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| **Trainee** | | | | | | | | | | | | |
| **Last name(s)** | | | **First name(s)** | | | | | | **Date of birth** | | | **Nationality[[1]](#endnote-1)** |
| Fill in | | | Fill in | | | | | | dd.mm.yyyy | | | Fill in |
| **Gender [M/F]** | **Study cycle[[2]](#endnote-2)** | | | | | | | | **Field of education** | | | |
| Choose from list. | Bachelor (EQF 6)  Master (EQF 7) | | | | | | | | Choose from list. | | | |
| **Sending institution** | | | | | | | | | | | | |
| **Name**  *Arcada University of Applied Sciences* | | | **Faculty/ Department**  Choose from list. | | | | | | | **Erasmus code**[[3]](#endnote-3)  *SF HESINKI39* | | |
| **Address** | | | | **Country** | | | **Contact person name**[[4]](#endnote-4)**; email; phone** | | | | | |
| *Jan-Magnus Janssonin aukio 1, 00560 Helsinki* | | | | *Finland* | | | *Contact person regarding the Erasmus Grant:  Annika Keskinen,* [*international@arcada.fi*](mailto:international@arcada.fi)*, +358(0)207699673* | | | | | |
| **Receiving** **Organisation/Enterprise** | | | | | | | | | | | | |
| **Company name** | | | | | **Department** | | | | | **Size (number of employees)** | | |
| Fill in | | | | | Fill in | | | | | < 250  > 250 | | |
| **Country** | **Street Address, Postal Code and City** | | | | | | | | | **Website** | | |
| Fill in | Fill in | | | | | | | | | Fill in | | |
| **Contact person[[5]](#endnote-5) - name and position** | | | | | | | | **Contact person - e-mail and phone** | | | | |
| Fill in | | | | | | | | Fill in | | | | |
| **Mentor[[6]](#endnote-6) - name and position** | | | | | | | | **Mentor[[7]](#endnote-7)- e-mail and phone** | | | | |
| Fill in | | | | | | | | Fill in | | | | |
| ***Table A - Traineeship Programme*** | | | | | | | | | | | | |
| **Start and end date** | | **End date** | | | | **Number ow working hours/week** | | | | | **Traineeship in digital skills[[8]](#endnote-8)** | |
| Click to enter a date. | | Click to enter a date. | | | | Fill in | | | | | Yes  No (see p. 4) | |
| **Traineeship title:** | | | | | | | | | **Main language of work** | | | |
| Fill in | | | | | | | | | Fill in | | | |
| **The level of language competence[[9]](#endnote-9) in main language of work** that the trainee already has or agrees to acquire by the start of the mobility period | | | | | | | | | | | | |
| Choose from list(Self-assessment grid on https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf) | | | | | | | | | | | | |  |
| **Detailed programme of the traineeship:**  FILL IN: The detailed programme of the traineeship period should include the tasks to be carried out by the trainee,  with their associated timing. | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**:  FILL IN: The Traineeship Programme should indicate which knowledge, intellectual and practical skills and compe- tences will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT,  innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiativem adaptability, etc. | | | | | | | | | | | | |
| **Monitoring plan**:  FILL IN: The monitoring plan should describe how and when the trainee will be monitored during the traineeship by the receiving organisation, the sending institution, and, if applicable, a third party. | | | | | | | | | | | | |
| **Evaluation plan**:  FILL IN: The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the  learning outcomes | | | | | | | | | | | | |

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| ***Table B - Sending Institution*** ***– Type of practical training and insurances*** To be filled in together with the practical training supervisor at Arcada.  **Type of practical training[[10]](#endnote-10)** *Choose only one of the following boxes (most likely alternative 1)**and fill in needed info*   |  |  | | --- | --- | | **1 The traineeship is** **embedded in the curriculum (counting towards the degree)** and upon satisfactory completion of the traineeship, the institution undertakes to: | | | **Award amount of ECTS credits[[11]](#endnote-11)** | **Give a grade based on**  Traineeship certificate  Final report  Interview | | Fill in | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): YES | | | Record the traineeship in the trainee's Europass Mobility Document: NO | |   OR   |  |  |  | | --- | --- | --- | | **2 The traineeship is voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to: | | | | Award ECTS credits:  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  Final report  Interview | | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement: YES | | | | Record the traineeship in the trainee's Europass Mobility Document: 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  No | |  |  |  |  | | --- | --- | --- | | ***Table C - Receiving Organisation/Enterprise – Financial support and insurances for the trainee*** | | | | **The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship**:  Yes  No | | If yes, amount (EUR/month): | | Fill in | | **The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship**: Yes  No  If yes, please specify: Fill in | | | | **The Receiving Organisation/Enterprise will provide an accident insurance to the trainee**:  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:**  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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| **Commitment**  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. | | |
| Trainee | | |
| **Name** | **Email** | **Position**  *Trainee* |
| **Signature** | | **Date** |
| Responsible person[[12]](#endnote-12) at the Sending Institution | | |
| **Name** | **Email** | **Position** |
| **Signature** | | **Date** |
| Supervisor[[13]](#endnote-13) at the Receiving Organisation | | |
| **Name** | **Email** | **Position** |
| **Signature** | | **Date** |

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

   8 **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>

   9 **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-6)
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.

   8 **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>

   9 **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-7)
8. [↑](#endnote-ref-8)
9. [↑](#endnote-ref-9)
10. 10 **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 (separate form if applicable). [↑](#endnote-ref-10)
11. 11 **ECTS credits or equivalent**: in countries where the "ECTS" system it 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 web link to an explanation to the system should be added. [↑](#endnote-ref-11)
12. 12 **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)
13. 13 **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)