



Erasmus+

## Learning Agreement

## Student Mobility for Traineeships

Higher Education:  
Learning Agreement form

Student's name

Academic Year 20...\_/20...

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>
	Ivić	Ivo	01/01/1995	Croatian	M	EQF level6	0222 History and Archaeology
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	UNIV. OF ZADAR	Dept. of History	HR ZADAR01	Mihovila Pavlinovića 1 Zadar	Croatia	Maja Kolega, Erasmus coordinator, <a href="mailto:mkolega@unizd.hr">mkolega@unizd.hr</a> , +385(0)23 200 588	
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
	Museum PT R91 O.2. Museums activities	Department for Manuscripts	Avenida yx, Lisboa, <a href="http://www.museum.pt">www.museum.pt</a>	Portugal	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Angela Almeida Head of the Department <a href="mailto:aalmeida@museum.pt">aalmeida@museum.pt</a>	<a href="mailto:aalmeida@museum.pt">aalmeida@museum.pt</a>

## Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] 15/09/2016 to [month/year] 15/12/2016

Traineeship title: <i>Assistant in the Department of Manuscripts</i>	Number of working hours per week: 35
<p>Detailed programme of the traineeship:</p> <ul style="list-style-type: none"> <li>- assist in everyday tasks related to the conservation and restoration of manuscripts</li> <li>- participate in hosting foreign visitors</li> <li>- prepare information materials for visiting groups</li> </ul>	
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</p> <ul style="list-style-type: none"> <li>- acquire a working knowledge of conservation and restoration of manuscripts</li> <li>- acquire a professional skills related to the organisation, coordination and facilitation of administrative activities in the Museum</li> <li>- understand the main issues related to the organisation structure of the Museum</li> </ul>	
<p>Monitoring plan:</p> <p><i>The intern will be monitored by her mentor in everyday tasks and submit report upon request.</i></p>	
<p>Evaluation plan:</p> <p><i>A qualitative and comprehensive assessment on the academic, team work and organisational skills will be evaluated every month.</i></p>	

**Jezična razina unosi se tek nakon polaganja on-line jezične procjene. Jezik mobilnosti je onaj kojim se student koristi na instituciji u kojoj obavlja praksu.**

The level of language competence<sup>8</sup> 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

Odaberi opciju 1 ako će praksa u inozemstvu biti priznata umjesto prakse koja je dio matičnog studijskog programa, 2 ako je praksa dobrovoljna i neće biti priznata umjesto prakse na matičnom Odjelu već kao dodatno ostvarenje ili broj 3 ako se radi o praksi koja se realizira nakon diplome.

**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 checked="" 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 checked="" 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:

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 Europass Mobility Document ( <i>highly recommended</i> ): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**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"/>
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"/>	

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	Ivo Ivic	<a href="mailto:ivicc@student-unizd.hr">ivicc@student-unizd.hr</a>	Trainee	12/06/2016	<i>Ivo Ivic</i>
Responsible person <sup>11</sup> at the Sending Institution	Hrvoje Horvat	<a href="mailto:hhorvat@unizd.hr">hhorvat@unizd.hr</a>	Head of the Department	15/06/2016	H Horvat
Supervisor <sup>12</sup> at the Receiving Organisation	Angela Almeida	<a href="mailto:aalmeida@museum.pt">aalmeida@museum.pt</a>	Coordinator	16/06/2016	<i>Angela Almeida</i>

### During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (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] <u>15/09/2016</u> till [month/year] <u>15/01/2017</u>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

**„After the Mobility“ dio koji se sastoji od ocjene prakse i potvrde ostvarenih datuma mobilnosti popunjava i ovjerava inozemni koordinator/mentor. Student je dužan pobrinuti se da se upišu stvarni datumi mobilnosti te poštivati datume iz ugovora o financiranju.**

### After the Mobility

<b>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</b>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], <b>website:</b>
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:

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/Enterprise:

KLASA: 605-01/15-02/\_\_\_\_

URBROJ: 2198-1-79-03/\_\_\_\_ - \_\_\_\_

- <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> **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:**

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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 web link 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.