|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | |
|  | |  | |  | dd/mm/rrrr | |  | |  | | EQF level | |  | | |
| **Sending institution** | | **Name** | | **Faculty** | **Department** | | **Address** | | **Country** | | **Faculty contact person (faculty coordinator)[[4]](#endnote-4) name; e-mail; phone** | | | **Departmental contact person (traineeship guarantor)4 name; e-mail; phone** | |
|  | |  | |  |  | |  | |  | |  | | |  | |
| **Receiving** **organisation/enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[5]](#endnote-5) name; position; e-mail; phone** | | **Supervisor[[6]](#endnote-6) name; position; e-mail; phone** | | |
|  | | **Palacký University Olomouc** | | Department of Botany |  | | The Czech Republic | |  | |  | |  | | |
| **Before the Mobility** | | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | | |
| **Planned period of the mobility: from dd/mm/rrrr to dd/mm/rrrr** | | | | | | | | | | | | | | | |
| **Traineeship title:** | | | | | | | | | **Working hours:** from **00:00** to **00:00**, with a total of **00,0** hours/week  **Work at weekends and on public holidays:** Yes ☐ No ☐ | | | | | | |
| **Detailed programme of the traineeship:** | | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competencies to be acquired by the end of the traineeship (expected learning outcomes):**  - Professional competencies –  - Key competencies – | | | | | | | | | | | | | | | |
| **Monitoring and evaluation plan:**  1/ Parties involved shall monitor and evaluate the progress of the traineeship, check that the established training objectives are satisfactorily achieved and take appropriate action if required (e.g. suggesting an alternation of the programme) by the means of:  a/ monitoring to be carried out and guidance to be given to  Responsible:  Deadline: on an ongoing basis  Form: face-to-face discussion    b/ Interim Report to be submitted to  Responsible:  Deadline: dd/mm/rrrr  Form: e-mail  c/ monitoring to be carried out and if appropriate, guidance to be given to  Responsible:  Deadline: on an ongoing basis  Form: e-mail/phone  2/ To access and validate the acquisition of the training objectives/acquired skills, following steps will be taken at the end of the traineeship, with respect to clearly defined criteria foreseen for      :  a/ Traineeship Completion Certificate to be submitted to  Responsible:  Deadline: dd/mm/rrrr  Form: as defined in the section to be completed after the mobility  Note: the trainee will submit its copy to       by dd/mm/rrrr  b/ Final Report to be submitted to  Responsible:  Deadline: dd/mm/rrrr  Form: e-mail  c/ assessment of the Traineeship Completion Certificate + Final Report (2a+b) and recognition of the traineeship  Responsible:  Deadline: dd/mm/rrrr  Form: as defined under table B below | | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | | |  |
| The level of **language competence[[7]](#endnote-7)** in       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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| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[8]](#endnote-8)**   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 Completion 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 Completion 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 insurance for the trainee**   |  |  | | --- | --- | | The sending institution 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 sending institution will provide a liability insurance to the trainee: Yes ☐ No ☐ | | | | | | | |
| ***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 ☐ | 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 Completion Certificate by dd/mm/rrrr. | | | | | | | | |
| 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 appropriate faculty/departmental funding scheme. | | | | | |
| **Commitment** | **Name** | **E-mail** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* | dd/mm/rrrr |  |
| Responsible person[[10]](#endnote-10) at the sending institution |  |  |  | dd/mm/rrrr |  |
| Supervisor at the receiving organisation |  |  |  | dd/mm/rrrr |  |

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. **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-4)
5. **Contact person at the receiving organisation**: a person who can provide administrative information on international traineeships. [↑](#endnote-ref-5)
6. **Supervisor (formerly mentor) 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 Completion Certificate. Further, the role of the supervisor 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.). [↑](#endnote-ref-6)
7. **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-7)
8. **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. **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-9)
10. **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. [↑](#endnote-ref-10)