



Learning Agreement for Digital Traineeships in Switzerland

Ivan Ivančević
Academic Year 2018/2019

The student is responsible for filling in the **GREEN** boxes. The sending institution is responsible for filling in the **YELLOW** boxes. The receiving institution is responsible for filling in the **BLUE** boxes.

Please fill in all the required fields **electronically**. For more detailed guidelines, please look at the Annex IV: Guidelines.

2x kliknuti na zaglavlje, upisati ime i prezime studenta

Trainee	Last name(s): Ivančević		Study cycle ¹ : <input type="checkbox"/> bachelor or equivalent first cycle (EQF level 6) <input type="checkbox"/> master or equivalent second cycle (EQF level 7) <input type="checkbox"/> doctorate or equivalent third cycle (EQF level 8) <input checked="" type="checkbox"/> integrated bachelor and master study
	First name(s): Ivančica		
	Date of birth: 01/01/1995 (dd/mm/yyyy)		
	Sex: M <input type="checkbox"/> F <input checked="" type="checkbox"/>		
	Nationality ³ : Croatian		
Field of education ² : 0841 - Veterinary			zelene rubrike ispunjava student
Sending Institution	Name: University of Zagreb		Faculty/ Department: Faculty of Veterinary Medicine
	Erasmus code ⁴ : HR ZAGREB01		Address (street, city): Heinzelova 55, Zagreb
	Country: Croatia		email: name.surname@email.hr
	Contact person name ⁵ : Name, Surname		phone: +38511234567
Receiving Organisation /Enterprise	Name of Organisation/Enterprise: e.g. ""MyHappyPet"		Department (if applicable): n.a.
	Country: Switzerland		Address (street, city, postal code): street name, house number, city, postal code
	website: www.myhappypet.com		Size: <input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees
	Contact person ⁶ name: Contact Name, Surname		phone: +311122334455
(imaginarna institucija)	position: Contact position		e-mail: contact@myhappypet.com
	Mentor ⁷ name: Mentor Name, Surname		phone: +319876543210
		position: Mentor position	e-mail: mentor@myhappypet.com
plave rubrike ispunjava prihvatna institucija			

žute rubrike ispunjava matični fakultet/akademija

plave rubrike ispunjava prihvatna institucija

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] 02/2019 to [month/year] 05/2019	
Traineeship title: e.g. "Trainee in veterinary clinic"	Number of working hours per week ⁸ : 40 h/week
Detailed programme of the traineeship ⁹ : <i>[please specify the main tasks to be carried out by the trainee]</i>	
task 1...	navesti sadržaj prakse – planirane radne zadatke
task 2...	
task 3...	
je li praksa u području digitalnih vještina? – mora biti označeno DA	
Traineeship in digital skills ¹⁰ : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes) ¹¹ : <i>[please specify expected knowledge, skills and competences as learning outcomes of this traineeship]</i>	
Monitoring plan ¹² : <i>please specify monitoring plan - how/when the trainee will be monitored during the traineeship, e.g. "the trainee will be monitored by...", how often, etc.</i>	

minimalno 30 radnih sati tjedno!

Evaluation plan¹³: - please specify assessment criteria to be used to evaluate the traineeship

The level of language competence¹⁴ in **English** [indicate here only one, 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

ispuniti samo jednu od sljedeće 2 rubrike:

Table B - Sending Institution

Please use only one of the following three boxes:¹⁵

ispunjava ECTS koordinator matičnog

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

Award ECTS credits (or equivalent) ¹⁶	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	

praksa je dio kurikuluma

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

praksa je dobrovoljna

Accident and liability insurance for the trainee

definirati je li fakultet osigurava studenta

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise) Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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 (handwritten) and stamp (if applicable) ¹⁷
Trainee	<i>Ivančica Ivančević</i>	<i>ivancica.ivancevic@email.co</i>	<i>Trainee</i>	<i>15.1.2019</i>	<i>trainee's signature (handwritten)</i>
Responsible person ¹⁸ at the Sending Institution	<i>Name, Surname</i>	<i>name.surname@email.hr</i>	<i>Faculty ECTS coordinator</i>	<i>15.1.2019</i>	<i>signature of faculty ECTS coordinator (handwritten)</i> <i>Faculty STAMP</i>
Supervisor ¹⁹ at the Receiving Organisation	<i>Supervisor Name, Surname</i>	<i>supervisor.surname@email.nl</i>	<i>Supervisor Position</i>	<i>14.1.2019</i>	<i>supervisor signature (handwritten)</i> <i>Company STAMP</i>

¹ **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).

² **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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.

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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.

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.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

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 The traineeship should consist of a **minimum of 30** working hours per week.

⁹ **The detailed programme** of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing.

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 The Traineeship Programme should indicate which **knowledge, intellectual and practical skills and competences (Learning Outcomes)** 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, initiative, adaptability, etc.

¹² **The monitoring plan** should describe **how and when** the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

¹³ **The evaluation plan** should describe the **assessment criteria** that will be used to evaluate the traineeship and the learning outcomes.

¹⁴ **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>

¹⁵ **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.

¹⁶ **ECTS credits or equivalent:** in countries where the "ECTS" system 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.

¹⁷ Please provide official stamps of the Sending Institution (faculty or academy), and stamp of the Receiving Organisation. Only in case that the stamp is not being in use by the Receiving Organisation, please provide a separate official statement explaining this issue.

¹⁸ **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.

¹⁹ **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.