



## Higher Education Learning Agreement for Traineeship

This form must be electronically filled-in using Acrobat Reader. Please, use English language all along the form!  
The form must be signed by the nominated persons (Trainee, Responsible person at the Faculty level, Erasmus institutional coordinator, Responsible person in the host organization). **Use electronic signature tool**, when available! In case you cannot sign the document with an electronic signature, please, print the page(s) including signatures and sign them manually, then scan the page(s) and include them in this document!

### Basic information about the trainee, UPT and the host organization (Compulsory section)

<b>Trainee</b>	<b>Last name(s) (NUMELE DE FAMILIE)</b>	<b>First name(s) (PRENUMELE)</b>	<b>Date of birth</b>	<b>Nationality<sup>1</sup></b>	<b>Gender [M/F]</b>	<b>Study cycle<sup>2</sup></b>	<b>Field of education<sup>3</sup></b>		
			mm/dd/yy				<b>ISCED Code</b>	<b>Name of the field according to the ISCED code</b>	
<b>Sending Institution</b>	<b>Name</b>	<b>Faculty</b>			<b>Erasmus code<sup>4</sup> (if applicable)</b>	<b>Address</b>	<b>Country</b>	<b>Contact person name<sup>5</sup>; email; phone</b>	
	Politehnica University Timisoara				RO TIMISOA04	P-ta Victoriei N. 2, DRI, 300006 Timisoara	ROMANIA	Miriana MILOSAVLEVICI; <a href="mailto:miriana.milosavlevici@upt.ro">miriana.milosavlevici@upt.ro</a> ; +40 256 403034	
<b>Receiving Organisation /Enterprise</b>	<b>Name of the host institution</b>	<b>Department</b>	<b>Address</b>		<b>Website</b>		<b>City; Country</b>		<b>Size</b>
									< 250 employees
									> 250 employees
	<b>Contact person<sup>6</sup> at the Receiving Organization</b>					<b>Mentor<sup>7</sup> at the Receiving Organization</b>			
Name	Position	E-mail	Phone	Name	Position	E-mail	Phone		

This area is automatically filled-in as you type the last and first name of the trainee in the cells below.



## Higher Education Learning Agreement for Traineeship

Before the mobility (Compulsory section)

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>		
<b>Planned period of the mobility:</b>	<b>From [mm/dd/yy]</b>	<b>To [mm/dd/yy]</b>
<b>Traineeship title:</b>		<b>Number of working hours per week:</b>
<b>Detailed programme of the traineeship:</b>		

The level of **language competence**<sup>8</sup> 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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## Higher Education Learning Agreement for Traineeship

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

**Monitoring plan:**

**Evaluation plan:**



## Higher Education Learning Agreement for Traineeship

### Table B - Sending Institution

Please use only one of the following three sections:

**1. 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					

**2. 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 certificate
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	
Record the traineeship in the trainee's Europass Mobility Document: Yes    No	

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

Award ECTS credits (or equivalent): Yes    No	If yes, please indicate the number of credits:
Record the traineeship in the Europass Mobility Document ( <i>highly recommended</i> ): Yes    No	

#### Accident insurance for the trainee

UPT will provide an accident insurance to the trainee (if not provided by the Receiving Organization):	The accident insurance covers:
Yes    No	- accidents during travels made for work purposes: Yes    No
Yes    No	- accidents on the way to work and back from work: Yes    No
UPT will provide a liability insurance to the trainee (if not provided by the Receiving Organization /Enterprise): Yes    No	



## Higher Education Learning Agreement for Traineeship

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee during 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):  <span style="float: right;">Yes                      No</span>	
<b>The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.</b>	
<b>Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the traineeship end.</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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).**

This area is automatically filled-in as you type the last and first name of the trainee in the cells below.



## Higher Education Learning Agreement for Traineeship

Commitment and signatures					
Commitment	Name (First name, last name)	Email	Position	Date(mm/dd/yy)	Signature
Trainee (Last name, First name)			Trainee		
Responsible person <sup>11</sup> at the Sending Institution Faculty Level					
Responsible person <sup>12</sup> at the Sending Institution Erasmus Institutional Coordinator	Prof. Dr. eng. Lia DOLGA	lia.dolga@upt.ro	Erasmus Institutional Coordinator		
Supervisor <sup>13</sup> at the Receiving Organisation					

To apply electronic signatures:

- if you do not have an electronic signature, use the option "A new digital ID I want to create now" and follow the instructions given by the "Next" button on the panel;
- if you already have an electronic signature, please, insert it here!

Pentru a semna electronic:

- daca nu aveti inca o semnatura electronica, utilizati optiunea "A new digital ID I want to create now" si urmati instructiunile generate la fiecare apasare a butonului "Next";
- daca aveti deja o semnatura electronica, va rugam inserati-o in celula adecvata!

This area is automatically filled-in as you type the last and first name of the trainee in the cells below.



## Higher Education Learning Agreement for Traineeship

### During the Mobility (Optional section)

<i>Table A2 - <u>Exceptional Changes</u> to the Traineeship Programme at the Receiving Organisation/Enterprise</i>		
(to be approved by e-mail or signature by the student, the responsible person in UPT and the responsible person in the Receiving Organisation/Enterprise)		
<b>Modifications on the period of the mobility:</b>	<b>Modified starting date [mm/dd/yy]</b>	<b>Modified ending date [mm/dd/yy]</b>
<b>Modifications on the traineeship title:</b>		<b>Modifications on the number of working hours per week:</b>
<b>Modifications on the detailed programme of the traineeship:</b>		
<b>Modifications on the knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b>		

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## Higher Education Learning Agreement for Traineeship

**Modifications on the Monitoring plan:**

**Modifications on the Evaluation plan:**



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## Higher Education Learning Agreement for Traineeship

### After the Mobility (Compulsory section)

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>	
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 traineeship: from [mm/dd/yy]	to [mm/dd/yy]
Traineeship title:	

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## Higher Education Learning Agreement for Traineeship

**Detailed programme of the traineeship period including tasks carried out by the trainee:**

**Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):**

**Evaluation of the trainee:**

**Evaluation Date (mm/dd/yy):**

**Name and signature of the Supervisor at the Receiving Organisation/Enterprise:**

**Stamp is optional and depends upon the rules within the host organization.**



## Higher Education Learning Agreement for Traineeship

- <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 equivalent third cycle (EQF level 8).
- <sup>3</sup> **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](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.
- <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.
- <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> **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-cef>
- <sup>9</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>10</sup> **ECTS credits or equivalent:** in countries where the "ECTS" 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.
- <sup>11</sup> **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognizing 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>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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# Higher Education Learning Agreement for Traineeship Optional Special Mentions