|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name (s)** | **First name (s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Academic year** | **Study cycle**[[2]](#endnote-2) | **Subject area, Code**[[3]](#endnote-3) |
|  |  |  |  |  |  |  | First |  |
| **Sending Institution** | **Name** | **Faculty** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Department** | **Address** | **Country, Country code**[[5]](#endnote-5) | **Contact person name**[[6]](#endnote-6) | **Contact persone-mail / phone** |
|  |  |  |  |  |  |  |  |
| **Receiving** **Organisation/Enterprise** | **Name, Sector[[7]](#endnote-7)** | **Department** | **Address, website** | **Country** | **Size of enterprise[[8]](#endnote-8)** | **Contact person[[9]](#endnote-9) name / position** | **Contact person****e-mail / phone** | **Mentor[[10]](#endnote-10) name / position / e-mail / phone** |
| South-Eastern Finland University of Applied Sciences | Health care and social services, Kotka campus | [www.xamk.fi](http://www.xamk.fi) | Finland | >250 employees | Anna-Maija Uusoksa, Lecturer, Academic coordinator | anna-maija.uusoksa@xamk.fi | +358 44 702 8731 |
|  |  |  |  |  |  |  |  |  |
|  | ***Proposed Mobility Programme at Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [month/year] / 20 to [month/year] /20**  |
| **Traineeship title: …** | **Number of working hours per week:**  |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship:** |
| **Monitoring plan:** |
| **Evaluation plan:** |
|  |  |  |  |  |  |  |  |  |
| 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 □* |

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| ***Sending Institution*** [Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award …….. ECTS credits (or equivalent)[[11]](#endnote-11) | 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 🞏  |

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), except if the trainee is a recent graduate. |
| Record the traineeship in the trainee's Europass Mobility Document *(recommended for recent graduates)* : Yes 🞏 No 🞏  |

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| ***The receiving organisation/enterprise***

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| --- | --- |
| 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 🞏 If not, please specify whether the trainee is covered by an accident insurance 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 🞏 |
| The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee. Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by one month [*maximum 4 weeks after the traineeship*]. |

 |
| By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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 student 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 inter-institutional agreement for institutions located in Partner Countries). |

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| --- | --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Function** | **Phone number** | **Email** | **Date** | **Signature** |
| Trainee |   |  *Trainee* |   |  |   |  |
| Responsible person[[12]](#endnote-12) at the Sending Institution |   | Placement supervisor |   |   |   |  |
| Supervisor[[13]](#endnote-13) at the Receiving Organisation |   |   |   |   |   |  |

**During Mobility**

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| --- | --- |
|  | ***EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME***(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] ……………. till [month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

**After Mobility**

|  |
| --- |
| ***TRAINEESHIP CERTIFICATE*** |
| **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]**, website:** |
| **Start and end of traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:**  |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):**  |
| **Evaluation of the trainee:**  |
| **Date:** |
| **Name and signature of the responsible person at the receiving organisation/enterprise:** |

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. 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 student 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. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search> [↑](#endnote-ref-5)
6. **Contact person**: 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-6)
7. The list of top-level **NACE sector codes** is available at:

<http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN>. [↑](#endnote-ref-7)
8. The size of the enterprise could be, for instance: 1-50 / 51-500 / more than 500 employees. [↑](#endnote-ref-8)
9. **Contact person**: a person who can provide administrative information within the framework of Erasmus traineeships. [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)
11. **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 weblink to an explanation to the system should be added. [↑](#endnote-ref-11)
12. **Responsible person in 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. [↑](#endnote-ref-12)
13. **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. [↑](#endnote-ref-13)