

LEARNING AGREEMENT FOR TRAINEESHIPS

Section to be completed BEFORE START OF THE TRAINEESHIP

NOTE: To receive the grant you need to be present on-site at the receiving organisation or at least in the hosting country during the whole traineeship period. Traineeships carried out remotely from Sweden does not qualify for funding.

1. The trainee (to be completed by the student)

Full name	Gender		
Street address		Zip code	
City	Country		
Email address	Phone		
Nationality	Personal number (yymmdd-nnnn)		
Faculty at GU	Home department		
Field of education	Study level		
When will you graduate?	Number of completed study years		
Are you currently living in the host country for reasons other than the traineeship? ☐ Yes ☐ No			

All previous exchange within the Erasmus program

Have you previously participated in the Erasmus programme? ☐ Yes ☐ No

If "Yes", please list details of all previous Erasmus exchanges (studies and/or traineeships) at any study level in the table below. Enter one exchange per row. If you have had more than three exchanges, please attach details on a separate page.

Type of exchange (e.g. Studies / Traineeship)	Level (Bachelor / Master / Doctoral)	Duration (months)	Year (start of exchange)	Receiving institution / organisation and country

In case of emergency

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

Name	Email	Phone
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Student declarations

I will receive other EU-funded grant or scholarship for this traineeship Yes ☐ No ☐

I am residing in the country of the traineeship before it starts. Yes ☐ No ☐

If my traineeship is outside the EU/EEA, I agree that my personal data may be shared with the host organisation. ☐ Yes ☐ No

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, if it will be otherwise recognised or if the traineeship will be carried out after the studies (as a Recent graduate)

Name of supervisor/study counsellor (or equivalent)	
Faculty	Department
Title/function	Phone
Email	

Type of Traineeship

Please select only one of the following options (1, 2 or 3) depending on whether the traineeship is part of the curriculum, a voluntary traineeship, or if the student applies as a Recent Graduate.

☐

1. The traineeship is embedded in the curriculum

Upon satisfactory completion of the traineeship, the institution will:

☐

Award ____ credits

☐

Record the traineeship in the student's transcript of records

☐

2. The traineeship is voluntary

Upon satisfactory completion of the traineeship, the student may apply for the traineeship to be included in the Diploma Supplement (when applying for their degree at the Degrees Office).

☐

3. The trainee is about to graduate and applies as a Recent Graduate

Recent graduate traineeships are not awarded credits and are not recorded in the Diploma Supplement.

Academic approval

I hereby certify that the traineeship is relevant to the student's field of study and will enhance their future employability.

Signature

Clarification of signature and Date

3. The receiving organisation/enterprise

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

Name of organisation	Type of organisation
Postal Address	Country
Name of trainees supervisor	Title/function
Email	Phone

Proposed Traineeship Program

The on-site traineeship duration must fall within either the range of 5 to 30 days (short blended) or 60 to 360 days (long). The short blended option requires integration with a virtual component, organized by the hosting organization/enterprise. This virtual component can occur before, during, or after the on-site traineeship. Additional details about the virtual component are provided in the Guidelines at the end of this agreement.

Start date of the traineeship	End date of the traineeship
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Is the traineeship full-time according to the host organisation's standard for full-time work? ☐ Yes ☐ No

If this is a short blended traineeship, please outline the content of the virtual component and indicate whether it will take place before, during, or after the on-site traineeship. Kindly also provide the date(s) of the virtual component.

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:

Additional support from the host organisation (financial or in kind)

The trainee will receive financial support from the host organisation for his/her traineeship:

☐ Yes ☐ No If yes, amount in EUR/month: _____

The trainee will receive a contribution in kind from the host organisation (e.g. meals, accommodation, transportation):

☐ Yes ☐ No If yes, please specify: _____

Language competence of the trainee

Main working language at the traineeship

What level of competence in this language is required for the traineeship?

☐ Basic (approx. A1–A2) ☐ Intermediate (approx. B1–B2) ☐ Advanced (approx. C1–C2)

Additional language requirements (if any):

Insurance

Students and recent graduates from the University of Gothenburg who carry out an Erasmus+ traineeship abroad are covered by the Swedish State Insurance during Education Abroad (Student UT) provided by Kammarkollegiet.

The insurance is valid 24 hours a day in the country of the traineeship, normally from 14 days before the start date until 14 days after its completion.

It includes coverage for emergency health care, accidents and personal liability.
Full terms and conditions are available at www.kammarkollegiet.se/english/insurance.

Contact details of the responsible persons

Responsible person in the sending institution:
Name: Pamela Engström
Phone number: +46 31 786 5408

Function: International coordinator
E-mail: pamela.engstrom@gu.se

Responsible person in the receiving organisation (supervisor)*
Name:
Phone number:

Function:
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.

The trainee - student's signature	Date
The receiving organisation/enterprise - Responsible person's signature	Date
The sending institution – Signature, Pamela Engström	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.

Evaluation plan

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).

Academic Approval

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 jasmin.tabib-zadeh@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).

Transcript of records

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

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)