

Higher Education

Learning Agreement for Traineeships

Martina Martinović
Academic Year 2015/2016

The student is responsible for filling in the **GREEN** boxes. The sending institution is responsible for filling in the **YELLOW** boxes. The receiving institution is responsible for filling in the **BLUE** boxes.

Please fill in all the required fields **electronically**. For more detailed guidelines, please look at the Annex IV: Guidelines.

2x kliknuti na zaglavlje, upisati ime i prezime studenta

Trainee	Last name(s): Martinović		Study cycle ¹ : <input type="checkbox"/> bachelor or equivalent first cycle (EQF level 6) <input checked="" type="checkbox"/> master or equivalent second cycle (EQF level 7) <input type="checkbox"/> doctorate or equivalent third cycle (EQF level 8) <input type="checkbox"/> integrated bachelor and master study
	First name(s): Martina		
	Date of birth: 01/01/1992 (dd/mm/yyyy)		
	Sex: M <input type="checkbox"/> F <input checked="" type="checkbox"/>		
	Nationality ³ : Croatian		Field of education ² : 0731-Architecture and town planning
Sending Institution	Name: University of Zagreb		Faculty/ Department: Architecture
	Erasmus code ⁴ : HR ZAGREB01		Address (street, city): Fra Andrije Kačića Miošića 26, Zagreb
	Country: Croatia		
	Contact person name ⁵ : Name, Surname		
		email: name.surname@email.hr phone: +38511234567	
Receiving Organisation /Enterprise	Name of Organisation/ Enterprise: "Housedesign"		Department (if applicable): n.a.
	Address (street, city, postal code): House street 1, 33333 City in Europe		Country: Country name in EU
	website: www.organisationwebsite.eu		Size: <input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees
	Contact person ⁶	name: Sofia House phone: +99912345678	position: Head of Housedesign e-mail: sofia.house@housedesign.com
	Mentor ⁷	name: Luis Build phone: +99912345677	position: architecture design expert e-mail: luis.build@housedesign.com

zelene rubrike ispunjava student

žute rubrike ispunjava matični fakultet/akademija

plave rubrike ispunjava prihvatna institucija

(imaginarno ime tvrtke i kontakt osoba)

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] 10/2015 to [month/year] 02/2016	
Traineeship title: e.g. "assistant in architecture office"	Number of working hours per week: 40 h/week
Detailed programme of the traineeship: [please specify the main tasks to be carried out by the trainee] task 1... task 2... ...	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): - expected knowledge, skills, competences and learning outcomes -	
Monitoring plan: - please specify monitoring plan - how/when the trainee will be monitored during the traineeship, e.g. "the trainee will be monitored by...", how often, etc.	

najmanje 30 radnih sati tjedno!

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Evaluation plan:

- please specify assessment criteria to be used to evaluate the traineeship

The level of **language competence**⁸ in **English** [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 ☐

potrebno je ispuniti
samo **jednu** od
sljedeće 3 rubrike

Table B - Sending Institution

Please use only one of the following three boxes:⁹

ispunjava ECTS
koordinirator matičnog
fakulteta/akademije

1. The traineeship is **embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:**

Award	ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <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:
Record the traineeship in the trainee's Transcript of Records: Yes <input checked="" type="checkbox"/> No <input 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 (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident and liability insurance for the trainee

definirati je li
fakultet/akademija osigurava
studenta za vrijeme prakse

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

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise 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/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please specify: e.g. <i>lunch vouchers</i>	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise 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/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature (<i>handwritten</i>) and stamp (if applicable) ¹¹
Trainee	Martina Martinović	mmartinovic@email.com	<i>Trainee</i>	27/08/2015	<i>trainee's signature (handwritten)</i>
Responsible person ¹² at the Sending Institution	Name, Surname	name.surname@email.hr	<i>Faculty ECTS coordinator</i>	27/08/2015	<i>signature of Faculty ECTS coordinator (handwritten);</i> Faculty STAMP
Supervisor ¹³ at the Receiving Organisation	Sofia House	sofia.house@housedesign.eu	<i>Head of Housedesign</i>	21/08/2015	<i>signature of supervisor (handwritten);</i> Organisation STAMP

¹ **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).

² **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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.

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **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.

⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europa.eu/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, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

¹¹ Please provide official stamps of the Sending Institution (faculty or academy), and stamp of the Receiving Organisation. Only in case that the stamp is not being in use by the receiving organisation, please provide a separate official statement explaining this issue.

¹² **Responsible person at 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. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹³ **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.