

Instructions – How to fill in the Erasmus+ Learning Agreement for Traineeships

All Arcada students going on an Erasmus+ traineeship must fill in an Erasmus+ Learning Agreement for Traineeships (LA).

- The agreement is between you (the student), your degree program at Arcada, and the host organisation.
- It defines the content and duration of your traineeship, how the traineeship will be recognised (credits) and the responsibilities of all parties
- The Learning Agreement must be signed by all three parties well in advance before the start of your traineeship and before your Erasmus+ grant can be paid.

1. Trainee / Sending Institution / Receiving Organisation

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
						<input type="checkbox"/> Bachelor <input type="checkbox"/> Master	
	Name	Academy/ Degree	Erasmus code ⁵ (if applicable)	Address & Country	Contact person name ⁷ ; email		

Trainee (You)

Fill in your personal details.

- Name, date of birth, nationality, gender: → Write your own details
- Level of education: → Tick Bachelor or Master
- Field of education: → Write your ISCED code. Common codes at Arcada:
 - Nursing, sjukskötare / Barnmorska / Hälsovårdare / Förstavårdare – 0913
 - Energi- och miljöteknik – 0710
 - Ergoterapi / Fysioterapi – 0915
 - Film och Media – 0211
 - International Business / Företagsekonomi / Kulturproducent – 0410
 - Idrott – 1014
 - Information Technology – 0610
 - Mechanical & Sustainable Engineering / Material Technology – 0720
 - Social Services (Socionom) – 0920

Sending Institution (Arcada UAS)

Most information is pre-filled.

- Add your Academy and Degree Programme.
- Fill in the contact person (the teacher responsible for your traineeship).

Receiving Organisation (Host)

Fill in details about your traineeship organisation.

- If something is missing, ask your host organisation directly.
- Fill in Name of organisation, address, contact person/mentor, email, and phone number.

2. Before the Mobility – Table A: Traineeship Programme

Before the mobility	
<i>Table A - Traineeship Programme at the Receiving Organisation</i>	
Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year]	
If applicable, planned period of the virtual component*: from [day (optional)/month/year] <u>to day</u> (optional)/month/year]	
Traineeship title:	Number of working hours per week:

Planned period of the physical component

- The first day = the day you start working.
- The last day = the day you finish working.
- These dates determine your Erasmus+ grant, so make sure they're accurate.

Planned period of the virtual component

- Fill in only if your traineeship is blended (partly virtual).

Traineeship title

- Write the agreed title (e.g. Marketing Assistant, Nursing Intern).

Working hours per week

- Agree this with the host organisation.
- Minimum: 30 hours/week to receive the Erasmus+ grant.
- Your degree programme may have its own time requirements.

Traineeship in digital skills

- Tick the appropriate box (Yes/No) according to your traineeship type.

Detailed programme / trainee tasks

- Describe your tasks and responsibilities as agreed with your host and teacher.

Skills and competences to be acquired

- Write what knowledge or skills you aim to gain. (Discuss with your teacher and host.)

Monitoring plan

- How your progress will be followed up.
- Example: "The student and Arcada supervisor will stay in contact via email or Teams when necessary."

Evaluation plan

- State how the traineeship will be evaluated (discuss with your teacher).

Language competence

- Write the main working language (e.g. English, Swedish, German).
- Tick your level: B2 = intermediate / C1 = upper intermediate
- Most Arcada students are at B2 or C1.

→ You can check your level here: Self-assessment grid
<https://www.coe.int/en/web/portfolio/self-assessment-grid>

Check: Dates, title, hours, and language are filled in correctly.

3. Before the Mobility – Table B: Sending Institution (Arcada)

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:	
AwardECTS credits (or equivalent) ¹³	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	

The traineeship is embedded in the curriculum

Fill in the number of ECTS credits you will receive for the traineeship.

→ Write it in the section “The traineeship is embedded in the curriculum... Award XX ECTS credits.”

Accident insurance

Arcada provides (if not provided by the host organisation):

- Insurance for occupational accidents
- Work liability insurance for the traineeship period
- All other insurances (e.g. travel, health) are your responsibility.

Check: The number of credits and insurance details are clear.

4. Before the Mobility – Table C: Receiving Organisation

Table C - Receiving Organisation	
The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Financial support

- Tick Yes if you receive payment from the host organisation.
- Tick No if it's an unpaid traineeship.

Contributions in kind

- Tick Yes if you get benefits like free lunch, transport tickets, or accommodation.
- Tick No if none apply.

Accident insurance provided by host

- Tick Yes or No.

Liability insurance provided by host

- Tick Yes or No.

Final check before any of you sign the document: You've filled and marked all boxes correctly.

5. Before the Mobility – Signatures

SIGNATURES					
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 the learning agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the 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.					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹⁴ at Arcada -					

Sign the agreement

- The Learning Agreement must be signed by:
 - You (the student)
 - Your teacher (responsible person at Arcada)
 - A representative from your host organisation
- Scanned or electronically signed documents are accepted.
- You can also add your signature as an image.

6. Before the Mobility – Form Submission

Please make sure to submit the form according to instructions on start

6. During the Traineeship Period

If substantial changes to the traineeship programme become necessary during the mobility period, these changes must be agreed upon by e-mail between the student, the receiving organisation, and the responsible person at the sending institution. The Erasmus+ Grant Coordinator at the sending institution (international@arcada.fi) must be in cc in the e-mail correspondence.