**LEARNING AGREEMENT FOR TRAINEESHIPS**

**Academic year 2020-2021**

**Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |       | First name (s) |       |
| E-mail |       | Student number |       |
| Study cycle | [ ]  bachelor [ ]  PhD[ ]  master  | Field of education/ code**[[1]](#endnote-1)** |       /      |

**Sending institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Universiteit Utrecht | Faculty/department |       |
| Erasmus code | NL UTRECHT01 | Country | The Netherlands |
| Contact person**[[2]](#endnote-2)**  |       | E-mail |       |

**Receiving organisation/enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name |       | Department |       |
| Address |       | City |       |
| Website |       | Country |       |
| Contact person**[[3]](#endnote-3)** name/Position |      /      | Contact person e-mail |       |
| Mentor**[[4]](#endnote-4)** name/Position |      /      | Mentor e-mail |       |

#### **BEFORE THE MOBILITY**

|  |  |  |
| --- | --- | --- |
| **Planned period of the mobility*[[5]](#endnote-5)*** | Start date      /     /      | End date      /     /      |

**Table A: TRAINEESHIP PROGRAMME at the Receiving organisation**

|  |  |
| --- | --- |
| **Traineeship title:** | **Number of working hours per week:** |
| **Detailed programme of the traineeship:**       |
| **Traineeship in digital skills[[6]](#endnote-6):** [ ]  yes [ ]  no |
| **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:**      |
| **Monitoring/mentoring plan:**      |
| **Evaluation/assessment plan:**      |

|  |
| --- |
| The **level of language competence[[7]](#endnote-7)** in       *[insert main language at workplace]* that the student already has or agrees to acquire by the start of the study period is:[ ]  A1 [ ]  A2 [ ]  B1 [ ]  B2 [ ]  C1 [ ]  C2 [ ]  native |

**Table B: Sending institution**

*Please use* ***only one*** *of the following boxes 1, 2* ***or*** *3*

|  |
| --- |
| **BOX 1**: the traineeship is **embedded in the curriculum** - upon satisfactory completion, the 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](https://europass.cedefop.europa.eu/): [ ]  yes [ ]  no
 |

**OR**

|  |
| --- |
| **BOX 2**: the traineeship is **voluntary** and upon satisfactory completion, the institution undertakes to: |
| * award ECTS credits: [ ]  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 and Diploma Supplement: [ ]  yes [ ]  no
 |
| * record the traineeship in the trainee's [Europass Mobility Document](https://europass.cedefop.europa.eu/): [ ]  yes [ ]  no
 |

**OR**

|  |
| --- |
| **BOX 3**: the traineeship is carried out by a **recent graduate** and upon satisfactory completion, the institution undertakes to: |
| * award ECTS credits: [ ]  yes [ ]  no
 | If yes, please indicate the number of credits:       |
| * record the traineeship in the trainee's [Europass Mobility Document](https://europass.cedefop.europa.eu/) *(highly recommended)*: [ ]  yes [ ]  no
 |

*\* full-time/minimum requirement of UU-Erasmus+ is 5 ECTS per month abroad*

|  |
| --- |
| **Accident insurance for the trainee** |
| The Sending institution will provide an **accident** insurance to the trainee (if not provided by the Receiving organisation):  [ ]  yes [x]  no |
| The Sending institution will provide a **liability** insurance to the trainee (if not provided by the Receiving organisation): Utrecht University students are co-insured under the home institution’s liability insurance while doing intern activities in regard of their studies (for details and conditions see relevant [webpage](https://students.uu.nl/en/academics/internships).) |

**Table C: Receiving organisation/enterprise**

|  |
| --- |
| The Receiving organisation will provide financial support to the trainee: [ ]  yes [ ]  noIf yes, amount €/month:       |
| The trainee will receive a contribution in kind for his/her traineeship: [ ]  yes [ ]  noIf yes, please specify:       |
| The Receiving organisation will provide an accident insurance to the trainee: [ ]  yes [ ]  noThe 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 will provide a liability insurance to the trainee. [ ]  yes [ ]  no |
| The Receiving organisation will provide appropriate support and equipment to the trainee. |
| Upon completion of the traineeship, the organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship, using the Sending institution’s format. |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student/trainee** | **Responsible person[[8]](#endnote-8) at Sending institution** | **Supervisor[[9]](#endnote-9) at Receiving organisation** |
| **name** |       |       |       |
| **position** | trainee |       |       |
| **date** |       |       |       |
| **signature** |  |  |  |

#### **DURING THE MOBILITY**

**Table A2**

|  |
| --- |
| **Exceptional changes to the Traineeship programme at the Receiving organisation** to be approved by the student and the responsible persons at both Sending and Receiving organisation. |
| **Planned period of the mobility** | Start date      /     /      | End date      /     /      |
| **Traineeship title:** | **Number of working hours per week** |
| **Detailed programme of the traineeship:**       |
| **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:**      |
| **Monitoring/mentoring plan:**      |
| **Evaluation/assessment plan:**      |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student/trainee** | **Responsible person[[10]](#endnote-10) at Sending institution** | **Supervisor[[11]](#endnote-11) at Receiving organisation** |
| **name** |       |       |       |
| **position** | trainee |       |       |
| **date** |       |       |       |
| **signature** |  |  |  |

**Annex: End notes**

**active hyperlinks:**

1. [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) and [ec.europa.eu/education/tools/isced-f\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

6. [europass.cedefop.europa.eu/en/resources/european-language-levels-cefr](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

1. **Study area code**: the [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [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. [↑](#endnote-ref-1)
2. **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. [↑](#endnote-ref-2)
3. **Contact person at the Receiving organisation**: a person within the receiving organisation who can provide administrative information within the framework of Erasmus traineeships. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
5. The **start date** of the traineeship period is the first day the student has been present at the receiving organisation to start the training programme.

The **end date** of the traineeship period is the last day the student has been present at the receiving institution and not his actual date of departure. [↑](#endnote-ref-5)
6. **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. [↑](#endnote-ref-6)
7. **Language competence**: for the Common European Framework of Reference for Languages (**CEFR**) see [europass.cedefop.europa.eu/en/resources/european-language-levels-cefr](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#endnote-ref-7)
8. **Responsible person in the sending institution**: the person 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, *taking into account the Rules & Regulations as stipulated in the Education and Examination Regulations of each Utrecht University degree programme*. 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. [↑](#endnote-ref-8)
9. **Responsible person in 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. [↑](#endnote-ref-9)
10. **Responsible person in the sending institution**: the person 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, *taking into account the Rules & Regulations as stipulated in the Education and Examination Regulations of each Utrecht University degree programme*. 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. [↑](#endnote-ref-10)
11. **Responsible person in 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. [↑](#endnote-ref-11)