**Learning Agreement**

**Student Mobility for Traineeships**

**Between Programme and Partner Countries**

*From Programme to Partner Countries*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[1]](#footnote-2)** | **Gender: [Male/Female/Undefined]** | **Study cycle[[2]](#footnote-3)** | **Field of education[[3]](#footnote-4)** |
|  |  |  |  |  |  |  |
| **The Programme Country Institution** | **Name** | **Faculty/ Department** | **Erasmus code[[4]](#footnote-5)**  | **Address** | **Country** | **Contact person name[[5]](#footnote-6); email; phone** |
| UNIVERSITY OF WEST ATTICA  |  | G EGALEO 02 | 250 THIVON & PETROU RALLI, 12244, EGALEO | GREECE | **Erasmus+ Departmental Coordinator** : [name surname], [e-mail address], [telephone number]**Erasmus+/ICM Administration Officer** : [name, surname], erasmus.global@uniwa.gr +302105381185 |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#footnote-7) name; position; e-mail; phone** | **Mentor[[7]](#footnote-8) name; position;****e-mail; phone** |
|  |  |  |  | ☐ < 250 employees☐ > 250 employees |  |  |

**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 Programme Country Institution and the responsible person in the Receiving Organisation) |
| **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 end of the traineeship (expected Learning Outcomes)**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

|  |
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| By signing this document, the trainee, the Programme Country Institution and the Receiving Organisation 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 will communicate any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships  |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[8]](#footnote-9) at the Programme Country Institution |   |   |  Erasmus+ Departmental Coordinator |   |  |
| Supervisor[[9]](#footnote-10) at the receiving organisation |   |   |   |   |  |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-2)
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). [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)
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. [↑](#footnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-ref-7)
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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#footnote-ref-8)
8. **Responsible person at the Programme/Partner Country 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. [↑](#footnote-ref-9)
9. **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. [↑](#footnote-ref-10)