**LEARNING AGREEMENT FOR TRAINEESHIPS**

**Fill in this form digitally and keep a copy for your own reference!**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** | **HAZRA** | **First name (s)** | **SHRIYA** |
| **Date of birth** | 26/02/1992 | **Nationality[[1]](#endnote-1)** | **INDIAN** |
| **Sex [*M/F*]** | F | **Academic year** | 2017-2018 |
| **Study cycle** | |  |  |  | | --- | --- | --- | | BSc1 | BSc2 | BSc3 | | MSc1 | MSc2 | PhD |   *What will be your TU Delft study*  *phase during your traineeship?* | **Subject area,**  **Code[[2]](#endnote-2)** | 0716 |
| **E-mail** | **s.s.hazra@student.tudelft.nl** | **Phone** | **+31649885150** |
| **Student number** | **4598342** |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Delft University of Technology | **Faculty** | Aerospace Engineering |
| **Erasmus code** | NL Delft01 | **Internship  coordinator** | Miranda van Haagen/ Mechteld van Beijeren |
| **Address** | Kluyverweg 1, 2629HS | **Country** | **The Netherlands** |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Deutsches Zentrum für Luft- und Raumfahrt e.V. | **Department** | **GNC systems** |
| **Sector[[3]](#endnote-3)** | **72.19** |  |  |
| **Address and website** | German Aerospace Center (DLR)  Robert Hooke Str. 7  28359 Bremen [www.dlr.de/dlr/en](http://www.dlr.de/dlr/en) | **Country** | **Germany** |
| **Size of enterprise[[4]](#endnote-4)** | 1-250 250+ |  |  |
| **Contact person[[5]](#endnote-5)  name / position** | Manuela Gunther  Team Assistant | **Contact person e-mail / phone** | **Manuela.Gunther@dlr.de** |
| **Mentor[[6]](#endnote-6) name /  position** | Marco Sagliano | **Mentor e-mail /  phone** | **Marco.Sagliano@dlr.de** |

#### For guidelines, please look at Annex 1, for end notes please look at Annex 2. Please fill in this form and e-mail a scan version to the Central International Office TUD: [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. PROPOSED MOBILITY PROGRAMME**

|  |
| --- |
| **Planned period of the mobility**: from [20/11/2017] till [20/05/2018] |
| **Number of working hours per week: 39** |
| **Traineeship title:** [Development of dual-quaternion based guidance for asteroid landing] |
| **Detailed programme of the traineeship period**  **Working on development of autonomous guidance and control for landing on asteroids**  **using a dual quaternion approach. Weekly requirements and deadlines will be set by DLR as required.** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end**  **of the traineeship**  **GN&C in Re-entry systems, Orbital Dynamics, ADC systems, Orbit Determination** |
| **Monitoring plan: on a weekly basis, with meeting with TU Delft whenever needed** |
| **Evaluation plan: Final report, Thesis defense at TU Delft** |

|  |
| --- |
| **Language competence of the trainee**  The level of language competence[[7]](#endnote-7) 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 |

**The sending institution**

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

*[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]*

|  |
| --- |
| The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:   * Award 18 ECTS credits. * Give a grade based on: Traineeship certificate  Final report  Interview * Record the traineeship in the trainee's Transcript of Records. * Record the traineeship in the trainee's Diploma Supplement (or equivalent). * Record the traineeship in the trainee's Europass Mobility Document Yes  No |

|  |
| --- |
| The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:   * Award ECTS credits: Yes  No   If yes, please indicate the number of ECTS credits: 42 * 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), except if the trainee is a recent graduate. * Record the traineeship in the trainee's Europass Mobility Document Yes  No  *This is recommended if the trainee will be a recent graduate.* |

|  |
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| **The receiving organisation/enterprise**  The trainee will receive a financial support for his/her traineeship: Yes  No  If yes, amount in EUR/month: 670  The trainee will receive a contribution in kind for his/her traineeship: Yes  No  If yes, please specify: ….  Is the trainee covered by the accident insurance? Yes  No  If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes  TU Delft has taken out worldwide working travel insurance which is applicable to its students who stay abroad within the educational framework of the Delft University of Technology. TU Delft students are also covered in case of accidents during their stay abroad. The coverage includes personal accident, full secondary medical expenses, assistance, trip cancellation and coverage for personal and business belongings, personal liability, legal assistance, kidnap, hijacking and unlawful detention and political evacuation. The maximum period of stay abroad for trainees and students is set at 180 days. All stays with a longer duration than 180 days are not covered by the insurance. Students have to take out a travel insurance policy for the additional days by themselves.  The accident insurance of the receiving organisation/enterprise covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No  Is the trainee covered by a liability insurance of the receiving organisation/enterprise? Yes  No  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 [18/06/2018] [*maximum 5 weeks after the traineeship*]. |

**II. RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person[[8]](#endnote-8) in the sending institution:**  Name: Miranda van Haagen/ Mechteld van Beijeren Function: Internship Coordinator  Phone number: +31152784793/+31152781118 E-mail: internship-ae@tudelft.nl |

|  |
| --- |
| **Responsible person[[9]](#endnote-9) in the receiving organisation/enterprise (supervisor):**  Name: Marco Sagliano Function: GNC Systems  Phone number: +49-421-24420-1259 E-mail: [Marco.Sagliano@dlr.de](https://webmail.tudelft.nl/owa/redir.aspx?C=_0nSUzmD2EBt83pn0zgZlI1wAUL5Xt87Pf2C_OwSyIK6J5lKXB3VCA..&URL=mailto%3aMarco.Sagliano%40dlr.de) |

**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.

|  |  |
| --- | --- |
| **The trainee**  Trainee’s signature Date: 30/10/2017 | |
| **The sending institution**  Miranda van Haagen/Mechteld van Beijeren Date:  Internship Coordinator AE | |
| **The receiving organisation/enterprise**  Responsible person’s signature Date: 30/10/2017 |

**Section to be completed DURING THE MOBILITY**

#### **EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

|  |  |
| --- | --- |
| **Last name (s):** |  |
| **First name (s):** |  |
| **Student number:** |  |

#### **I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

|  |
| --- |
| **Planned period of the mobility**: from [dd/mm/yyyy] till [dd/mm/yyyy] |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship** |
| **Monitoring plan** |
| **Evaluation plan** |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

**Approval by digital, scanned or original signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise are required. (see III. COMMITMENT OF THE THREE PARTIES).**

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#### **II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

|  |
| --- |
| **New responsible person in the sending institution:**  Name: Function:  Phone number: E-mail: |

|  |
| --- |
| **New responsible person in the receiving organisation/enterprise**:  Name: Function:  Phone number: E-mail: |

**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 exceptional major changes to the original 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 trainee**  Trainee’s signature Date: | |
| **The sending institution**  Responsible person’s signature Date: | |
| **The receiving organisation/enterprise**  Responsible person’s signature Date: |

**Section to be completed AFTER THE MOBILITY  
Fill in this form digitally and keep a copy for your own reference!**

#### **TRAINEESHIP CERTIFICATE**

|  |
| --- |
| **Name of the trainee:** |

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| --- |
| **Name of the receiving organisation/enterprise:** |

|  |
| --- |
| **Sector of the receiving organisation/enterprise:** |

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| --- |
| **Address of the receiving organisation/enterprise** *[street, city, country, phone, e-mail address]***, website:** |

|  |
| --- |
| **Start and end date of the traineeship:** from *[dd/mm/yyyy]* till *[dd/mm/yyyy]*. |

|  |
| --- |
| **Traineeship title:** |

|  |
| --- |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |

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| --- |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |

|  |
| --- |
| **Evaluation of the trainee:** |

|  |
| --- |
| **Date: [dd/mm/yyyy]**  **Name and signature of the responsible person at the receiving organisation/enterprise:** |

#### Please fill in this form and e-mail a scan version to the Central International Office TUD: [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)**Annex 1: Guidelines**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

**After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

**PROPOSED MOBILITY PROGRAMME**

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution 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 it 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.

Finally, the proposed mobility programme must include an evaluation plan describing 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.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this **level of** **language competence** by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document, is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the section before the mobility**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

**ONLINE LINGUISTIC SUPPORT (OLS)**

#### The Erasmus+ Online Linguistic Support (OLS) has been designed to assist Erasmus+ students in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

#### For mobility between Programme Countries, and for the languages covered by the OLS, the student must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs students).

#### The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the student is selected, before signing the grant agreement.

#### Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the students who wish to improve their language competences.

#### **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement.** In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section. When changes to the **mobility** **programme** arise, they should be agreed as soon as possible with the sending institution. **All parties must confirm that the proposed amendments to the Learning Agreement are approved**. For this specific section, TU Delft requires original or scanned signatures

#### **TRAINEESHIP CERTIFICATE**

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must be included according to the following definitions:

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).

Following the receipt of theTraineeship Certificate**,** the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.

#### **Steps to fill in the Learning Agreement for Traineeships**

Page 1 – Information on the student and the sending and receiving organisation/enterprise

*The sending institution commits to recognise the outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum and voluntary traineeships*

Provide **mobility programme**

Identify **responsible persons**

**Commitment** of the three parties with original / scanned/ digital signatures.

**Before mobility**

*The receiving organisation/enterprise commits to grant the trainee a minimum insurance coverage (unless he or she is insured by the sending institution or him/herself), ensure availability of appropriate equipment and support and issue a Traineeship Certificate upon completion of the traineeship.*

Pages 2-3

Modifications ARE needed

Modifications are NOT needed

**During mobility**

Page 4

*Agreement by the three parties with original/scanned/digital signatures*

Receiving organisation/enterprise provides a **Traineeship Certificate** to student and sending institution in a period stipulated before mobility (normally max. 5 weeks).

*It includes the confirmed start and end date of the traineeship.*

**After mobility**

Page 5

Sending institution grants recognition according to its commitments in section before mobility.

**Annex 2: End notes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. 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-2)
3. 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>. [↑](#endnote-ref-3)
4. The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees. [↑](#endnote-ref-4)
5. **Contact person**: a person who can provide administrative information within the framework of Erasmus traineeships. [↑](#endnote-ref-5)
6. **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-6)
7. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-7)
8. **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. [↑](#endnote-ref-8)
9. **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.

   [↑](#endnote-ref-9)