|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | **Address** | | **Country** | | | **Contact person name**[[5]](#endnote-5)**; email; phone** | | | |
| Vytautas Magnus University | |  | LT KAUNAS01 | | K. Donelaičio g. 58, LT-44248, Kaunas | | Lithuania (LT) | | | Name: Tomas Mickevičius  Position : Senior Specialist at International Cooperation Department  E-mail : Tomas.Mickevicius@vdu.lt  Phone : +370-37-327987 | | | |
| **Receiving** **Organisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | | **Contact person[[6]](#endnote-6)** | | **Mentor[[7]](#endnote-7)** | |
|  | |  |  | |  | | < 250 employees  > 250 employees | | | Name  Position  E-mail  Phone | | Name  Position  E-mail  Phone | |
| **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:**  (The detailed programme of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing. Please be precise and write in details) | | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**  (e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.) | | | | | | | | | | | | | | | |
| **Monitoring plan:**  (The monitoring plan should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.) | | | | | | | | | | | | | | | |
| **Evaluation plan:**  (The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.) | | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  | |  | |  |
| 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:* **[[9]](#endnote-9)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits  (or equivalent)[[10]](#endnote-10) | 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 | | | Sending institution will issue a certificate confirming accomplishment of Erasmus+ recent graduate traineeship Yes  No | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee: Yes  No  The Trainee himself will purchase accident insurance (if not provided by the Receiving Organisation/Enterprise):  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 Sending Institution will provide a liability insurance to the trainee: Yes  No  The Trainee himself will purchase accident insurance (if not provided by the Receiving Organisation/Enterprise): Yes  No | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  |  | | --- | --- | --- | --- | | Receiving organisation / enterprise is a PIC[[11]](#endnote-11) owner: Yes  No | PIC number (if applicable): | | | | 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 | | 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 will provide appropriate support and equipment to the trainee. | | | | | Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 2 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[[12]](#endnote-12) at the Sending Institution |  |  | Vice Dean of the Faculty of please indicate the name of the faculty |  |  |
| Supervisor[[13]](#endnote-13) at the Receiving Organisation |  |  |  |  |  |

**\*** It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures are sufficient.

**During the Mobility**

**(Exceptional Changes to the Traineeship Programme)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***  (to be approved by 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 [day/month/year] till [day/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:** | | | | | | | | | |
| **Changes of the Responsible person(s)** | | | **Name** | | | **Email** | | **Position** | |
| New Responsible person at the Sending Institution | | |  | | |  | |  | |
| New Supervisor at the Receiving Organisation/Enterprise | | |  | | |  | |  | |
| **Agreed** | | **Name** | | **Email** | **Position** | | **Date** | | **Signature\*** |
| Trainee | |  | |  | *Trainee* | |  | |  |
| Responsible person11 at the Sending Institution | |  | |  |  | |  | |  |
| Supervisor12 at the Receiving Organisation | |  | |  |  | |  | |  |

**\*** It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures are sufficient.

**After the Mobility**

**Traineeship Certificate**

|  |  |
| --- | --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** | |
| **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 date and end date of traineeship: from [day/month/year] to [day/month/year]** | |
| **Traineeship title:** | |
| **Detailed programme of the traineeship period including tasks (with the indication of the hours designated to the concrete task) carried out by the trainee:**  1.  2.  3.  4.  5.  x. | |
| **In total xxx hours** |  |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** | |
| **Evaluation of the trainee (descriptive):** | |
| **Grade**  **Excellent (outstanding performance with only minor or no errors)**  **Very good (above the average standard but with some errors)**  **Good (generally sound work with a number of notable errors)**  **Fair (satisfactory but with significant shortcomings)**  **Poor (performance meets the minimum requirements)**  **Inadequate (performance doesn’t meet the minimum requirements)** | |
| **We would be willing to accept other student/s (and/or graduates) from Vytautas Magnus University under Erasmus+ traineeship programme:**  **Yes**  **No** | |
| **Date: [day/month/year]** | |
| **Name and signature (stamp if applicable)\* of the Supervisor at the Receiving Organisation/Enterprise:** | |

\*Original signature (and stamp, if applicable) is obligatory.

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. [↑](#endnote-ref-7)
8. **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> [↑](#endnote-ref-8)
9. **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-9)
10. **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-10)
11. **Participant Identification Code** (PIC) <http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html> [↑](#endnote-ref-11)
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-12)
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-13)