Learning Agreement for Traineeships

The learning agreement is concluded between the following three parties and outlines the internship program for the trainee, as well as the intended learning objectives and supervision program.

Furthermore, information about the recognition by the university and the insurance status must be clarified. At the end, the document must be signed by all three parties.

**Erasmus+ Trainee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last name |  | | First name |  |
| Date of birth |  | | Nationality |  |
| Sex |  | | Study cycle |  |
| Field of education | |  | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation | Dalarna University | Erasmus code | S FALUN01 |
| Faculty/ Department |  | Address | Dalarna University, S-791 88 Falun |
| Country | Sweden | | |
| Name of coordinator | Susanne Corrigox | Coordinator contact details | [sco@du.se](mailto:sco@du.se) + 4623778153 |

**The Receiving Organisation or Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation |  | Address, website |  |
| Department |  | Country |  |
| Contact persondetails |  | Mentor contact details |  |

**Table A:**

**Traineeship Programme at the Receiving Organisation/Enterprise**

# (To be filled by the trainee’s supervisor)

|  |  |  |
| --- | --- | --- |
| Planned period of the mobility: | from (day/month/year) |  |
| till (day/month/year) |  |
|  | Virtual mobility (if applicable)  from (day/month/year) |  |
|  |
|  |  |  |
|  |  |
|  |  |
|  | till (day/month/year) |
|  |  |
|  |  |
|  |  |
| Traineeship **title**: |  | |
| Number of **working hours** per week[4](#_bookmark3): | |  |
| Traineeship in **digital skills**[**5**](#_bookmark4): | | ☐ yes   * no |
| Detailed **programme** of the traineeship  *Please provide a general timetable/schedule covering the entire internship period. It should demonstrate that the receiving organisation/enterprise has developed a concrete plan for introducing the intern to the workplace.* | | |
| Expected **Learning Outcomes**  *Please briefly describe the knowledge, skills and competences the intern will have acquired by the end of the internship.* | | |

1. **Number of working hours per week:** Must be at least 30 hours for the internship to be eligible for funding
2. **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monitoring** plan  *How and when is the trainee monitored during the traineeship and by whom?* | | | | | |
| **Evaluation** plan  *Which are the assessment criteria used to evaluate the trainee and the learning outcomes (e.g. flexibility, technical know-how, teamwork etc.).*  . | | | | | |
| **Languages**  *Please enter the main language of work and the level of language competence**the trainee already has or*  *agrees to acquire by the start of the mobility period*. | | | | | |
| Main language of work: |  | | | | |
| Level of main language: | * A1 ☐ A2 * native speaker | * B1 | * B2 | * C1 | * C2 |
| Other language (optional): |  | | | | |
| Level of other language: | ☐ A1 ☐ A2   * native speaker | * B1 | * B2 | * C1 | * C2 |

**Table B:**

**Academic Recognition of the Internship**

*(to be filled by the faculty coordinator of the sending institution)*

# Please tick and fill **one** of the three following traineeship types.

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

|  |  |  |
| --- | --- | --- |
| award **ECTS** credits: | * yes  number of ECTS: | |
| * no | |
| give a **grade** based on: | * Traineeship Certificate * final report * interview | |
| record the traineeship in the trainee's **Transcript of Records** | | |
| record the traineeship in the trainee’s **Diploma Supplement** or equivalent document | | |
| record the traineeship in the trainee's **Europass Mobility Document**[**9**](#_bookmark8) | | * yes * no |

* The traineeship is **voluntary** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |  |  |
| --- | --- | --- | --- |
| award **ECTS** credits: | * yes |  number of ECTS: |  |
| * no | | |
| give a **grade** based on: | * Traineeship Certificate * final report * interview | | |
| record the traineeship in the trainee's **Transcript of Records:** | | | * yes * no |
| record the traineeship in the trainee’s **Diploma Supplement** or equivalent document | | | |
| record the traineeship in the trainee's **Europass Mobility Document** | | | * yes * no |

* The traineeship is completed by a **recent graduate** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |  |
| --- | --- | --- |
| award **ECTS** credits: | * yes  number of ECTS: | |
| * no | |
| record the traineeship in the trainee's **Europass Mobility Document**9 | | * yes * no |

1. **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.
2. In case of a successfully completed Erasmus+ internship the sending institution is – according to its Erasmus Charter for Higher Education (ECHE) - obliged to recognize this internship by recording it in the trainee’s Diploma Supplement.
3. **Europass Mobility** In terms of content, the Europass Mobility is a document providing evidence of learning stays in other European countries - be it an internship or a section of vocational education and training or studies. It documents learning experiences of any kind, any level and any objective. More information <https://www.europass-info.de/dokumente/mobilitaet/>

**Insurance provision by the sending institution**

*(to be filled by the faculty coordinator of the sending institution)*

|  |  |
| --- | --- |
| The Sending Institution will provide an **accident insurance** to the trainee (if not provided by the Receiving Organisation/Enterprise): | * 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 Sending Institution will provide a **liability insurance** to the trainee (if not provided by the Receiving Organisation/Enterprise): | * yes * no |

**Table C**

**Benefits, Insurances and Support provided by the Receiving Organisation/Enterprise**

*(To be filled by the trainee’s supervisor)*

|  |  |  |
| --- | --- | --- |
| **Financial support** will be provided to the trainee for the traineeship: | * yes  amount: ( EUR/month)   ☐ no | |
| **Contribution in kind** will be provided to the trainee for the traineeship: | * yes  please specify:   ☐ no | |
| An **accident insurance** will be provided to the trainee (if not provided by the Sending Institution)  If at least one insurance is covered by the Receiving Institution, the student needs a scan of an insurance policy from the Receiving Institution | | ☐ 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 |
| A **liability insurance** will be provided to the trainee (if not provided by the Sending Institution):  If at least one insurance is covered by the Receiving Institution, the student needs a scan of an insurance policy from the Receiving Institution | | ☐ yes   * no |
| The Receiving Organisation/Enterprise will provide **appropriate support and equipment** to the trainee. (mandatory) | | |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a  **Traineeship Certificate** within 5 weeks after the end of the traineeship. (mandatory) | | |

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.

All three parties confirm that all requested information has been provided completely.

**Erasmus+ Trainee**

Date Signature

**Responsible person at the sending institution**

Date Signature

**Supervisor at the receiving organisation or enterprise**

Date Signature