

Annex 1: Guidelines

This template is applicable to Erasmus+ mobility for traineeships between Programme Countries (KA1) and under Higher Education Capacity Building projects involving Partner Countries (KA2). Erasmus+ mobility for traineeships between Programme and Partner Countries (KA1) is not available under the 2015 Erasmus+ Call for proposals.

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format (e.g. font size and colours can be modified), provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (page 1).

On page 1, most of the information related to the student, the sending and receiving organisations will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool). The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The table "Exceptional Changes to the Proposed Mobility Programme" should only be used **during the mobility** in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (page 1) should always be sent together in all communications.

After the mobility, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship. Finally, the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, 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).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, 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.

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this level of language competence by the start of the traineeship period.

For mobility between Programme Countries, and for the languages covered by the Erasmus+ Online Linguistic Support (OLS), the student must carry out the OLS language assessment before and at the end of the mobility period, except for

native speakers. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases. This assessment will be taken after the student is selected, but before signing the Learning Agreement, whenever agreed with the sending institution.

The OLS has been designed to assist Erasmus+ participants in improving their knowledge of the language in which they will work before and during their stay abroad, to ensure a better quality of learning mobility.

For all mobilities, in case the level of the student before the mobility is below the recommended one, the sending HEI and the student commit that he/she will reach the recommended level by the start of the mobility, with the support to be provided by the sending or receiving institution (either with courses that can be funded by the Organisational Support grant or with the Erasmus+ OLS language courses, where applicable).

The level of language competence that the student already has or agrees to acquire by the start of the traineeship period has to be reported in the Learning Agreement in the box indicated below. The student commits to reach this reported level in the main language of instruction by the start of the mobility period.

The level of language competence in _____ [workplace main language] 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

All the students who took the assessment with the Erasmus+ OLS before the mobility will also take a final assessment at the end of the mobility. More opportunities are available with OLS. Please visit <http://erasmusplusols.eu>

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement (not applicable to mobility with Partner Countries). The sending institution has to specify the number of ECTS credits (or equivalent) that will be granted and the modalities for setting the grade (which can be expressed in the form or pass/fail). These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document (if applicable), is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended (not applicable to mobility with Partner Countries).

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the Learning Agreement**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The table "Exceptional Changes to the Proposed Mobility Programme" should only be completed during the mobility **if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the **mobility programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

In case of changes in the responsible person(s), the information below should be inserted. Additional rows and columns can be added.

Changes in the responsible person(s), if needed	Name	Function	Phone number	Email
New responsible person at the Sending Institution				
New responsible person at the Receiving Organisation/Enterprise (supervisor)				

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in the table. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS credits (or equivalent), there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form of pass/fail). A record of this information in a database accessible to the student is also acceptable.

In addition, the traineeship will be recorded in the trainee's Diploma Supplement (not applicable to mobility from Partner Countries), except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document (if applicable) and it should in every case be done if the sending institution committed to do so before the mobility.

Steps to fill in the Learning Agreement for Traineeships

Before the mobility

Provide mobility programme

If modifications **are needed**

Commitment of the three parties with

An agreement by the three parties on the changes is possible via email.

During the mobility

After the mobility

Receiving organisation/enterprise provides a **Traineeship Certificate** to the student and sending institution in a period stipulated before the mobility (normally **max. 5 weeks**).

Sending institution grants recognition according to its commitments before the mobility.

