**Erasmus+ Learning Agreement**

**Student Mobility for Traineeships[[1]](#endnote-1)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[2]](#endnote-2)** | **Gender [Male/Female/Undefined]** | **Level of education(EQF level)**[[3]](#endnote-3) | **Field of education**[[4]](#endnote-4) |
|  |  |  |  |  |  |  |
| **Beneficiary organisation[[5]](#endnote-5)**  | **Name** | **Faculty/ Department**(if applicable) | **Erasmus code**[[6]](#endnote-6) (if applicable) | **Address** | **Country** | **Contact person name**[[7]](#endnote-7)**; email** |
|  |  |  |  |  |  |
| **Sending Institution** [only if different from Beneficiary Organisation] | **Name** | **Faculty/ Department** | **Erasmus code** (if applicable) | **Address** | **Country** | **Contact person name; email** |
|  |  |  |  |  |  |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[8]](#endnote-8) name; position; email** | **Mentor[[9]](#endnote-9) name; position;****email** |
|  |  |  |  | ☐ ≤250 employees☐ > 250 employees |  |  |

**After the Mobility**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation:** |
| **Sector of the Receiving Organisation:** |
| **Address of the Receiving Organisation** [street, city, country, e-mail address]**, website:** |
| **Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….****Start date and end date of physical component: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title:** |
| **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:** |
| **Name and signature of the Supervisor at the Receiving Organisation:** |

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. [↑](#endnote-ref-1)
2. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
4. **Field of education:** 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-4)
5. In the case of outgoing mobility, the beneficiary organisation is the sending institution. [↑](#endnote-ref-5)
6. **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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-6)
7. **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. [↑](#endnote-ref-7)
8. **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-8)
9. **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. [↑](#endnote-ref-9)