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GENERAL INFORMATION

Trainee[1]	Last name(s)			
	First name(s)		Gender [Male/Female/Undefined]	
	Date of birth		Nacionality[2]	
	Level of education (EQF level) [3]		Field of education [4]	

Sending Institution	Name	Universitat Politècnica de Catalunya (UPC)	Erasmus code[6]	EBARCELO03
	Faculty/ Department	Barcelona School of Informatics (FIB)	Country	SPAIN
	Address	C/Jordi Girona, 1-3 Edifici B6 Campus Nord 08034 Barcelona		
	Contact person name[7]	Carolina Martín		
	Phone	+34 93 401 71 16	e-mail:	fib.rel.int@upc.edu

Receiving Organization/ Enterprise	Name of host institution		
	Department		
	Address		
	City		Country
	website		
	Size of organisation/enterprise	☐ <250 employees ☐ >250 employees ☐ Non-profit ☐ Public body	
	Contact person name[8]		
	Position		
	Phone	e-mail:	
	Mentor name [9]		
	Position		

BEFORE THE MOBILITY

Table A - Traineeship programme at the Receiving Organisation/Enterprise

Planned period of the physical component:	From: [day/month/year]	To: [day/month/year]	Number of working hours per week	
If applicable, planned period of the virtual component:	From: [day/month/year]		To: [day/month/year]	
Traineeship title				

Detailed programme of the trainership (including the virtual component, if applicable):

Traineeship in digital skills[10]	Yes ☐ No ☐

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

Monitoring plan: (brief description)

Evaluation plan: (brief description)

The level of language competence[11] 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 ☐   A2 ☐   B1 ☐   B2 ☐   C1 ☐   C2 ☐   Native speaker ☐

Table B – Sending Institution

(Please use only **one** of the following three boxes)[12]

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

Award ECTS[13] credits (or equivalent):	Yes ☒ (18 ECTS(TFG) + 12 ECTS(Internship)) No ☐
Give a grade 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):	Yes ☒ No ☐
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 ☐ (Not applicable to PhD level)
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 ☐ 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):	Yes ☐ No ☐
Record the traineeship in the trainee's Europass Mobility:	Yes ☐ No ☐

3. 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 ☐ (Not applicable to PhD level)
If yes, please indicate the number of credits:	
Record the traineeship in the trainee's Europass Mobility Document (highly recommended):	Yes ☐ No ☐

Accident insurance for the trainee (if not provided by the Receiving Organisation/Enterprise)

The Sending Institution will provide an accident insurance to the trainee: **(if not provided by the Receiving Organisation)**		Yes ☐ No ☒
If yes, 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)**		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 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.	

Accident insurance for the trainee

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution):		Yes ☐ No ☐
If yes, 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 ☐

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Commitment

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] confirm that they approve de learning agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisations will communicate to the sending institution [and beneficiary organisation, if, different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Trainee	Name		
	e-mail		
	Position	Student/Trainee	
	Date		signature
Responsible person at the Sending Institution	Name	Anna Rio Doval	
	e-mail	fib.rel.int@upc.edu	
	Position	Vice dean for International Affairs	
	Date		Signature
Supervisor [16] at the receiving organisation /enterprise	Name		
	e-mail		
	Position		
	Date		signature

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DURING THE MOBILITY
Table A2 – Exceptional Changes to the traineeship Programme at the Receiving Organisation

(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)

Planned period of the mobility:	from: [day/month/year]	to: [day/month/year]
If applicable, planned period(s) of the virtual mobility:	from: [day/month/year]	to: [day/month/year]
Traineeship title:		**Number of working hour for**

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:

AFTER THE MOBILITY

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee:	
Name of the Receiving Organisation:	
Sector of the Receiving Organisation:	
Address of the Receiving Organisation:	

City:		**Country:**	

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

Supervisor at the Receiving Organisation/Enterprise	Name		
	Date		signature

1 In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

2 Country to wich the person belongs administratively and that issues the ID card and/or passport.

3 **Level of education**: 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). EQF level codes 5 to 8 are equivalent to ISCED levels 5 to 8.

4 **Field of education**: The ISCED-F 2013 search tool 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.

5 In the case of outgoing mobility, the beneficiaary organisation is the sending institution.

6 **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 EU Member States and third countries associated to the programme.

7 **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.

8 **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

9 **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation/~~enterprise~~ (culture of the organisation/~~enterprise~~, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

10 **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.

11 **Level of language competence**: a description of the European Language Levels (CEFR) is valaible at:

https://europass.europa.eu/es/common-european-framework-reference-language-skills.

[12] **There are three different provisions for traineeships**:

1. Tranineeships embedded in the curriculum (counting towards the degree)

2. Voluntary traineeships (not obligatory for degree)

3. Traineeships for recent graduates.

[13] **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.

[14] **Responsable person at the beneficiary organisation**: this person is responsible for signin the learning agreement, amending it if needed and if the beneficiary organisaation is the sending institution, is responsible for 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 the contact person mentioned at the top of the document.

[15] **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for 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 responsible person at the beneficiary organisation.

[16] **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.