



Cofinanciado por  
la Unión Europea



Higher Education  
Learning Agreement For Traineeships  
Student/trainee's name  
Academic Year 2023-2024

# LEARNING AGREEMENT FOR TRAINEESHIPS

## The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	2023/2024
Study cycle <sup>2</sup>		Field of education <sup>3</sup>	
Phone		E-mail	

## The Sending Institution

Name	<b>Universitat de València</b>	Faculty/Department	
Erasmus code <sup>4</sup> (if applicable)	<b>EVALENCIO1</b>	Address	Avda. Blasco Ibáñez, 13 46010 Valencia
Country, Country code <sup>4</sup>	<b>(ES) Spain</b>	Contact person Name <sup>5</sup>	
Contact person e-mail		Contact person phone	

## The Receiving Organisation/Enterprise

Name of the Enterprise		Department	
Address, website		Country	
Size of enterprise	<250 employees >250 employees		
Contact person <sup>6</sup> name / position		Contact person e-mail / phone	
Mentor <sup>7</sup> name / position		Mentor e-mail / phone	



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## Section to be completed BEFORE THE MOBILITY

**TABLE A.- Traineeship Programme at the Receiving Organisation/Enterprise**

<b>Planned period of the mobility:</b> from [day/month/year] ..... till [day/month/year] .....
<b>Number of working hours per week:</b> ...
<b>Traineeship title:</b> ...
<b>Detailed programme of the traineeship period...</b>
<b>Traineeship in digital skills<sup>8</sup>:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (Expected Learning Outcomes) ...</b>
<b>Monitoring plan ...</b>
<b>Evaluation plan ...</b>

### Language competence of the trainee

The level of language competence<sup>8</sup> in ..... [workplace main language] 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<sup>9</sup>]

**Table B.1 Practices form an integral part of the study plan. Upon successful completion, the institution:**

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

- Award ..... ECTS credits (or equivalent)<sup>10</sup>. ☐
- 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 ☐

**Table B.2 The internships are voluntary (extracurricular) and are through the FORTHEN project. Upon successful completion, the institution:**

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 ECTS credits: ....
- Give a grade: Yes ☐ No ☐  
If yes, please indicate if this will be based on:



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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 ☐

**Table B.3 The practices are carried out by a recent graduate. Upon successful completion, the institution:**

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 ECTS credits: ....
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☒

**Accident insurance for the trainee:** the sending institution will provide an 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 (if not provided by the Receiving Organisation/Enterprise): 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 (if not provided by the Sending Institution): 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 (if not provided by the Sending Institution): 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 5 weeks after the end of the traineeship.



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By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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).

<b>The trainee</b>	
Name	
Position: Internship student	
E-mail	
Trainee's signature	Date:
<b>Responsible person<sup>11</sup> at the Sending Institution</b>	
Name	
Position	
E-mail	
Responsible person's signature	Date:
<b>Supervisor<sup>12</sup> at the Receiving Organisation</b>	
Name	
Position	
E-mail	
Supervisor's signature	Date:

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscled-f_en.htm) available at [http://ec.europa.eu/education/tools/iscled-f\\_en.htm](http://ec.europa.eu/education/tools/iscled-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.

<sup>4</sup> **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.



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<sup>5</sup> **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.

<sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>7</sup> **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.

<sup>8</sup> **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.

<sup>9</sup> **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>

<sup>10</sup> **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.

<sup>11</sup> **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.

<sup>12</sup> **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.

<sup>13</sup> **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.

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