Erasmus+

Learning Agreement
Student Mobility for Traineeships

Higher Education: Learning Agreement form
Student's name
Year 2022/2023

IMPORTANTE: Rellena tu nombre en encabezado

Estudiante rellena datos personales

Estudiante rellena datos de tu tutor/a docente

Rellena empresa / universidad destino

Trainee	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality**[1]	**Gender [Male/Female/ Undefined]**	**Study cycle**[2]	**Field of education**[3]
Sending Institution	**Name**	**Faculty/ Department**	**Erasmus code**[4] **(if applicable)**	**Address**	**Country**	**Contact person name**[5]**; email; phone**	
	Universidad Pablo de Olavide		E SEVILLA03	Ctra de Utrera km 1 41013 Sevilla	Spain		
Receiving Organisation /Enterprise	**Name**	**Department**	**Address; website**	**Country**	**Size**	**Contact person**[6] **name; position; e-mail; phone**	**Mentor**[7] **name; position; e-mail; phone**
					☐ < 250 employees ☐ > 250 employees		

Before the mobility

Rellena empresa/universidad de destino. Estudiante acuerda con ellos fechas de la estancia.

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility: from [day/month/year] ..... to [day/month/year] .....

If applicable, planned period(s) of the virtual mobility: from [day/month/year] ..... to [day/month/year] .....

Traineeship title: ...	**Number of working hours per week: ...**
Detailed programme of the traineeship:	
Traineeship in digital skills[8]**:** Yes ☐ No ☐	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Nivel de idioma requerido para la plaza (Mod B). Para Mod A consulta estudiante con empresa.

The level of **language competence**[9] in _____ *[indicate here the main language of work]* 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* ☐

En la siguiente tabla rellena **solamente una de las 3 opciones** dependiendo de tu situación, en este manual marcamos las casillas correspondientes a cada una de las opciones pero recuerda que **solo debes completar las de 1, la 2 o la 3:**

1. Tu estancia se reconocerá por prácticas curriculares. Indica el número de créditos ECTS según tu plan de estudios.

2. No vas a realizar una estancia de prácticas curriculares. No entrarán a tu expediente

3. Cuando realices las prácticas ya estarás egresado/a.

Table B - Sending Institution

Please use only one of the following three boxes:[9]

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ....ECTS credits (or equivalent)[10]	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).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒	

2. 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).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒	

3. 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 ☐	

El apartado de seguros de la tabla B debe completarse como sigue:

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☒	The student will contract an accident insurance that 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 ☐	

Si realizas tus prácticas fuera del Espacio Económico Europeo deberás marcar NO en el apartado "The sending institution will provide a liability insurance [...]"

Rellena empresa / universidad de destino

Firman las tres partes:

Trainee-> estudiante

Resp. Person Sending Inst.: Tutor/a docente.

Suepervisor Receiving Organisation:

Coordinador/a destino

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.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 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 + Stamp
Trainee			*Trainee*		
Responsible person[11] at the Sending Institution			Departamental Coordinator		
Supervisor[12] at the Receiving Organisation					

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[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).

[3] **Field of education:** The ISCED-F 2013 search tool 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.

[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.

[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.

[6] **Contact person at the Receiving Organisation**: 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] **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

[9] **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.

[10] **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 weblink to an explanation to the system should be added.

[11] **Responsible person at 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. 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.

[12] **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.