

LEARNING AGREEMENT FOR TRAINEESHIPS

The entire form except signatures and checkboxes should be completed on a computer. All parties must sign this document before the mobility. Scanned copies of signatures are accepted.

This document, along with an Erasmus Traineeship Scholarship application, should be uploaded in MoveON no less than one month before the start of the traineeship.

The Trainee

Last name (s)		First name (s)	
Phone		E-mail	
Date of birth DD/MM/YY		Nationality ¹	
Sex [M/F]		Study cycle ²	
Current studies at Uppsala University Department: Name of Programme/Course:			
Total number of years of study prior to traineeship		Subject area, Code ³	

The Receiving Organisation/Enterprise

Name		Department	
Address, website		Country	
Sector ⁴		Size of enterprise ⁵	
Contact person ⁶ name / position		Contact person e-mail / phone	
Mentor ⁷ name / position		Mentor e-mail / phone	



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

<p>Planned period of the mobility⁸ from [date/month/year]: to [date/month/year]: <i>Minimum 60 days. Maximum 360 days.</i> <i>It is very important to be accurate with the start and end date. The grant is based on the number of days in the traineeship period. If the actual traineeship period is shorter than what is stated here the student will be liable to pay back the scholarship for the excess days.</i></p>
<p>Number of working hours per week⁹:</p>
<p>Traineeship title:</p>
<p>Detailed programme of the traineeship period¹⁰ (minimum 150 words) :</p>
<p>Knowledge, skills and competences to be acquired by the trainee at the end of traineeship (learning outcomes) ¹¹(minimum 120 words):</p>
<p>Monitoring plan¹²(minimum 100 words):</p>
<p>Evaluation plan¹³:</p>

Language competence of the trainee

The level of language competence¹⁴ 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

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

*[Please fill in **either** 1, 2 or 3 of the following boxes depending on whether the traineeship is embedded in the curriculum/a course at Uppsala University; a voluntary traineeship during the study period that will not be transferred back as credits at Uppsala University; or is voluntary and takes place after graduation.]*

1. 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. Yes No
- Record the traineeship in the trainee's Diploma Supplement Yes No

2. The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to (if you sign this option – do not sign as the responsible person in the sending institution on last page):

- Record the traineeship in the trainee's Diploma Supplement Yes No
- A representative from the trainee's department confirms that the traineeship is academically tied to the trainee's studies/possible future career. Yes

Name: Signature:

3. The traineeship is voluntary and takes place after graduation (if you sign this option – do not sign as the responsible person in the sending institution on last page):

- The traineeship is carried out by a recent graduate and the institution will not be awarding the student any credits or record the traineeship in the Diploma Supplement. Yes
- A representative from the trainee's department confirms that the traineeship is academically tied to the trainee's studies/possible future career. Yes

Name: Signature:

To be completed by the receiving organisation/enterprise and the sending institution jointly:

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:

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]*

Insurance

The trainee is covered by an accident insurance provided by the sending institution which is valid when and if the trainee is physically present in the host country. If the traineeship is carried out remotely, the student is not covered by any insurance provided by the sending institution.

The accident insurance covers:

- accidents during travels made for work purposes
- accidents on the way to work and back from work

The trainee is covered by a liability insurance provided by the sending institution

III. COMMITMENT OF THE THREE PARTIES

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 traineeship period.

Special conditions due to Covid-19: The parties to this agreement for placement activities in the country specified in this agreement are aware of that future developments may hinder the implementation of the agreement. The parties accept that the placement may go ahead as described only if at the planned start date, there is no information from the Swedish Ministry of Foreign Affairs or a decision from the Vice-Chancellor of Uppsala University advising against or banning travel to this specific country or the specific areas in which the placement is to be carried out. Should such information / such a decision exist at that time, the grant approval will be cancelled unless the placement activities can be carried out online (fully or partly) instead.

The trainee

Trainee's signature

Date:

Responsible person¹⁵ in the sending institution:

Name:

Function:

Department:

Phone number:

E-mail:

Signature:

Date:

Responsible person¹⁶ in the receiving organisation/enterprise (supervisor):

Name:

Function:

Phone number:

E-mail:

Signature:

Date:

Annex 2: End notes

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8) – for recent graduates, specify the latest study cycle.

³ The [ISCED-F 2013 search tool](https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm) available at https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_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 trainee by the sending institution.

⁴ The list of top-level **NACE sector codes** is available at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN.

⁵ An approximate size of the enterprise (1-50 / 51-500 / more than 500 employees).

⁶ **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

⁷ **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.

⁸ **The start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.

The end date of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure)

⁹ Has to be **full time** for the entire traineeship period.

¹⁰ A detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

¹¹ The knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

¹² A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution (only for embedded mobility) and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If this is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

¹³ Describe the assessment criteria to be used to evaluate the traineeship 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.

¹⁴For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁵ **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.

If the traineeship is embedded in the curriculum this should be the supervisor/academic contact person at the department.

If the traineeship is voluntary and not embedded in the curriculum (and you have already signed box 2 or 3 on page 3) this should be signed by the Erasmus Mobility Administrator at the Division for Internationalisation at Uppsala University: erasmus@uu.se

¹⁶ **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.