. On page 1, most of the information mentioned will have to be encoded in the Mobility Tool.

The traineeship programme should include the indicative start and end months of the agreed traineeship, the traineeship title, the number of working hours per week. The detailed programme of the traineeship period should include tasks/deliverables and associated timing to be carried out by the trainee.

The traineeship programme should indicate which knowledge, skills (intellectual and practical) and competences (learning outcomes) will be acquired by the end of the traineeship.

A monitoring plan should describe how and when the trainee will be monitored during the traineeship by the sending institution and the receiving organisation/enterprise. The evaluation plan should describe the assessment criteria to be used to evaluate the traineeship period.

LANGUAGE COMPETENCE

A recommended level of language competence 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 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, and a final assessment at the end of 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 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).

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.

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

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.

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.

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

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.

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 the Traineeship 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).

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.