

Higher Education Learning Agreement for Traineeships 2022/2023

Sending organisation's logo

Hosting organisation's logo

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex	Study cycle	Title of the Master
Sending Institution	Name	Department	Organisation type	Address	Country	Contact person name ² ; position; email; phone	
Receiving Organisation /Enterprise	Name	Department	Organisation type	Address	Country	Contact person name; position; e-mail; phone	Supervisor name; position; e-mail; phone

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from **XX/XX/2022** to **XX/XX/2022**

Traineeship title: XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Number of working hours per week: XX Hours
<p>Detailed programme of the traineeship (filed od study):</p> <p>XXXXXXXXXXXXXXXX</p>	
<p>Duties of the Intern</p> <p>The intern shall:</p> <p>-</p>	
<p>Monitoring plan:</p>	

The level of **language competence**³ in English 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

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

Award 30 ECTS credits	Give a grade based on: Viva-voce related to the student dissertation
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	

Accident & liability insurance for the trainee

The EMIMEO consortium provides accident & liability insurances to the trainee according to the Erasmus Mundus standards. (Europe Assistance). The student is free to subscribe to additional insurance.

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Table C - Receiving Organisation/Enterprise

The EMIMEO Consortium may provide the student with the Erasmus Mundus Scholarship during his stay in Sweden for doing his internship.	If yes, amount (EUR/month):
The hosting organisation may provide the student with a financial income Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	

Dispute and resolution

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.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee	xx/xx/xxxx	
The responsible person ⁴ at the Sending Institution				xx/xx/xxxx	
Supervisor ⁵ at the Receiving Organisation				xx/xx/xxxx	

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- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **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.
- ³ **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>
- ⁴ **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.
- ⁵ **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.