

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>
	Burbaitė	Giedrė	24/07/1990	Lithuanian	F	Master	0232
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Klaipėda University	Humanities	LT KLAIPED01	H. Manto str. 84, Klaipėda	Lithuania	Salomėja Dromantienė ; salomeja.dromantiene@ku.lt; +37061111111	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	University of Zadar	International Relations Office	Ulica Mihovila Pavlinovića 1 23 000, ZADAR; www.unizd.hr	Croatia	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees	mkolega@unizd.hr; Head of International Office at University of Zadar; +385+23+200642	Marija Džaja Sikirić; International Relations Officer; mardzaja@unizd.hr; +385+23+200588

### Before the mobility

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

Planned period of the mobility: from [month/year] 09/2015 to [month/year] 11/2015

Traineeship title: <b>International Relations Office Trainee Placement</b>	Number of working hours per week: <b>40</b>
<b>Detailed programme of the traineeship:</b> <ul style="list-style-type: none"> <li>- Preparation of exchange students' documentation and welcoming exchange students.</li> <li>- Providing practical help to international visitors and help in organisation of the staff week.</li> <li>- Help in organising events (e.g. Erasmus Info Day, Welcome Day for Incomings etc.)</li> <li>- Assistance to the IRO's staff in everyday tasks.</li> </ul>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> Gaining international experience, improvement of language ability.	
<b>Monitoring plan:</b> There are three colleagues in the International Relations Office who will monitor and guide the trainee. The evaluation and the final report will be done before the end of the training period.	
<b>Evaluation plan:</b> The mentor will fill in an evaluation form at the end of internship.	
The level of <b>language competence</b> <sup>8</sup> in C1 [English] 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 checked="" 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>9</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>10</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).	
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 checked="" type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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:

# Higher Education Learning Agreement for Traineeships

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 ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Accident insurance for the trainee

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 checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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### 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): .....
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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: <a href="#">accommodation</a>
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The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>
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The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.
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Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.
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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
Trainee	Giedrė Burbaitė	1@gmail.com	Trainee	20.06.2015	G. Burbaitė
Responsible person <sup>11</sup> at the Sending Institution	Arvydas Baniulis	2@ku.lt	Head of the Studies Office	21.06.2015	A.Baniulis
Supervisor <sup>12</sup> at the Receiving Organisation	Maja Kolega	mkolega@uni-zd.hr	Head of International Office at University of Zadar	24.06.2015	M. Kolega

## During the Mobility

### Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Planned period of the mobility: from [month/year] 9/2015 till [month/year] 11/2016

Traineeship title: <b>International Relations Office Trainee Placement</b>	Number of working hours per week: <b>40</b>
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#### Detailed programme of the traineeship period:

- Preparation of exchange students' documentation and welcoming exchange students.
- Providing practical help to international visitors and help in organisation of the staff week.

## Higher Education Learning Agreement for Traineeships

- Help in organising events (e.g. Erasmus Info Day, Welcome Day for Incomings etc.)
- Assistance to the IRO's staff in everyday tasks.

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

Gaining international experience, improvement of language ability.

**Monitoring plan:**

There are three colleagues in the International Relations Office who will monitor and guide the trainee. The evaluation and the final report will be done before the end of the training period.

**Evaluation plan:**

The mentor will fill in an evaluation form at the end of internship.

### After the Mobility

*Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*

**Name of the trainee:** Giedrė Burbaitė

**Name of the Receiving Organisation/Enterprise:** University of Zadar

**Sector of the Receiving Organisation/Enterprise:** Administration

**Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address], **website:**

Ulica Mihovila Pavlinovića 1 23 000, Zadar, Croatia; [www.unizd.hr](http://www.unizd.hr)

**Start date and end date of traineeship:** from [day/month/year] 1/09/2015 to [day/month/year] 30/11/2015

**Traineeship title:** International Relations Office Trainee Placement

**Detailed programme of the traineeship period including tasks carried out by the trainee:**

- Preparation of exchange students' documentation and welcoming exchange students.
- Providing practical help to international visitors and help in organisation of the staff week.
- Help in organising events (e.g. Erasmus Info Day, Welcome Day for Incomings etc.)
- Assistance to the IRO's staff in everyday tasks.

**Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):**

Gaining international experience, improvement of language ability.

**Evaluation of the trainee:**



# Higher Education Learning Agreement for Traineeships

*Giedrė Burbaitė*  
*Academic Year 2015/2016*

We are satisfied with our trainee and the work she did in the International Office. Giedrė was capable to understand and do all administration work that was needed to be done, helped with everyday tasks, provided practical help for exchange students. We would like to award her with "Very good".

**Date:** 10/12/2015

**Name and signature of the Supervisor at the Receiving Organisation/Enterprise:**

M. Kolega

- <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/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](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.
- <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> **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>9</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>10</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 weblink to an explanation to the system should be added.
- <sup>11</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>12</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.