



## ERASMUS+ LEARNING AGREEMENT FOR TRAINEESHIPS

CALL 2024-2025

### I. THE PARTS

TRAINEE					
LAST NAME(s)			FIRST NAME(s)		
DATE of BIRTH			NATIONALITY		
NIA	ID Card (NIF) or Passport	GENDER			
		Male		Female	Undefined
LEVEL OF EDUCATION (EQF level)			FIELD of EDUCATION ( <a href="#">check here</a> )		
Bachelor (EQF level 6), Master (EQF level 7), Doctorate (EQF level 8):					

BENEFICIARY ORGANISATION (SAME AS SENDING INSTITUTION)	
NAME	ERASMUS CODE
UNIVERSITAT POMPEU FABRA	E BARCELO 15
ADDRESS	COUNTRY
C/ de la Mercè 12, 08002 Barcelona	SPAIN
CONTACT PERSON (Name and surnames)	POSITION
Mar Lluís Dixon	Head of Careers Service
CONTACT PERSON EMAIL	CONTACT PERSON PHONE NUMBER
carreres.professionals@upf.edu	+34 93 542 24 29

RECEIVING ORGANISATION			
NAME		DEPARTMENT	
ADDRESS	POSTAL CODE	CITY	COUNTRY
SIZE	WEBSITE		
<input type="checkbox"/> < than 250 employees	<input type="checkbox"/> > than 250 employees		
CONTACT PERSON NAME <sup>2</sup>		CONTACT PERSON POSITION	
CONTACT PERSON EMAIL		CONTACT PERSON PHONE NUMBER	
MENTOR NAME <sup>3</sup>		MENTOR POSITION	
MENTOR EMAIL		MENTOR PHONE NUMBER	

<sup>2</sup> A person who can provide administrative information within the framework of Erasmus traineeships.

<sup>3</sup> The role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.



## II. TRAINEESHIP PROGRAM

TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION			
PLANNED PERIOD OF THE MOBILITY	FROM		TO
TRAINEESHIP TITLE (POSITION)			
NUMBER OF WORKING HOURS PER WEEK		TOTAL HOURS	
DETAILED PROGRAMME OF THE TRAINEESHIP <i>(Including tasks/deliverables and associated timing to be carried out by the trainee)</i>			
KNOWLEDGE, SKILLS AND COMPETENCES TO BE ACQUIRED BY THE END OF THE TRAINEESHIP <i>(Expected learning outcomes)</i>			
Basic competences			
Generic Competences			
Specific competences			
MONITORING PLAN <i>Describing how/when the trainee will be monitored during his/her traineeship.</i>			
EVALUATION PLAN <i>Describing the assessment criteria to be used to evaluate the trainee.</i>			



TRAINEESHIP IN DIGITAL SKILLS?	
Yes	No
<p>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.</p>	

LANGUAGE COMPETENCE <sup>1</sup>												
INDICATE THE MAIN LANGUAGE OF WORK												
The level of language competence in the working 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

<sup>1</sup>For the Common European Framework of Reference for Languages (CEFR) see [here](#).



### BENEFICIARY ORGANISATION (SENDING INSTITUTION)

Choose between A, B or C

<b>A</b>	The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to			
	· Award	<input type="text"/>	ECTS credits	
	· Give a grade based on	<input type="text"/>	Traineeship certificate	<input type="text"/> Final report <input type="text"/> Interview
	· Record the traineeship in the trainee's Transcript of Records	<input type="text"/>	Yes	<input type="text"/> No
	· Record the traineeship in the trainee's Diploma Supplement (or equivalent).	<input type="text"/>	Yes	<input type="text"/> No
	· Record the traineeship in the trainee's Europass Mobility Document	<input type="text"/>	Yes	<input type="text"/> No
<b>B</b>	The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to			
	· Award ECTS credits	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Indicate the number of credits <input type="text"/>
	· Give a grade,	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	
		based on <input type="text"/>	Traineeship certificate <input type="text"/>	Final report <input type="text"/> Interview
	· Record the traineeship in the trainee's Transcript of Records	<input type="text"/>	Yes <input type="text"/>	<input type="text"/> No
	· Record the traineeship in the trainee's Diploma Supplement (or equivalent)	<input type="text"/>	Yes <input type="text"/>	<input type="text"/> No
	· Record the traineeship in the trainee's Europass Mobility Document	<input type="text"/>	Yes <input type="text"/>	<input type="text"/> No
<b>C</b>	The traineeship is carried out by a <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to			
	· Award ECTS credits	<input type="text"/>	Yes <input type="text"/> <b>No</b> <input checked="" type="checkbox"/>	Indicate the number of credits <input type="text"/>
	· Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> )	<input type="text"/>	Yes <input type="text"/>	<b>No</b> <input checked="" type="checkbox"/>

### LIABILITY INSURANCE COVERAGE

A liability insurance coverage has been taken out by student  **Yes**   **No**

Insurer  Insurance number

### ACCIDENT INSURANCE COVERAGE (*Covering any eventuality during the student's stay abroad*)

An accident and medical insurance coverage has been taken out by student

Insurer  Insurance number

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**



RECEIVING ORGANISATION	
FINANCIAL SUPPORT AND CONTRIBUTION IN KIND	
The trainee will receive a financial support for his/her traineeship from the receiving organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, amount (EURO/month)	<input type="text"/>
The trainee will receive contribution in kind for his/her traineeship from the receiving organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify	<input type="text"/>
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.	

### III. RESPONSIBLE PARTS

FOR the at the BENEFICIARY ORGANISATION (Same as SENDING INSTITUTION) <sup>1</sup>	
NAME	POSITION
Helena Ramalhinho Lourenço	Vicerector for Internationalization
EMAIL	
vr.internacionalitzacio@upf.edu	

<sup>1</sup>The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement.

FOR the RECEIVING ORGANISATION (supervisor) <sup>2</sup>	
NAME	POSITION
EMAIL	

<sup>2</sup>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.

### IV. COMMITMENT OF THE THREE PARTS

By signing this document, the **trainee**, the **Sending Institution** and the **Receiving Organisation** 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 will communicate to the Sending Institution any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus + grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Trainee

Sending institution

Receiving Organisation

Date

Date

Date