

# LEARNING AGREEMENT FOR TRAINEESHIPS

## Section to be completed BEFORE THE MOBILITY

### 1. The Trainee

#### PERSONAL DATA

(to be completed by the student)

|   |                              |   |  |
|---|------------------------------|---|--|
| Full name                               |                              | Gender  |  |
|   |                              | Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/> |  |
| Street address                          |                              | Zip code  |  |
| City                                    |                              | Country   |  |
| Email address                           |                              | Phone   |  |
| Nationality                             |                              | Personal number ( <i>yyymmddnnnn</i> )  |  |
| Faculty at the University of Gothenburg |                              | Home department   |  |
| Field of Education                      | <a href="#">Isced-F Code</a> | Level of studies  |  |
|   |                              | Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral <input type="checkbox"/>                                     |  |
| Planned exam (Name of exam) + date      |                              | Number of completed study years   |  |

|   |  |
|---|--|
| Have you previously participated in the Erasmus Programme?  | if "Yes", in what way:   |
| Yes <input type="checkbox"/> No <input type="checkbox"/>  | Studies <input type="checkbox"/> Training <input type="checkbox"/> |
| Please state year and Educational level for your previous exchange  | Please state number of months for previous exchange period         |
| Year: _____ Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral <input type="checkbox"/> |  |

#### In case of emergency

This information will be used in the event that something happens during the placement (injury, illness etc) and someone needs to be notified.

|       |                         |
|-------|-------------------------|
| Name  | Relationship to student |
| Phone | Email                   |

## 2. The sending institution

### ACADEMIC APPROVAL

(to be completed by responsible person at the student's home department)

Each application must have academic approval in the form of a signature from someone at the student's department at the University of Gothenburg. A supervisor, Study Counsellor or equivalent must certify that the training is relevant for the student's education and provide information whether it will yield credits or if it will be otherwise recognised.

|  |                                     |
|--|-------------------------------------|
| Name of supervisor/Study counsellor (or equivalent)  |                                     |
| Faculty  | Department                          |
| Title/function   | Phone                               |
| Email  |                                     |
| [Please fill in <b>only one</b> of the following boxes (1, 2 or 3) depending on whether the traineeship is embedded in the curriculum, a voluntary traineeship or if the student will apply as a Recent graduate]  |                                     |
| <b>1. The traineeship is <u>embedded in the curriculum</u> and upon satisfactory completion of the traineeship, the institution undertakes to:</b> <ul style="list-style-type: none"><li>Award ..... credits.</li><li>Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/></li><li>Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/></li></ul> |                                     |
| <b>2. The traineeship is <u>voluntary</u> and upon satisfactory completion of the traineeship, the institution undertakes to:</b><br>Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>  |                                     |
| <b>3. The trainee is about to graduate and applies as a '<u>Recent Graduate</u>'</b><br>The department certifies that the placement (detailed in this Training Agreement) is relevant to the student's education and employability: Yes <input type="checkbox"/> No <input type="checkbox"/><br><br><i>Recent graduate traineeships are neither awarded credits nor recorded in the Diploma Supplement.</i>  |                                     |
| Signature  | Clarification of signature and Date |

### 3. The Receiving Organisation/Enterprise

(to be completed by responsible person at the receiving organisation)

|                                 |                                 |
|---------------------------------|---------------------------------|
| Name of Organisation/Enterprise | Type of Organisation/Enterprise |
| Postal address                  | Country                         |
| Name of Trainee's Supervisor    |                                 |
| Title/position                  | Email                           |

#### I. PROPOSED MOBILITY PROGRAMME

|  |                                       |
|--|---------------------------------------|
| Start date of the placement (yyyyymmdd)  | End date of the placement (yyyyymmdd) |
| 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:   |                                       |

#### Financial support

The trainee will receive a financial support for his/her traineeship: Yes  No

If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes  No

If yes, please specify:

## Insurance

All students, enrolled at, or having the status “Recent graduate” from the University of Gothenburg, carrying out an Erasmus+ placement, are covered by the Swedish State’s Insurance during education abroad (Student UT).

The Student UT insurance policy applies twenty-four hours a day in the country of the placement.

The insurance goes into effect 14 days prior to the start of the Placement period and expires 14 days after completion. The total insurance period is stated on the insurance card issued by the University of Gothenburg.

The Student UT insurance contains health coverage for acute matters, liability coverage and accident coverage, described in detail what is included and what is not in the “Terms and conditions 2015 Student UT Insurance” found here:

<http://www.kammarkollegiet.se/english/insurance>

Students on Erasmus+ placements are recommended to read the insurance terms and conditions at and if they wish, arrange their own complementary insurance.

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

## Language competence of the trainee

(A mandatory self-evaluation will be completed by the trainee before the traineeship)

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The level of language competence in *[workplace main language]*

that the trainee already has or agrees to acquire by the start of the mobility period is:

A1  A2  B1  B2  C1  C2

## II. RESPONSIBLE PERSONS

### Responsible person in the sending institution:

Name: Jasmin Tabib-Zadeh

Phone number: +46 31 786 2710

Function: International coordinator

E-mail: [erasmustrainee@gu.se](mailto:erasmustrainee@gu.se)

### Responsible person in the receiving organisation/enterprise (supervisor)\*

Name:

Function:

Phone number:

E-mail:

\* **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.

## 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.

|  |       |
|--|-------|
| <b>The trainee</b> - Trainee’s signature   | Date: |
| <b>The receiving organisation/enterprise</b> - Responsible person’s signature        | Date: |
| <b>The sending institution</b> – Signature, Jasmin Tabib-Zadeh, International Centre | Date: |

## Guidelines

How to use this Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information about 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).

**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 dates 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).

### Monitoring plan

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.

### Language competence

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, are 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.

### Insurance

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.

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

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, using a special form. The form will be sent to the trainee upon request. (Contact JasminTabib-Zedeh at [erasustraineeg@gu.se](mailto:erasustraineeg@gu.se))

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

### 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 the Traineeship 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.

## Annex 2: End notes

### <sup>1</sup>RECENT GRADUATE

There is a recent graduate option. In this case, it is possible for the student to carry out a traineeship up to 12 months after the date of graduation. All arrangements must be made and the completed application sent to and approved by the International Centre BEFORE the student's graduation.

It is the responsible person at the student's department who certifies that the proposed placement is relevant to the student's education at the University of Gothenburg

*\*Students enrolled at the University of Gothenburg are insured via "[StudentUT](#)" (The Swedish State's Insurance during Education Abroad)*