**Cuestiones importantes**

* La universidad de origen puede adaptar este acuerdo a sus necesidades. Por ese motivo **el modelo que la UAM completa deberá ser proporcionado por el estudiante**.
* Es necesario **informar a la ORI del Centro y/o al SERIM** **sobre todos los estudiantes extranjeros que van a realizar prácticas** en la UAM antes del inicio de su estancia con el fin de registrar su estancia.
* Si se requiere la **firma del “representante legal” de la UAM** en algún documento, **la firma corresponde a la Vicerrectora de Internacionalización**. Para solicitar su firma se debe remitir el documento en cuestión al SERIM,

Si se trata de la **firma de un acuerdo o convenio complementario** al *Learning Agreement* se firma únicamente **previo estudio de las condiciones** que establece por lo que se debe remitir al SERIM con suficiente antelación.

* **Prácticas en centros de investigación:** la UAM únicamente gestiona estancias en “Centros de Investigación propios de la UAM” y “Institutos Universitarios de Investigación-UAM”, y que son supervisadas por personal docente e investigador de la UAM.

**Dudas o preguntas: SERIM /** **practicas.internacionales@uam.es** **/ 91 497 3137**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
|  |  |  |  |  |  |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
| Universidad Autónoma de Madrid | *Indicar Facultad, Escuela, Departamento, y/o unidad de acogida en la UAM* | *Indica dirección concreta, o:* Ciudad Universitaria de Cantoblanco, 28049 Madrid, www.uam.es | Spain | [ ]  < 250 employees[x]  > 250 employees | *Una persona que puede facilitar información administrativa de las prácticas* *Puede ser la ORI del Centro o del SERIM (Gregor Reiss; Erasmus+ Traineeship Manager; practicas.internacionales@uam.es; +34 91 497 3137.* | *Una persona que apoya e informa al estudiante en prácticas de aspectos relacionados con la actividad y la experiencia diarias.*  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….***También es habitual que se debe fijar el período concreto (day/month/year)* |
| **Traineeship title: …** | **Number of working hours per week: …** *Máximo 35 horas semanales.**La universidad de origen del estudiante posiblemente le requerirá una determinada dedicación mínima.* |
| **Detailed programme of the traineeship:***Deberá incluir tareas/servicios encomendados al estudiante, en su caso con su tiempo de ejecución.**La información debe permitir a cualquiera que lea tener una impresión adecuada del día a día de las prácticas* *Generalmente, se recomienda que sean al menos 120**palabras.* |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐(*Véase nota de pie.)* |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):***El programa de prácticas deberá indicar los conocimientos, capacidades intelectuales y prácticas y competencias que alcanzará al final de sus prácticas, por ejemplo: de tipo académico, analítico, comunicativo, relacionados con tecnologías de la información y la comunicación, de tipo innovativo y creativo, estratégico y organizativo, relacionados con idiomas extranjeros, de trabajo en equipo etc*. |
| **Monitoring plan:***El plan de seguimiento describirá cómo y cuándo se monitorizará al estudiante durante sus prácticas. Puede incluir:* * Daily supervision and guidance by a mentor, peer worker or the supervisor
* Monthly feedback meetings with the supervisor to give the student recommendations on his/her performance.
* Weekly progress meeting with the supervisor to discuss the progress, results and activities that have been carried out
* Participation in group meetings
 |
| **Evaluation plan:***El plan de evaluación describirá cómo se evaluarán las prácticas y los resultados de aprendizaje. Por ejemplo:** Student log of skills acquired and training received.
* Preparation of monthly reports by the student to record progress of the traineeship plan.
* A final report or presentation of the results of the project by the student at the end of the stay.
* A report prepared by student and supervisor at end of traineeship evaluating the success of the traineeship.

*Además, se pueden incluir los criterios de evaluación que serán usados. Por ejemplo:*Academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[9]](#endnote-10)** 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* [ ] *Se debe indicar cuál será el idioma principal de trabajo y el nivel que el/la estudiante debe tener. Se recomienda acordar el nivel exigido previamente con el estudiante, ya que su universidad de origen le podría solicitarle que lo acredite.* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution*** *Debe ser completado por el estudiante y/o su universidad de origen.**Please use only one of the following three boxes:* **[[10]](#endnote-11)**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award …….. .…ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate [ ]  Final report [ ]  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 [ ]  |

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

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): 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: Yes [ ]  No [ ]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]   |

1. 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 [ ]   | 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***Debe ser completado por el estudiante y/o su universidad de origen.**Cada estudiante debe contar con la siguiente cobertura de seguro para la duración de la estancia en la UAM (para más información consulta el documento* [*Traineeships at UAM - information about required insurance coverage*](https://www.uam.es/UAM/documento/1446791935034/Traineeships%20at%20UAM%20-%20information%20about%20required%20insurance%20coverage.pdf?blobheader=application/pdf)*(PDF):** ***Seguro de asistencia médica****: puede ser proporcionado por la Tarjeta Sanitaria Europea, un seguro médico privado o un seguro de asistencia en viajes.*
* ***Seguro de accidentes y de responsabilidad civil privada****: ambas garantías normalmente se incluyen en los seguros de asistencia en viajes, que puede ser proporcionado por la universidad de origen o por el estudiante.*

|  |  |
| --- | --- |
| 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***

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes [ ]  No [x]   | If yes, amount (EUR/month): ……….. |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes [ ]  No [x]  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 [x] \* | The accident insurance covers: - accidents during travels made for work purposes: Yes [ ]  No [x]  - accidents on the way to work and back from work: Yes [ ]  No [x]  |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes [x]  No [x] \*  |
| 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. |

\* UAM’s public liability insurance provides coverage for the University’s legal liabilities for damages caused TO or BY the trainee during traineeships that are carried out under the University’s supervision that may arise out of a culpable or negligent act or omission of the University.Either the trainee or the sending institution shall provide the trainee with insurance whose guarantees includes medical assistance abroad, personal accidents and his/her private liability (usually offered as part of a travel insurance policy). |
| 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 |   |  | *Trainee* |   |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |   |   |   |   |  |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation |   |   |   |   |  |

Por parte de la UAM la persona que debe firmar el documento será una de las siguientes:

1. El/La **supervisor/a de las prácticas previo el visto bueno expreso del/a director/a de departamento** o persona responsable de la unidad en la que se realizará la estancia.
2. **El/La Director/a de departamento / persona responsable de la unidad en la que se realizará la estancia.**
3. En casos particulares como prácticas en hospitales adscritos en varios servicios, puede ser necesario que el acuerdo sea firmado por **la persona responsable de Relaciones Internacionales del Centro de la UAM**.

**Antes de enviar el documento firmado al estudiante se recomienda enviarlo la ORI del Centro o al SERIM para su revisión.**

**During the Mobility**

Este apartado **se completará únicamente en caso de modificaciones** al programa de prácticas.

Generalmente la universidad de origen q determina cómo se recogen y se aprueban las modificaciones.

|  |  |
| --- | --- |
|  | ***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**

* Al final de la estancia, **el supervisor en la UAM debe completar y firmar un Certificado de prácticas** (= el Learning Agreement – After the Mobility). El estudiante debe proporcionar la documentación requerida por la universidad de origen.
* Si el estudiante adicionalmente requiere la firma de un **Certificado de estancia**, también lo debe firmar el supervisor en la UAM.
* Si el supervisor de las prácticas en la UAM necesita una **certificación de su labor como tutor de prácticas** debe enviar el **Learning Agreement – After the Mobility** firmado, o un documento equivalente que permita verificar la supervisión realizada, el período y la duración de las prácticas, a practicas.internacionales@uam.es.

|  |
| --- |
| ***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. **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. [↑](#endnote-ref-11)
11. **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-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-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-14)