|  |  |
| --- | --- |
|  | logo_UPF_petit |

**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Trainee**

|  |  |
| --- | --- |
| Last name (s): | First name (s) |
| NIA: | Sex: M  F |
| Date of birth:   /  / | Nationality: |

|  |  |
| --- | --- |
| Study cycle: Elija un elemento. | Field of Education [19_Link_Building.png](http://ec.europa.eu/education/tools/isced-f_en.htm): |
| UPF Studies: | Academic year: 20  /20 |
| Mobile phone : | E-mail: |

**The Sending Institution**

|  |  |
| --- | --- |
| Name: UNIVERSITAT POMPEU FABRA | Faculty: |
| Erasmus code: E BARCELO 15 | Department:  Elija un elemento. |
| Address: Plaça de la Mercè, 10-12 | Country, country code: Spain, ES |
| Contact: International Relations Office | E-mail/phone: *oma.outgoing@upf.edu;* +34 935422170 |

**The Receiving Organisation/Enterprise**

|  |  |
| --- | --- |
| Name: | Department: |
| Sector[[1]](#endnote-1) [19_Link_Building.png](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN): | Size of enterprise: < 250 employees  > 250 employees |
| Address: | Website: |
| Postal Code & City: | Country: |
| Contact person[[2]](#endnote-2): Name/position: | Mentor[[3]](#endnote-3): Name/position: |
| Contact person: E-mail/phone: | Mentor: E-mail/phone: |

*Section to be completed BEFORE THE MOBILITY*

|  |  |
| --- | --- |
| **I. TRAINEESHIP PROGRAM AT THE RECEIVING ORGANISATION**  **Planed period of the mobility**  From   /  /20   till   /  /20 | |
| **Traineeship title (position):** | |
| Number of working hours per week:     h. | Total hours:       h. |
| Location: | |

|  |
| --- |
| **Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the trainee** |
| **Knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (expected learning outcomes)**   * **Basic competences**      * **Generic competences**      * **Specific competences** |
| **Monitoring plan**  *Describing how/when the trainee will be monitored during his/her traineeship by both the sending institution and the receiving organisation/enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes, specify the contact details of the person in charge.*  The UPF Academic Supervisor will be Mr/Ms in charge of monitoring the progress of the placement and take appropriate action if required. |
| **Evaluation plan**  *Describing the assessment criteria to be used to evaluate the trainee'ship period.*  *Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.* |

|  |
| --- |
| **Language competence of the trainee**  The level of language competence[[4]](#endnote-4) [19_Link_Building.png](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) in       [workplace main language] 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 |

|  |
| --- |
| **Sending institution**  The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships. *[****Choose*** *between option A, B or C]*   * **A** - The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, 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. * Record the traineeship in the trainee's Diploma Supplement (or equivalent). * Record the traineeship in the trainee's Europass Mobility Document : Yes  No * **B** - The traineeship is **voluntary** and upon satisfactory completion of the traineeship, the 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 (or equivalent), except if the trainee is a recent graduate. * Record the traineeship in the trainee's Europass Mobility Document: Yes  No * **C**  - The Traineeship is carried out by a recent Graduate and, upon satisfactory completion of the traineeship, the institution undertakes to: * Award ECTS credits: Yes  No   If yes, please indicate the number of ECTS credits: * Record the traineeship in the trainee's Europass Mobility Document *(highly recommended):* Yes  No |

|  |
| --- |
| **The receiving organisation/enterprise**   * The trainee will receive a financial support for his/her traineeship : Yes  No   If yes, amount in EUR/month:   * The trainee will receive a contribution in kind for his/her traineeship : Yes  No   If yes, please specify:   **LIABILITY INSURANCE COVERAGE (covering damages caused by the student at the workplace):**   * Is the trainee covered by a liability insurance? Yes  No * Accident insurance number: 0961170017723 Insurer: MAPFRE SEGUROS DE EMPRESAS, S.A.   **ACCIDENT INSURANCE COVERAGE (covering at least damages caused to the student at the workplace):**   * An accident insurance coverage has been taken out by: The host organisation  The student * Accident insurance number:       Insurer:   Please specify if it also 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/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.  Upon completion of the traineeship, the organisation/enterprise undertakes to issue a **Traineeship Certificate** by       [*maximum 5 weeks after the traineeship*]. |

**II. RESPONSIBLE PERSONS**

|  |  |
| --- | --- |
| **Responsible person**[[5]](#endnote-5) **in the sending institution:** | |
| Name:Antoni Luna Garcia | Function: Vicerector for Internationalization |
| Phone number: + 34 93 542 2198 | E-Mail: vr.rinternacionals@upf.edu |

|  |  |
| --- | --- |
| **Responsible person**[[6]](#endnote-6) **in the receiving organisation/enterprise (supervisor):** | |
| Name: | Function: |
| Phone number: | E-Mail: |

**III. COMMITMENT OF THE THREE PARTS**

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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 mobility period.

|  |  |
| --- | --- |
| **The trainee: Name**       **Position** | |
|  |  |
| Trainee’s signature | Date:   /  /20 |

|  |  |
| --- | --- |
| **The sending institution** | |
|  |  |
| Responsible person’s signature | Date:   /  /20 |

|  |  |
| --- | --- |
| **The receiving organisation/enterprise** | |
|  |  |
| Responsible person’s signature | Date:   /  /20 |

1. For the list of top-level NACE sector codes, see : <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN> [↑](#endnote-ref-1)
2. A person who can provide administrative information within the framework of Erasmus traineeships [↑](#endnote-ref-2)
3. 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-3)
4. For the Common European Framework of Reference for Languages (CEFR) see:

   <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-4)
5. The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement. [↑](#endnote-ref-5)
6. The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate. [↑](#endnote-ref-6)