

Learning Agreement

Student Mobility for Traineeships

This document should be uploaded in MoveON in one of the application rounds for an Erasmus Traineeship grant. Read more details about application rounds in our webpage: <https://www.uu.se/en/students/international-opportunities/traineeships-and-field-studies>

The entire form except signatures and checkboxes should be completed on a computer. All parties must sign this document **before the mobility**. Scanned copies off signatures and or digital signatures are accepted.

Trainee details

Trainee	Last name(s)	First name(s)	Date of birth YYYY-MM-DD	Nationality ¹	Gender [Male/Female/NA]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴	Address	Country	Contact person name ⁵ ; email	
	Uppsala University		S UPPSALA01	von Kraemers allé 2	Sweden		
Receiving Organisation	Name	Address	Website	Country	Size	Contact person ⁶ Name and e-mail	Mentor ⁷ Name and e-mail
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Mobility details

Table A - Traineeship Programme at the Receiving Organisation	
<p><i>Please select the traineeship grant you are applying for:</i></p> <p>Long mobility (2-12 month) <input type="checkbox"/> Short/blended mobility (5-30 days) <input type="checkbox"/> Short Doctoral mobility <input type="checkbox"/></p>	
Planned period of the physical mobility: From [day/month/year] To [day/month/year]	If applicable, planned period(s) of the virtual mobility: From [day/month/year] To [day/month/year]
Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	

If applicable, virtual component description:

Traineeship in digital skills⁸: Yes No

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan⁹:

Evaluation plan¹⁰:

The level of **language competence**¹¹ 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:*¹²

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

Award ECTS credits

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). Yes

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

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

A representative from the trainee's department at Uppsala university confirms that the traineeship is academically tied to the trainee's studies/possible future career. Yes

Name of the representative from department:

Signature

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

The traineeship is carried out by a recent graduate and the institution will not be awarding the student any credits or record the traineeship in the Diploma Supplement. Yes

A representative from the trainee's department at Uppsala university confirms that the traineeship is academically tied to the trainee's studies/possible future career. Yes

Name of the representative from department: Signature

Table C - Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes No

If yes, amount (EUR/month):

The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes No

If yes, please specify:

The Receiving Organisation will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within **5 weeks** after the end of the traineeship.

Table D - Accident insurance for the trainee

The trainee is covered by an accident insurance provided by the sending institution which is valid when and if the trainee is physically present in the host country. If the traineeship is carried out remotely, the student is not covered by any insurance provided by the sending institution.

The accident insurance covers:

- accidents during travels made for work purposes
- accidents on the way to work and back from work

The trainee is covered by a liability insurance provided by the sending institution.

Table E – Signatures

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 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.

Special conditions: The parties to this agreement for placement activities in the country specified accept that the placement may go ahead as described only if at the planned start date, there is no information from the Swedish Ministry of Foreign Affairs or a decision from the Vice-Chancellor of Uppsala University advising against or banning travel to this specific country or the specific areas in which the placement is to be carried out. Should such information/such a decision exist at that time, the grant approval will be cancelled unless the placement activities can be carried out online (fully or partly) instead.

Commitment	Name	Email	Position	Date	Signature
Trainee			trainee		

Responsible person ¹³ at the Sending Institution					
Supervisor ¹⁴ at the Receiving Organisation					

-
- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- 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).
- ³ **Field of education:** Appendix A should be used to find the field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- 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.
- 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.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- 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.
- ⁹ **Monitoring plan:** A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution (only for embedded mobility) and the receiving organisation/enterprise.
- ¹⁰ **Evaluation plan:** Describe the assessment criteria to be used to evaluate the traineeship period.
- ¹¹ **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>
- ¹² **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.
- ¹³ **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.
- ¹⁴ **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.