

### The Trainee

Last name (s)		First name (s)	
Date of birth		<b>Nationality<sup>1</sup></b>	
Sex [M/F]		Academic year	2020/2021
<b>Study cycle<sup>2</sup></b>		<b>Field of education<sup>3</sup></b>	
Phone		E-mail	

### The Sending Institution

Name	<b>University of Warsaw</b>	<b>Faculty</b>	
<b>Erasmus code<sup>4</sup></b> (if applicable)	<b>PL WARSZAW01</b>	Department	
Address		Country	<b>PL</b>
<b>Contact person name<sup>5</sup></b>		Contact person E-mail / phone	

### The Receiving Organisation/Enterprise

Name		Department	
Address, website, type and symbol of organisation			Public organisation: Yes <input type="checkbox"/> No <input type="checkbox"/> Non profit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Country		Size	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees
Contact person <sup>6</sup> name / position		Contact person e-mail / phone	
Mentor <sup>7</sup> name / position		Mentor e-mail / phone	

### Before the mobility

**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

Planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>9</sup> in _____ [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

**Table B - Sending Institution**

*Please use only one of the following three boxes:<sup>10</sup>*

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

Award ..... ECTS credits (or equivalent) <sup>11</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <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 type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent). Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input 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: ....
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Record the traineeship in the trainee's Europass Mobility Document: Yes  No

### Accident insurance for the trainee

Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/Enterprise)? Yes  No

If, yes the accident insurance is provided by:

- the sending institution: Yes  No
- the trainee: Yes  No

The accident insurance covers:

- accidents during travels made for work purposes: Yes  No
- accidents on the way to work and back from work: Yes  No

Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?

Yes  No

If, yes the liability insurance is provided by:

- the sending institution: Yes  No
- the trainee: Yes  No

### Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No

If yes, amount (EUR/month): .....

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes  No

If yes, please specify: ....

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes  No

The accident insurance covers:  
- accidents during travels made for work purposes: Yes  No   
- accidents on the way to work and back from work: Yes  No

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes  No

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 and stamp or seal
Trainee			Trainee		

Responsible person <sup>12</sup> at the Sending Institution					
Supervisor <sup>13</sup> at the Receiving Organisation					

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscfed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscfed-f\\_en.htm](http://ec.europa.eu/education/tools/iscfed-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.

<sup>4</sup> **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.

<sup>5</sup> **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.

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

<sup>7</sup> **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.

<sup>8</sup> **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

<sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>10</sup> **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.

<sup>11</sup> **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 we blink to an explanation to the system should be added.

<sup>12</sup> **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.

<sup>13</sup> **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.