|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| University of Lapland |  | SF ROVANIE 01 | Yliopistonkatu 8, 96300 Rovaniemi | Finland | Jenni Sjöman, outgoing@ulapland.fiTel. +358 400 813 867; +358 40 484 4464 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-6) name; position; e-mail; phone** | **Mentor[[7]](#endnote-7) name; position;****e-mail; phone** |
|  |  |  |  | [ ]  < 250 employees[ ]  > 250 employees |  |  |
| **Before the mobility** |
|  | Table A - Traineeship Programme at the Receiving Organisation/Enterprise |
| **Planned period of the mobility: from [day / month / year] ……………. to [day / month / year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship:** |
| **Traineeship in digital skills8: Yes ☐ No ☐**  |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:** |
| **Evaluation plan:** |
|  |  |  |  |  |  |  |  |  |
| **Level of language competence**  The level of **language competence[[8]](#endnote-8)** in \_\_\_\_\_\_\_\_ [*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* [ ]  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table B - Sending Institution** *Please use only one of the following three boxes:* **10**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award …….. .…ECTS credits (or equivalent)[[9]](#endnote-9) | Give a grade based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]    |
| 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 [ ]  No [ ]  |

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

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   |  If yes, please indicate the number of credits: …. |
| Give a grade: 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). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]   |

1. 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 [ ]  No [ ]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [ ]  |

**Accident and liability insurance for the trainee**A trainee should have a health, accident and liability insurance coverage for the whole duration of the traineeship. A trainee is covered by the accident and liability insurance of the University of Lapland, which is valid during the student's working hours. The accident insurance covers accidents during travels made for work purposes and accidents on the way to work and back from work. The liability insurance covers traineeship in connection with studies, of which a traineeship agreement or a contract of on-the-job learning is made. The insurance does not cover any type of student exchange. The University’s liability insurance covers loss or damage occurring at the traineeship or on-the-job learning site abroad, when the loss or damage is on the sole responsibility of the student and in which case the student is personally liable for any compensation required. European Health Insurance Card gives the trainee access to medically necessary, state-provided healthcare during a temporary stay in any of the EU countries and at the same cost as people insured in that country. If the trainee is not entitled to the European Health Insurance, a private health insurance must be taken.

|  |  |
| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee: Yes [x]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [x]  No [ ]  - accidents on the way to work and back from work: Yes [x]  No [ ]  |
| The Sending Institution will provide a liability insurance to the trainee: Yes [x]   |

 |
| **Table C - Receiving Organisation/Enterprise**

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes [ ]  No [ ]   | If yes, amount (EUR/month): ……….. |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes [ ]  No [ ]  If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee Yes [ ]  No [ ] Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending 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 [ ]  |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee Yes [ ]  No [ ] Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]  |
| 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. |

 |
| 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 |   |  | *Trainee* |   |  |
| Responsible person[[10]](#endnote-10) at the Sending Institution = Study program contact person |   |   |   |   |  |
| Supervisor[[11]](#endnote-11) at the Receiving Organisation |   |   |   |   |  |
| **Required steps to do before the mobility:**[ ]  Fill in the Learning Agreement for Traineeship document[ ]  Get it signed by the Receiving Organisation, your Study Program contact person and by you. [ ] Fill in the SoleMOVE application for traineeship.**To be enclosed into the SoleMOVE mobility system:** [ ]  Learning Agreement for Traineeship before mobility (signed by three parties)[ ]  Confirm your mobility in SoleMOVE system, after you have received the acceptance email. [ ]  Apply for grant in the SoleGRANT system (Start your SoleGRANT application from the confirmed SoleMOVE mobility.)For Erasmus+ mobility**To be enclosed into the SoleGRANT mobility system:** [ ]  Erasmus+ Grant Agreement for Traineeship[ ]  Complete the 1st part of the Online Linquistic Support (OLS) test  [ ]  Complete the OLS language course, if needed (OLS test result below CEFR B2)(not for native speakers) |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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). [↑](#endnote-ref-2)
3. **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> 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. [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. **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-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
7. **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.

8 **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-7)
8. 9 **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>

10**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. [↑](#endnote-ref-8)
9. 11 **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. 12 **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. [↑](#endnote-ref-10)
11. 13 **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. [↑](#endnote-ref-11)