|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Student Mobility for Traineeships** | **Date of birth** | | **Nationality**[[1]](#endnote-1) | | **Sex [M/F]** | | **Study cycle**[[2]](#endnote-2) | | **Field of education**[[3]](#endnote-3) | |
|  | |  |  | |  | |  | |  | |  | |
| **Country of origin** | | | **Full home address at the country of origin** | | | | **Contact in case of emergency (name, surname; email; phone)** | | | | | |
|  | | |  | | | |  | | | | | |
| **Sending Institution** | | **Name of Organization** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | | **Address** | | **Country** | | **Contact person[[5]](#endnote-5) (international coordinator at the faculty, name, surname, email, phone)** | | | |
| Kaunas University of Technology | |  | LT KAUNAS02 | | K.Donelaičio 73, Kaunas, LT-44249, Lithuania | | Lithuania (LT) | |  | | | |
| **Receiving** **Organisation/Enterprise** | | **Name of Organization** | | **Department** | **Postal address; website** | | **Country** | | **Size** | | **Contact person[[6]](#endnote-6) name, surname, position, e-mail, phone** | | **Mentor[[7]](#endnote-7) name, surname, position, e-mail; phone** | |
|  | |  |  | |  | | < 250 employees  > 250 employees | |  | |  | |
|  | **Before the mobility** | | | | | | | | | | | | | |
|  | ***Table A -*** *Traineeship Programme at the Receiving Organisation/Enterprise* | | | | | | | | | | | | | |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** | | | | | | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | **Number of working hours per week: …** | | | | | |
| **Detailed programme of the traineeship:** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-8):** Yes  No | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)** (e.g. academic, analytical, communication, decision-making, ICT, foreign language skills, teamwork, adaptability, practical knowledge, etc.): | | | | | | | | | | | | | | |
| **Monitoring plan** (this plan should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation and, if applicable by the Sending institution): | | | | | | | | | | | | | | |
| **Evaluation plan** (the evaluation plan should describe the assessment criteria that would be used to evaluate the traineeship and the learning outcomes): | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| The level of **language competence[[9]](#endnote-9)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of traineeship*] 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* | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[10]](#endnote-10)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[11]](#endnote-11) | Give a grade based on: Traineeship certificate  Final report  Interview | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): Yes  No | | | Record the traineeship in the trainee's Europass Mobility Document: Yes  No | |  1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  |  | | --- | --- | --- | | Award ECTS credits (or equivalent): 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: Yes  No | | | | Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes  No | | | | Record the traineeship in the trainee's Europass Mobility Document: Yes  No | | |  1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award ECTS credits (or equivalent): Yes  No | If yes, please indicate the number of credits: …. | | Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes  No | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | The 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | | | The Trainee himself will purchase a liability insurance (if not provided by the Receiving Organisation/Enterprise). | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: …. | | | | The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes  No | The 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/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes  No | | | | The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee. | | | | The Receiving Organisation/Enterprise will immediately inform the contact person from the Sending Organisation in case of accident related to the traineeship or absence from the workplace at the Receiving Organisation/Enterprise. | | | | The Receiving Organisation/Enterprise will host and support members from the Sending Organisation during a traineeship monitoring visit as well as organise meeting(s) with the trainee from the Sending Organisation in the workplace. | | | | Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within **2 weeks** after the end of the traineeship. | | | | | | | | |
| 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[12]](#endnote-12) at the Sending Institution |  |  |  |  |  |
| Supervisor[[13]](#endnote-13) at the Receiving Organisation |  |  |  |  |  |

Scanned copies of signatures or digital signatures are acceptable.

**During the Mobility**

***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise)***

(To be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **Planned period of the mobility: from [month/year] …………………. till [month/year] ………………..** | | | | | | |
| **Traineeship title: …** | | | **Number of working hours per week: …** | | | |
| **Detailed programme of the traineeship period:** | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: | | | | | | |
| **Monitoring plan** (this plan should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation and, if applicable by the Sending institution): | | | | | | |
| **Evaluation plan** (the evaluation plan should describe the assessment criteria that would be used to evaluate the traineeship and the learning outcomes): | | | | | | |
| 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | | |
| **Commitment** | **Name** | **Email** | | **Position** | **Date** | **Signature** |
| Trainee |  |  | | *Trainee* |  |  |
| Responsible personat the Sending Institution |  |  | |  |  |  |
| Supervisor at the Receiving Organisation |  |  | |  |  |  |

Scanned copies of signatures or digital signatures are acceptable.

**After the Mobility**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise:** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**:**  **Website:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
| **Knowledge, skills (intellectual and practical) and competences acquired** (achieved Learning Outcomes evaluated by Supervisor at the Receiving Organisation/Enterprise)**:** |
| **Evaluation of the trainee** (by Supervisor at the Receiving Organisation/Enterprise)**:** |
| **We would like to accept other students (and/or graduates) from Kaunas University of Technology under Erasmus+ programme in the future:**  **Yes ☐ No ☐** |
| **We would like to discuss possibilities of the future collaboration with Kaunas University of Technology:**  **Bilateral agreement: Yes ☐ No ☐**  **Lectures: Yes ☐ No ☐ If “yes”, please specify: ….**  **Workshops: Yes ☐ No ☐ If “yes”, please specify: ….**  **Other, please specify: ….** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

**Scanned copies of signatures or digital signatures are acceptable.**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <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 trainee by the sending institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **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-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships (international coordinator of the faculty). [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
8. **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-8)
9. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)
10. **There are three different provisions for traineeships**:

    1. Traineeships embedded in the curriculum (counting towards the degree);

    2. Voluntary traineeships (not obligatory for the degree);

    3. Traineeships for recent graduates. [↑](#endnote-ref-10)
11. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added. [↑](#endnote-ref-11)
12. **Responsible person at the sending institution**: a vice dean for studies 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. 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-12)
13. **Supervisor at 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-13)