

## TRAINING PROJECT FOR TRAINEESHIPS FROM ORGANISATION/ENTERPRISE TO HOST UPF STUDENT

*(prior to Learning Agreement)*

### The Receiving Organisation/Enterprise

Name:	
Department:	
Address:	Website:
Postal Code & City:	Country:
Supervisor. Name/position:	
Supervisor. E-mail:	Supervisor. Telephone:

### Proposed Mobility Programme (Placement Information)

<b>Planned period of the mobility</b>	
From	till
<b>Traineeship title (position):</b>	
Name of the student:	DNI :
Number of working hours per week:      h.	Total hours:      h.
Location:	

### Traineeship Plan

**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 (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.*

**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.*

**Responsible person in the receiving organisation/enterprise (supervisor):**

Name:	Function:
Phone number:	E-Mail:
	
Responsible person's signature	[Stamp and] Date: