|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Traineeships** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Gender** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
| XXXX | xxx | xxx |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
| İzmir Yüksek Teknoloji Enstitüsü**[İzmir Institute of Technology]** | **Faculty:****xxx****Department:****xxx** | TR IZMIR03 | TR-35430 Urla-İZMİR | Türkiye (TR) | Özge TOPCUOĞLU;leonardo@iyte.edu.tr;+90 232 750 78 91 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Administrative Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
| xxx | xxx | **Address;** **Website:** | xx | [ ]  < 250 employees[ ]  > 250 employees | **Name: Position:****E-mail:****Phone:** | **Name:** **Position:****E-mail:****Phone:** |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the physical mobility: from [month/year] ……………. to [month/year] …………….****If applicable, planned period(s) of the virtual mobility: from [month/year] ……………. to [month/year] …………….** **Beginning date of the traineeship at the work place:** **Ending date of the traineeship at the work place:** **Will your Institution be closed for a certain period during the traineeship:** Yes [ ]  No [ ]  **(The weekends and general vacations which are specific for the host country are EXCEPTIONAL)****If YES please write; the beginning date of interruption: the ending date of the interruption:**  |
| **Traineeship title:**  | **Number of working hours per week:**  |
| **Detailed programme of the traineeship: (Indicate on weekly basis if possible)****Table below can be changed during the mobility.**

|  |  |
| --- | --- |
| **Time Interval** | **Planned work including tasks of the student** |
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| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐**BEFORE ANSWERING THE QUESTION please read the explanation below.****(Digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: 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.) |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (Expected Learning Outcomes):** |
| **Monitoring plan of the Receiving Institution: (how and when the trainee will be monitored during the traineeship):****Sending Institution:** İYTE-International Relations Office (Erasmus Office) will be sending an e-mail through the mid of the traineeship period to all traineeship students and their supervisors at the receiving institution to ask whether there will be a significant change on the detailed work plan, traineeship title or any other statement in the Learning Agreement which will be signed by all parties before the mobility or not. Office will be also asking the performance of the trainees to the supervisors.Besides, students and their supervisors will be knowing that they always may contact to our International Office or their Departmental Coordinators to ask any questions regarding the traineeship. |
| **Evaluation plan:** **(the assessment criteria that will be used to evaluate the traineeship and the learning outcomes):** |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[9]](#endnote-10)** in \_\_\_\_\_\_\_\_ [please *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* [ ]  *A2* [ ]  *B1* [ ]  *B2* [ ]  *C1* [ ]  *C2* [ ]  *Native speaker* [ ]  |

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| ***Table B - Sending Institution*** Stajımı zorunlu stajıma (embedded in the curriculum) saydırmak istiyorum. Evet [ ]  Hayır [ ]  Stajım mezuniyet öncesi gönüllü (volunteer) staj olacak. Evet [ ]  Hayır [ ]  Stajımı mezun olduktan sonra (recent graduate) yapıyor olacağım.Evet [ ]  Hayır [ ]  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award -10-ECTS credits (or equivalent)[[10]](#endnote-11) | Give a grade based on: Traineeship certificate [x]  Final report [x]  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 [x]  |

The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [x]   |  If yes, please indicate the number of credits: **NOT APPLICABLE** |
| 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 [x]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [x]   |

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 [x]   | If yes, please indicate the number of credits: **NOT APPLICABLE** |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [x]  |

**Accident insurance for the trainee**

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| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [ ]  No [x]   | The accident insurance covers: **NOT APPLICABLE**- 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 [x]  |

 |
| ***Table C - Receiving Organisation/Enterprise***

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes [ ]  No [ ]  **If YES, the source of this financial support will be coming from an EU grant? 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. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  xxx | *xxx* | *Trainee* |   |  |
| Responsible person[[11]](#endnote-12) at the Sending Institution |  |  |  |   |  |
| Second responsible person at the Sending Institution |  |  |  |  |  |
| Supervisor[[12]](#endnote-13) at the Receiving Organisation |  xxx |  xxx |  xxx |   |  |
| (If any) Second Supervisor at the Receiving  Organisation |  |  |  |  |  |

**During the Mobility**

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|  | ***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] …………….** |
| **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:** |

**After the Mobility**

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| --- |
| ***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 traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Traineeship title:**  |
| **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:**  |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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-3)
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-4)
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. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
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. [↑](#endnote-ref-9)
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> [↑](#endnote-ref-10)
10. **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. [↑](#endnote-ref-11)
11. **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. [↑](#endnote-ref-12)
12. **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. [↑](#endnote-ref-13)