

## Erasmus+ Learning Agreement Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution							
Name		Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Organisation/Enterprise							
Name		Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
Warsaw University of Life Sciences (PL WARSZAW05)			.....	Poland	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees	Justyna Szadkowska Erasmus+ Coordinator <a href="mailto:incoming@sggw.edu.pl">incoming@sggw.edu.pl</a> tel no. (48-22) 59-31052	
<b>Before the mobility</b>							
<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>							
Planned period of the physical component: from [month/year] ..... to [month/year] .....							
If applicable, planned period of the virtual component: from [month/year] ..... to [month/year] .....							
Traineeship title: .....				Number of working hours per week: .....			
Detailed programme of the traineeship (including the virtual component, if applicable): .....							
Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>							
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): .....							
Monitoring plan: .....							
Evaluation plan: .....							
The level of language competence <sup>9</sup> 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>							
<i>Table B - Sending Institution</i> Please use only one of the following three boxes: <sup>10</sup>							
1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:							
Award ..... ECTS credits (or equivalent) <sup>11</sup>		Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>					
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).							

**Z komentarzem [JS1]:** Fills out the trainee's supervisor at SGGW in agreement with the student and the responsible person at the student's home university.

**Z komentarzem [JS2]:** The main focus/aim of the traineeship.

**Z komentarzem [JS3]:** Dependent on the needs of a particular SGGW's department (on average it is 25-30 h/week). In case of the traineeships which are embedded in the student's curriculum (table B point 1) it will be determined by the student's home university's internal requirements.  
18 stycznia 2023, 8:29

**Z komentarzem [JS4]:** A detailed description of all the tasks to be carried out by the trainee (possibly with their associated timing).

**Z komentarzem [JS5]:** The examples of skills: academic, analytical technical, linguistic, innovative, creative, communication, teamwork, decision making, strategic-organisational, adaptability etc.

**Z komentarzem [JS6]:** The examples of monitoring activities:  
- observation of the trainee's work and verbal feedback at the end of each day/week/month;  
- after each week/month of the traineeship: an email from the mentor with a short report sent to the responsible person at the sending institution;  
- **this point may also include the forms of monitoring the trainee by his/her home university or (if applicable): a third party.**

**Z komentarzem [JS7]:** - the assessment criteria that will be used to evaluate the learning outcomes, e.g. academic skills, labwork skills, time management, labor organisation, teamwork skills, adaptability, initiative, communicative skills (English) and the scale according to which their fulfilment will be assessed (e.g. poor/below average/average/good/excellent);

- indicating the person who will evaluate the trainee.

**Higher Education:  
Erasmus+  
Learning Agreement form  
Student's name  
Academic Year 2022/2023**

Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>					
2. The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:					
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....				
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>				
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Record the traineeship in the trainee's Diploma Supplement (or equivalent).					
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>					
3. The traineeship is carried out by a <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:					
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....				
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Accident insurance for the trainee</b>					
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>				
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Table C - Receiving Organisation/Enterprise</b>					
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month): .....				
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....					
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>				
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
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 5 weeks after the end of the traineeship. <b>YES</b>					
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.					
<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Trainee			<i>Trainee</i>		
Responsible person <sup>12</sup> at the Sending Institution					
Supervisor <sup>13</sup> at the Receiving Organisation					

**Z komentarzem [MS8]:** W przypadku praktyki nieobowiązkowej przyjęcie powyższych rozwiązań jest opcjonalne.

**Z komentarzem [JS9]:** An accident insurance and general liability insurance are obligatory for Erasmus+ trainees (the insurance cover in English has to be sent to the SGGW contact person before the beginning of the traineeship). If the sending institution does not provide them, they have to be bought by the trainee.

**Z komentarzem [JS10]:** As a rule, SGGW does not provide the trainees with accident insurance and general liability insurance.

**Z komentarzem [JS11]:** As the traineeship results in additional didactic hours for the supervisor at the SGGW, the agreement is recommended to be signed also by the head of his/her department/institute.  
17 stycznia 2023, 11:57

**During the Mobility**

**Z komentarzem [JS12]:** This part is only to be filled out in case of any changes about the traineeship programme, its initial and final dates or the responsible persons during the traineeship. When they arise, they should be agreed as soon as possible with the sending institution and approved in the document by all the parties. In case the change concerns an extension of the duration of the traineeship programme abroad, the request can be made at the latest one month before the foreseen end date.

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (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] .....					
If applicable, planned period(s) of the virtual mobility: from [month/year] ..... to [month/year] .....					
Traineeship title: ...			Number of working hours per week: ...		
Detailed programme of the traineeship period (including the virtual component, if applicable):					
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):					
Monitoring plan:					
Evaluation plan:					
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.					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>14</sup> at the Sending Institution					
Supervisor <sup>15</sup> at the Receiving Organisation					

After the Mobility

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 the complete traineeship (incl. virtual component, if applicable): from [day/month/year] ..... to [day/month/year] ..... Start date and end date of physical component: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

**Z komentarzem [JS13]:** The first/last day the student was present (physically or virtually) at the SGGW to carry out the traineeship.

**Z komentarzem [JS14]:** To be filled out by the student/supervisor: if possible, add the time period in which the tasks were carried out.

**Z komentarzem [JS15]:** To be filled out by the student/supervisor: please refer to the identically entitled point in the "Before the Mobility" section.

The examples of expressions:

**Knowledge (knows and understands...):** eg. trainee knows/searches for/formulates/explains/recognises/distinguishes/names/selects/translates/indicates.....

**Skills (can...)**

e.g. trainee analyses/selects/uses/links/operates/develops/organises/undertakes/calculates/carries out/prepares/solves/implements/verifies/searches for/designs.....

**Social competence (is ready to...)**

e.g. trainee is eager to.../aware of.../able to.../oriented towards.../open to.../responsible for.../cares about.../proceeds according to.../strives for...

**Z komentarzem [JS16]:** To be filled out by the supervisor: please refer to the evaluation criteria and the rating scale in the point "Evaluation Plan" in the "Before the Mobility" section.

**Z komentarzem [JS17]:** The last day on which the trainee did the tasks included in this agreement.

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- 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:** The [ISCED-F 2013 search tool](https://ec.europa.eu/education/tools/iscsed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-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.
- 4 **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (EHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
- 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 **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>
- 10 **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.
- 11 **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- 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.
- 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.
- 14 **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.

15 **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.