

Erasmus+ Learning Agreement

Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender (Male/Female/ Undefined)	Level of education (EQF level) ³	Field of education ⁴
	Forgáč	František	7. 8. 1996	Slovak	Male	EQF level 8	061
Sending Institution <small>[only if different from Beneficiary Organisation]</small>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	Constantine the Philosopher University in Nitra	Faculty of Natural Sciences and Informatics	SK NITRA01	Trieda Andreja Hlinku 1, 949 01 Nitra	Slovakia	Doc. Mgr. Martin Drlik, PhD. Vice-dean FPVal mdrlik@ukf.sk	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁵ name; position; email	Mentor ⁶ name; position; email
	University of Hradec Kralove	Department of Information Technologies, FIM	Hradecká 1249 500 03 Hradec Králové www.uhk.cz	Czech Republic	<input type="checkbox"/> ≤250 employees <input checked="" type="checkbox"/> > 250 employees	prof. RNDr. Petra Poulová, Ph.D., vice-dean FIM petra.poulova@uhk.cz	prof. RNDr. Peter Mikulecký, Ph.D. professor peter.mikulecky@uhk.cz

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] 12. 05. 2024 to [day (optional)/month/year] 18. 05. 2024

If applicable, planned period of the virtual component: from [day (optional)/month/year] to day (optional)/month/year]

Traineeship title: Doctoral internship

Number of working hours per week: 37,5

Detailed programme of the traineeship (including the virtual component, if applicable):

- Consultation of the thesis with the lecturers
- Presenting and discussing research progress

Traineeship in digital skills⁷: Yes ☐ No ☒

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

- Feedback on research progress
- Improving knowledge in the field of artificial intelligence
- Getting familiar with the Erasmus+ programme

Other benefits: opportunity for an academic research and professional development, finding contacts.

Monitoring plan:

- Daily meetings with the academic tutor,
- Other activities monitoring under the mentor prof. RNDr. Peter Mikulecký, Ph.D.

Evaluation plan:

- Student receives an evaluation report at the end of internship,
- Verbal feedback by supervisor and university members.

The level of language competence⁸ in English/Czech [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 ☐

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:

AwardECTS credits (or equivalent) ¹⁰	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 **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): 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 beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Table C - Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): 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 Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee	Mgr. František Forgáč	frantisek.forgac@ukf.sk	Trainee	3.5.24	
Responsible person ¹¹ at the sending institution	doc. Mgr. Martin Drlik, PhD.	mdrlik@ukf.sk	vice-dean FPVal	3.5.24	
Supervisor ¹² at the receiving organisation	prof. RNDr. Petra Poulová, Ph.D.,	petra.poulova@uhk.cz	vice-dean FIM	6.5.24	

During the Mobility

<p align="center">Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation (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)</p>	
<p>Planned period of the mobility: from [day (optional)/month/year] till [day (optional)/month/year]</p> <p>If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] to [day (optional)/month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period (including the virtual component, if applicable):	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

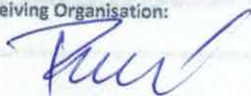
<p align="center">Table D - Traineeship Certificate by the Receiving Organisation</p>
Name of the trainee: Mgr. František Forgáč
Name of the Receiving Organisation: University of Hradec Králové
Sector of the Receiving Organisation: Department of Information Technologies
Address of the Receiving Organisation [street, city, country, e-mail address], website: Rokitského 62, 500 03 Hradec Králové III, Czech republic, + 420 493 331 111, study@uhk.cz, www.uhk.cz
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] 12. 05. 2024 to [day/month/year] 18. 05. 2024
Start date and end date of physical component: from [day/month/year] 13. 05. 2024 to [day/month/year] 17. 05. 2024
Traineeship title: Doctoral internship
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):

Evaluation of the trainee:

Date:

17.5.2024

Name and signature of the Supervisor at the Receiving Organisation:



Univerzita Hradec Králové
Fakulta informatiky a managementu
děkanát
Rokitanského 62, 500 03 Hradec Králové

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¹ In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

² Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

⁴ **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.

⁵ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁷ **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.

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, "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.

¹¹ **Responsible person at the sending institution:** this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for 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 responsible person at the beneficiary organisation.

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.

Receiving Organisation	Name	Description of Organisation	Address	Country	Job	Contact person	Responsible person

Signature of the beneficiary

Table 1 - Learning Agreement of the Beneficiary Organisation

Signature of the beneficiary (the beneficiary must sign the Learning Agreement on the day of the start of the traineeship)

I, the undersigned, hereby declare that I am the beneficiary of the traineeship and I agree to the terms and conditions of the Learning Agreement.

Signature of the beneficiary (the beneficiary must sign the Learning Agreement on the day of the start of the traineeship)

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