

# Learning Agreement

## Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
						First cycle	
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
			DK RISSKOV06				
Receiving Organisation/ Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 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:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>8</sup> 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
Please use only one of the following three boxes: <sup>9</sup>	
1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: 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 an <b>accident insurance</b> to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a <b>liability insurance</b> to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
In cases, where the Receiving Organisation/Enterprise does not provide an <b>accident insurance</b> to the student, the student must; a) Take out a personal accident insurance and ask his/her insurance company to fill in the Standard Clause 1.0 and the Insurance Certificate <u>or</u> provide sufficient documentation for the coverage. Documentation for sufficient insurance should be included in the application for an Erasmus grant – applications without insurance documentation will not be considered. <b>AND</b> In cases, where the Receiving Organisation/Enterprise does not provide a <b>liability insurance</b> to the student, the student must; a) Take out a personal liability insurance and ask his/her insurance company to fill in the Standard Clause 1.0 and the Insurance Certificate <u>or</u> provide sufficient documentation for the coverage. Documentation for sufficient insurance should be included in the application for an Erasmus grant – applications without insurance documentation will not be considered.	
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
Trainee			<i>Trainee</i>		
Responsible person <sup>11</sup> at the Sending Institution					
Supervisor <sup>12</sup> at the Receiving Organisation					

### During the Mobility

<p><b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p> <p><b>Planned period of the mobility: from [month/year] ..... till [month/year] .....</b></p>	
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:	
Evaluation plan:	

## After the Mobility

**Table D - Traineeship Certificate by the Receiving Organisation/Enterprise**

<b>Name of the trainee:</b> Dean Bozic
<b>Name of the Receiving Organisation/Enterprise:</b> Widetail (Jumpseller)
<b>Sector of the Receiving Organisation/Enterprise:</b> Software Development
<b>Address of the Receiving Organisation/Enterprise</b> [street, city, country, phone, e-mail address], <b>website:</b> R. de Cândido dos Reis 46, Porto, Portugal, <a href="mailto:filip.goncalves@jumpseller.com">filip.goncalves@jumpseller.com</a> , <a href="tel:+351220301592">+351 22 030 1592</a>
<b>Start date and end date of traineeship:</b> 01/09/2017 - 31/01/2018
<b>Traineeship title:</b> Software Engineer
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b> Developing software components that are part of the Jumpseller software and are being used in production. Intern had 3 main projects that were part of the existing software, however they needed complete re-build. Initially, student had to re-build Translation web-app in order to help our clients translate different e-commerce terms. Secondly, intern was assigned to make Mailchimp app that would help our clients integrate their customers from Jumpseller store to Mailchimp or in another words, relocate whole database. Finally, student had to re-build the whole Product and Category page which was probably the most complex task. All projects are in production now and can be accessed.
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b> It was possible to see a big progress, especially with ReactJS that was used in client-side and Ruby that was used in back-end side. Aside from specific technologies, intern managed to get the complete overview on how web development works from all aspects – API calls, backend – frontend communication, database communication and dealing with daily requests from Jumpseller customers.
<b>Evaluation of the trainee:</b> The intern met the expectations and was very helpful to the company by developing software components that are part of the software and are being used in production. There was a daily short meeting and weekly meetings to review the work done and plan the next steps. it was possible to see a big progress on Dean skills from the first day to the last week of the internship. He is now able to join a company, assume responsibilities and work autonomously in similar activities.
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b> Filipe Gonçalves _____

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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscled-f_en.htm) available at [http://ec.europa.eu/education/tools/iscled-f\\_en.htm](http://ec.europa.eu/education/tools/iscled-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.
- <sup>4</sup> **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.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **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.
- <sup>8</sup> **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>
- <sup>9</sup> **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.
- <sup>10</sup> **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.
- <sup>11</sup> **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.
- <sup>12</sup> **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.