|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) (if applicable) | | **Address** | | **Country** | | **Practice Responsible person of faculty; email; phone** | | **Tutor of practice; job position; email, phone** | |
| UPV/EHU | |  | E BILBAO01 | |  | | SPAIN | | Name :  Email:  Phone : | | Name :  Email:  Phone : | |
| **Receiving** **Organization/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Instructor; name; position;**  **e-mail; phone** | | **Mentor of practise ; name; position;**  **e-mail; phone** | |
|  | |  |  | |  | | ☐ < 250 employees  ☐ > 250 employees | |  | |  | |
| **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:** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[5]](#endnote-5):** Yes ☐ No ☐ | | | | | | | | | | | | | | |
| **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** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee must have by the start of the mobility period is:  *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐  Indicate if the receiving organization ask language certificate: Yes ☐ No ☐ | | | | | | | | | | | | | | |

**Student Mobility for Traineeships**

**Higher Education:**

**Learning Agreement form**

***Student’s name***

***Academic Year 2022/2023***

**IkaslePraktikak 2022 - 2023**

**Anexo**  **III Eranskina**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending 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 credits: …. | | Give a grade: Yes ☐ No X | 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 ☐ | | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (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 X 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. | | | | | | | | |
| 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* |  |  |
| Practise responsible person at the Basque Country University |  |  |  |  |  |
| Instructor at the Receiving Organisation |  |  |  |  |  |

Date:

Signature of Practice Responsible person at the Basque Country University:

Stamp:

Date:

Signature of instructor at the Receiving Institution:

Stamp:

Date:

Signature of trainee:

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***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 [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:** | | |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

   |  |  |
   | --- | --- |
   | Code | Description |
   | ISCED−7 | Segundo ciclo: Master universitario o equivalente (EQF−7) (Second, third, ... enrolment) |
   | ISCED−8 | Tercer ciclo: Doctorado universitario o equivalente (EQF−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.

   |  |  |  |  |  |  |
   | --- | --- | --- | --- | --- | --- |
   | Broad field | | Narrow field | | Detailed field | |
   | 00 Generic programmes and qualifications | | 1. Basic programmes and qualifications 2. Literacy and numeracy 003 Personal skills and development | | 0011 Basic programmes and qualifications 0021 Literacy and numeracy  0031 Personal skills and development | |
   | 01 Education | | 011 Education | | 0111 Education science  0112 Training for pre-school teachers 0113 Teacher training without subject specialisation  0114 Teacher training with subject specialisation | |
   | 02 Arts and humanities | | 021 Arts | | 0211 Audio-visual techniques and media production 0212 Fashion, interior and industrial design  0213 Fine arts  0214 Handicrafts  0215 Music and performing arts | |
   | 022 Humanities (except languages) | | 0221 Religion and theology 0222 History and archaeology  0223 Philosophy and ethics | |
   | 023 Languages | | 0231 Language acquisition 0232 Literature and linguistics | |
   | 03 Social sciences, journalism and information | | 031 Social and behavioural sciences | | 0311 Economics  0312 Political sciences and civics 0313 Psychology  0314 Sociology and cultural studies | |
   | 032 Journalism and information | | 0321 Journalism and reporting  0322 Library, information and archival studies | |
   | 04 Business, administration and law | | 041 Business and administration | | 0411 Accounting and taxation  0412 Finance, banking and insurance 0413 Management and administration 0414 Marketing and advertising  0415 Secretarial and office work 0416 Wholesale and retail sales 0417 Work skills | |
   | 042 Law | | 0421 Law | |
   | 05 Natural sciences, mathematics and statistics | | 051 Biological and related sciences | | 0511 Biology  0512 Biochemistry | |
   | 052 Environment | | 0521 Environmental sciences  0522 Natural environments and wildlife | |
   | 053 Physical sciences | | 0531 Chemistry  0532 Earth sciences  0533 Physics | |
   | 054 Mathematics and statistics | | 0541 Mathematics  0542 Statistics | |
   | 06 Information and Communication Technologies  (ICTs) | | 061 Information and Communication Technologies (ICTs) | | 0611 Computer use  0612 Database and network design and administration  0613 Software and applications development and analysis | |
   | 07 Engineering, manufacturing and construction | | 071 Engineering and engineering trades | | 0711 Chemical engineering and processes 0712 Environmental protection technology 0713 Electricity and energy  0714 Electronics and automation 0715 Mechanics and metal trades  0716 Motor vehicles, ships and aircraft | |
   | 072 Manufacturing and processing | | 0721 Food processing  0722 Materials (glass, paper, plastic and wood) 0723 Textiles (clothes, footwear and leather) 0724 Mining and extraction | |
   | 073 Architecture and construction | | 0731 Architecture and town planning 0732 Building and civil engineering | |
   | 08 Agriculture, forestry, fisheries and veterinary | | 081 Agriculture | | 0811 Crop and livestock production 0812 Horticulture | |
   | 082 Forestry | | 0821 Forestry | |
   | 083 Fisheries | | 0831 Fisheries | |
   | 084 Veterinary | | 0841 Veterinary | |
   | 09 Health and welfare | | 091 Health | | 0911 Dental studies  0912 Medicine  0913 Nursing and midwifery  0914 Medical diagnostic and treatment technology 0915 Therapy and rehabilitation  0916 Pharmacy  0917 Traditional and complementary medicine and therapy | |
   | 10 Services | | 101 Personal services | | 1011 Domestic services  1012 Hair and beauty services  1013 Hotel, restaurants and catering 1014 Sports  1015 Travel, tourism and leisure | |
   | 102 Hygiene and occupational health services | | 1021 Community sanitation  1022 Occupational health and safety | |
   | 103 Security services | | 1031 Military and defence  1032 Protection of persons and property | |
   | 104 Transport services | | 1041 Transport services | |

   [↑](#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.

   UPV/EHU Erasmus Code: E BILBAO 01 [↑](#endnote-ref-4)
5. **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. [↑](#endnote-ref-5)