**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth  dd/mm/yyyy |  | Nationality[[1]](#endnote-1) |  |
| Gender  M/F/Undefined | M  F  Undefined | Academic year | **20\_\_/20\_\_** |
| Study cycle[[2]](#endnote-2)  BA/MA/PHD | Bachelor (First cycle)  Master (Second cycle)  Phd(third cycle) | Subject area,  Code[[3]](#endnote-3) |  |
| Phone |  | E-mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Batumi Shota Rustaveli State University** | Faculty |  |
| Address, website | [**www.bsu.edu.ge**](http://www.bsu.edu.ge) | Department |  |
| Address | **35/32 Ninoshvili/Rustaveli Street**  **6010, Batumi Georgia** | Country,  Country code[[4]](#endnote-4) | **Georgia/GE** |
| Contact  person  name | **Nana Kurshubadze** | Contact person E-mail / phone | [Erasmus@bsu.edu.ge](mailto:Erasmus@bsu.edu.ge)**;**  **+995 577985822** |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  Sector[[5]](#endnote-5) | **UNIVERSITY OF BUCHAREST** | Department |  |
| Address, website | [www.unibuc.ro](http://www.unibuc.ro) | Country | Romania (RO) |
| Erasmus  code  (if applicable) | **RO BUCURES09** |  |  |
| Address | Bucharest, 90 Sos. Panduri, 050663, sector 5 |  |  |
| Contact person[[6]](#endnote-6)  name / position | Alina Cristovici,  Erasmus Institutional Coordinator | Contact person e-mail / phone | [alina.cristovici@unibuc.ro](mailto:alina.cristovici@unibuc.ro)  +40 21 305 46 43 |

#### For guidelines, please look at Annex 1, for end notes please look at Annex 2.

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

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

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| --- |
| **Planned period of the mobility**: from [month/year] till [month/year] |
| **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**  … |

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| **Language competence of the trainee (name)**  **Language competence of the student** [student’s name]  The level of language competence in [language] that the student already has or agrees to acquire by the start of the study period is:  B1 B2 C1 C2  For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> |

**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 ECTS credits. Yes  No * 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: * 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 x  If yes, amount in EUR/month: ….  The trainee will receive a contribution in kind for his/her traineeship: Yes 🞏 No x If yes, please specify: ….  Is the trainee covered by the accident insurance? Yes 🞏 No x  If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes x No 🞏  The accident insurance covers:  - accidents during travels made for work purposes: Yes x No  - accidents on the way to work and back from work: Yes x No 🞏  Is the trainee covered by a liability insurance? Yes x No 🞏  The receiving Institution 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 …. [*maximum 5 weeks after the traineeship*]. |

**II. RESPONSIBLE PERSONS**

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| **Responsible persons[[7]](#endnote-7) in the sending institution**  **Name of Institution:**  Name of responsible person:  Function:  Phone number:  E-mail: |

|  |
| --- |
| **Responsible person[[8]](#endnote-8)(supervisor) in the receiving institution University of Bucharest (RO BUCURES09)**  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 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 (Full name):**  Trainee’s signature  Date: | |
| **The sending institution (name of institution):**  **Responsible person:**  Name:  Signature  Date: | |
| **The receiving institution – UNIVERSITY OF BUCHAREST (RO BUCURES09):**  **Name of the responsible person:**  **Academic Responsible**  Responsible person’s signature  Date: |

#### **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.

**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.

**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. **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) – for recent graduates, specify the latest study cycle.

   [↑](#endnote-ref-2)
3. 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-3)
4. **Country code**: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search. [↑](#endnote-ref-4)
5. 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-5)
6. **Contact person**: a person who can provide administrative information within the framework of Erasmus traineeships. [↑](#endnote-ref-6)
7. **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-7)
8. **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-8)