

**EXAMPLE**

Trainee

Receiving Organisation

## Learning Agreement

### Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
The Programme Country Institution	Name	Faculty	Erasmus code <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Vilnius Gediminas technical university	International Relations Office	999647857	Sauletekio av. 11, Vilnius	Lithuania	Deimante Vedegyte, <a href="mailto:internship@vgtu.lt">internship@vgtu.lt</a> , +370 5 267 0692	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person name <sup>6</sup> ; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Professional business email address	Professional business email address

Section to be completed by the student in agreement with the traineeship supervisor/mentor at the internship organisation. Please write as much as you need as the fields will expand

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

Planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....

Traineeship title:

Number of working hours per week:

 Traineeship in digital skills<sup>8</sup>: Yes  No 

Programme of the traineeship:

**Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**

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 the receiving organisation/enterprise.

**Evaluation plan:**

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.

Section to be completed by the student

The level of **language competence**<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  A2  B1  B2  C1  C2  Native speaker

**Table B - Commitment of the Sending Institution regarding recognition**

Please use only **one** of the following boxes:

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

(Section to be completed by students whose internships are credit-bearing. Ask your internship coordinator at your Faculty if you need help with the details in the first box below)

Award ..... ECTS credits	
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 Yes <input checked="" type="checkbox"/> (mandatory)
	Diploma Supplement Yes <input checked="" type="checkbox"/> (mandatory)
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section to be completed by students whose internships are voluntary**

 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"/>
	Diploma Supplement Yes <input checked="" type="checkbox"/> (mandatory in all cases)
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section to be completed by students whose internships are after graduation**

 3. Traineeship **after graduation** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Record the traineeship in the trainee's	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Commitment of the Sending Institution regarding**
**Accident insurance for the trainee**

The Programme Country Institution will provide accident insurance to the trainee: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Section to be completed by the student. The Trainee will obtain insurance by himself/herself (if not provided by the Receiving Organisation)**
**Commitment of the Trainee regarding**
**Accident insurance**

The Trainee will obtain an accident insurance by himself/herself (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Trainee will obtain a liability insurance by himself/herself (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section to be completed by the receiving organisation/enterprise**
**Table C - Receiving Organisation**

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation will provide accident insurance to the trainee: Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation will provide liability insurance to the trainee: Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Programme Country Institution and the Receiving Organisation 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 will communicate any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the

Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>10</sup> at Vilnius Gediminas technical university (Faculty Erasmus coordinator)					
<b>For embedded internships only!</b> Traineeship supervisor at Vilnius Gediminas technical university. <b>Internships are credit-bearing</b>					
<b>For Phd student internships only!</b> Head of the Department for Doctoral Studies at Vilnius Gediminas technical university			Head of the Department for Doctoral Studies		
Supervisor <sup>11</sup> at the receiving organisation		Professional business email address			

<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:** See here Appendix 1: <https://eqe.ge/res/docs/228085e.pdf> . 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 organisation (culture of the organisation, 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 will be considered as such when one or more of the following activities are practised by the trainee: 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> **Responsible person at the Programme/Partner Country 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.

<sup>11</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.