**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Trainee** | **Last name(s)** |  |
| **First name(s)** |  | **Gender** [Male/Female/Undefined] |  |
| **Date of birth** |  | **Nacionality[[1]](#endnote-1)** |  |
| **Level of Education (EQF level)[[2]](#endnote-2)** |  |

|  |  |  |
| --- | --- | --- |
| **Beneficiary organisation** | **Name**  |  |
| **Faculty/ Department** |  | **Country** |  |
| **Address** |  |
| **Contact person name** |  |
| **Phone** |  | **e-mail:** |  |

|  |  |
| --- | --- |
| **Sending Institution****(only is different from Beneficiary organisation)** | **Universitat Politècnica de Catalunya (UPC)** |
| **Faculty/ Department** |  | **Country** |  |
| **Address** |  |
| **Contact person name[[3]](#endnote-3)** |  |
| **Phone** |  | **e-mail:** |  |

|  |  |  |
| --- | --- | --- |
| **Receiving Organization/ Enterprise** | **Name of host institution** |  |
| **Department** |  |
| **Address** |  |
| **City** |  | **Country** |  |
| **website** |  |
| **Size of organisation/enterprise** | [ ]  **<250 employees** [ ]  **>250 employees** |
| [ ]  **Non-profit** [ ]  **Public body** |
| **Contact person name[[4]](#endnote-4)** |  |
| **Position** |  |
| **Phone** |  | **e-mail:** |  |
| **Mentor name[[5]](#endnote-5)**  |  |
| **Position** |  |

 **BEFORE THE MOBILITY**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned period of the physycal component:** | From: | To: | Number of working hours per week |  |
| **[day (optional)/month/year]** | **[day (optional)/month/year]** |
| **If apllicable, planned period of the virtual component:** | From: | To: |
| **day (optional)/month/year]** | **day (optional)/month/year]** |
| **Traineeship title:** |  |
| **Detailed programme of the trainership (including the virtual component, if applicable):** |
|  |
| **Traineeship in digital skills[[6]](#endnote-6)** | Yes [ ]  No [ ]  |
| **Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)** |
|  |
| **Monitoring plan: (brief description)** |
|  |
| **Evaluation plan: (brief description)** |
|  |

|  |
| --- |
| **The level of language competence[[7]](#endnote-7) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **[indicate here the main language of work] that the trainee already has or agree to acquire by the start of the mobility period is:** |
|  | **A1** [ ]  | **A2** [ ]  | **B1** [ ]  | **B2** [ ]  | **C1** [ ]  | **C2** [ ]  | **Native speaker** [ ]  |  |

**Table B – Sending Institution**

(please use only **one** of the following three boxes)[[8]](#endnote-8)

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

|  |  |
| --- | --- |
| **Award ECTS[[9]](#endnote-9) credits (or equivalent):** | Yes [ ]  (……….) No [ ]  (Not applicable to PhD level) |
| **Give a grade based on**:(Not applicable to PhD level) | 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):** | Yes [ ]  No [ ]  |

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

|  |  |
| --- | --- |
| **Award ECTS credits (or equivalent):** | Yes [ ]  No [ ]  (Not applicable to PhD level) |
| **If yes, please indicate the number of credits:** |  |
| **Give a grade:**(Not applicable to PhD level) | Yes [ ]  No [ ]   |
| **If yes, please indicate if this will be 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):** | Yes [ ]  No [ ]  |

**3.** The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

(Not applicable to PhD level)

|  |  |
| --- | --- |
| **Award ECTS credits (or equivalent):** | Yes [ ]  No [ ]   |
| **If yes, please indicate the number of credits:** |  |

**Accident insurance for the trainee** (if not provided by the Receiving Organisation/Enterprise)

|  |  |
| --- | --- |
| **The Sending Institution will provide an accident insurance to the trainee:**  **(if not provided by the Receiving Organisation)** | Yes [ ]  No [ ]  |
| **If yes, 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)** (except USA, Canada)**~~:~~**  | Yes [ ]  No [ ]  |

The trainee has to hire an insurance policy that covers accidents for the entire training period if it is required by the receiving organisation/enterprise rules or country legislation.

**Table C – Receiving Organisation/Enterprise**

|  |  |
| --- | --- |
| **The Receiving Organisation/Enterprise will provide financial support to the applicant for the traineeship:**  | Yes ☐ No ☐  |
| If yes, amount (EUR/month): |  |
| **The Receiving Organisation/Enterprise will provide a contribution in kind to the applicant for the traineeship:**  | Yes ☐ No ☐  |
| If yes, please specify: |  |
| **The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.** |
| **Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.** |

**Accident insurance for the trainee**

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

**Commitment**

By signing this document, the applicant, 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 applicant and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the applicant should also commit to what is set out in the agreement. The institution undertakes to respect all the principles agreed in the partnership agreement.

With his or her signature, the thesis Director/Mobility coordinator confirms that the stay is appropriate for the study/doctoral programme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee** | Name |  | signature |
| e-mail |  |
| Position | Student/Trainee |
| Date |  |
| **Responsible person[[10]](#endnote-10) at the beneficiary organisation** | Name |  | Signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Responsible person [[11]](#endnote-11)at the Sending Institution**(in case grade/master level) [if different from the beneficiary organisation] | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Thesis Director**(in case Pdh level) | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Doctoral program coordinator**(in case Pdh level) | Name |  | Signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Supervisor [[12]](#endnote-12) at the receiving organisation /enterprise** | Name |  | Signature |
| e-mail |  |
| Position |  |
| Date |  |

**DURING THE MOBILITY**

**Table A2 – Exceptional Changes to the traineeship Programme at the Receiving Organisation**

(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)

|  |  |  |
| --- | --- | --- |
| **Planned period of the mobility:** | From: | to: |
| [day(optional)/month/year] | [day(optional)/month/year] |
| **If applicable, planned of the traineeship period (including the virtual component, if applicable):** | From: | to: |
| [day(optional)/month/year] | [day(optional)/month/year] |
| **Traineeship title:** |  | **Number of working hour for week:** |  |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** |
|  |
| **Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):** |
|  |
| **Monitoring plan:** |
|  |
| **Evaluation plan: of the trainee**  |
|  |

**AFTER THE MOBILITY**

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

|  |  |
| --- | --- |
| **Name of the trainee:** |  |
| **Name of the Receiving Organisation:** |  |
| **Sector of the Receiving organisation:** |  |
| **Address:** |  | **Country:** |  |
| **City:** |  |
| **Website:** |  |
| **Start date and end date of the complete traineeship (incl. virtual component, if applicable):** | From: | to: |
| [day/month/year] | [day/month/year] |
| **Start date and end date of physical component:** | From: | to: |
| [day/month/year] | [day/month/year] |
| **Traineeship title:**  |  |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):** |
|  |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes)** |
|  |
| **Evaluation of the trainee**  |
|  |
| **Supervisor at the Receiving Organisation/Enterprise** | Name |  | signature |
| Date |  |

1. Country to wich the person belongs administratively and that issues the ID card and/or passport [↑](#endnote-ref-1)
2. **Level of education**: 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). EQF level codes 5 to 8 are equivalent to ISCED levels 5 to 8. [↑](#endnote-ref-2)
3. **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. [↑](#endnote-ref-3)
4. **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of traineeships. [↑](#endnote-ref-4)
5. **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/enterprise (culture of the organisation/enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-5)
6. **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: 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. [↑](#endnote-ref-6)
7. **Level of language competence**: a description of the European Language Levels (CEFR) is valaible at:

[https://europass.europa.eu/es/common-european-framework-reference-language-skills](https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#endnote-ref-7)
8. **There are three different provisions for traineeships**:

Tranineeships embedded in the curriculum (counting towards the degree)

Voluntary traineeships (not obligatory for degree)

Traineeships for recent graduates. [↑](#endnote-ref-8)
9. **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place. “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. [↑](#endnote-ref-9)
10. **Responsable person at the beneficiary organisation**: this person is responsible for signin the learning/training agreement, amending it if needed and if the beneficiary organisaation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning/training agreement. The name and email of the responsible person must be filled in only in case it differs from that the contact person mentioned at the top of the document. [↑](#endnote-ref-10)
11. **Responsible person at the sending institution**: this person is responsible for signing the learning/training agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning/training agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation. [↑](#endnote-ref-11)
12. **Supervisor at the Receiving Organisation**: this person is responsible for signing the learning/training 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. [↑](#endnote-ref-12)