### *This form must be filled in electronically and all fields must be completed.*

### Trainee

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Sex [*M/F*] |  | Nationality[[1]](#endnote-1) |  |
| Study cycle [[2]](#endnote-2) |  | Academic year | 202X/2X |

### Sen ding Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Universidad Autónoma de Madrid | Erasmus code[[3]](#endnote-3) | E MADRID04 | Country | SPAIN |
| Faculty/School |  | Address | Ciudad Universitario de Cantoblanco, 28049 Madrid |
| Contact person[[4]](#endnote-4) name: e-mail; phone | Gregor Reiss; practicas.internacionales@uam.es; +34 91 497 3137 |

### Receiving Organisation/Enterprise

|  |  |
| --- | --- |
| Name |  |
| Department |  | Organisation Type [[5]](#endnote-5) |  |
| Public Body | [ ]  Yes [ ]  No | Non-Profit | [ ]  Yes [ ]  No | Size | [ ]  < 250 employees [ ]  > 250 employees |
| Address [street, city, country] |  |
| Website |  |
| Contact person[[6]](#endnote-6) name; position; e-mail; phone |  |
| Mentor[[7]](#endnote-7) name; position; e-mail; phone |  |

## BEFORE THE MOBILITY

***Table A - Traineeship Programme at the Receiving Organisation/Enterprise***

|  |  |
| --- | --- |
| **Type of Erasmus+ mobility** | [ ]  Long-term mobility (= a physical mobility period of **minimum** **2 months**, with an optional virtual component) |
| [ ]  Short-term mobility (= a physical mobility period of **5-30 days**, with a mandatory virtual component for Bachelor and Master students) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned period of the physical (onsite) mobility** | **From**[day/month/year] |  | **To** [day/month/year] |  |
| *The start and end date shall be the first day and last day that the trainee needs to be physically present onsite at the Receiving Organisation.* |

|  |
| --- |
| **The traineeship includes a virtual component (= additional remote activities)**:[ ]  Yes [ ]  No |
| If yes, the virtual component will be carried out: | [ ]  During the physical mobility. In addition to onsite work, the trainee will carry out some activities remotely. |
| [ ]  During a specific period before, during and/or after the physical mobility | **From**[day/month/year] |  | **To**[day/month/year] |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of working days per week** |  | **Total number of working days** *(*[*online calculator*](https://www.timeanddate.com/date/workdays.html)*)* |  | **Number of working hours****per week**  |  | **Total number of working hours** |   |
| *The weekly dedication must be between 20 and 40 hours both during the physical mobility and during the virtual component. If there is a virtual component, its duration must be included in the number of working day/hours indicated above.* |

|  |
| --- |
| **Traineeship title:** |
| **Detailed programme of the traineeship period:** ***If applicable, description of the virtual component:*** |
| **Traineeship in digital skills[[8]](#endnote-8):** [ ]  Yes [ ]  No |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:**  |
| **Evaluation plan:**  |

|  |
| --- |
| **Language competence of the trainee**The level of language competence [[9]](#endnote-9) 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.[[10]](#endnote-10)*

|  |
| --- |
| [ ]  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-11) | 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: No |

|  |
| --- |
| [ ]  2. The traineeship is **voluntary** and, upon satisfactory completion of, the traineeship the institution undertakes to: |
| Award ECTS credits: [ ]  Yes [x]  No | If yes, please indicate the number of ECTS 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: No |

|  |
| --- |
| [ ]  3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to: |
| Record the traineeship in the trainee's Europass Mobility Document (highly recommended): 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 [x]  No | The accident insurance covers: - accidents during travels made for work purposes: [ ]  Yes [x]  No- accidents on the way to work and back from work: [ ]  Yes [x]  No |
| *Universidad Autónoma de Madrid does not provide accident insurance directly, but requires students to take out accident insurance* |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by Receiving Organisation/Enterprise):Traineeships carried out in EU countries: [x]  Yes [ ]  No / Traineeships carried out in non-EU countries: [ ]  Yes [x]  No*The scope of coverage of Autónoma de Madrid’s legal liability insurance for damages caused by students during the traineeship activity at the Receiving Organisation/Enterprise’s workplace is limited to claims within the European Union. In addition, students will have to take out*  |

***Table C - Receiving Organisation/Enterprise***

|  |  |
| --- | --- |
| The trainee will receive a financial support for his/her traineeship: [ ]  Yes [ ]  No | If yes, amount in EUR/month:  |
| The trainee will receive a contribution in kind for his/her traineeship: [ ]  Yes [ ]  No | 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 | The accident insurance covers:Accidents during travels made for work purposes: [ ]  Yes [ ]  NoAccidents 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 Sending Institution): [ ]  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. |

## 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 |  |
| Date:  |   | Signature |
| **Responsible person[[12]](#endnote-12) in the sending institution (UAM):**Name: Email: Position:  |  |
| Date:  |   | Signature |
| **Supervisor / responsible person [[13]](#endnote-13) in the receiving organisation/enterprise:**Name: Email: Position:  |  |
| Date:  |   | Signature |

Electronic signatures are accepted on this document and you are encouraged to use these; an electronic signature can be a scanned signature or a locked PDF signature/other form of secure signature.

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. **List of Organisation Types:**

| **Code** | **Description** | **Code** | **Description** |
| --- | --- | --- | --- |
| **EPLUS-BODY-ACCRED** | Accreditation, certification or qualification body | **EPLUS-FOUND** | Foundation |
| **EPLUS-BODY-CONS** | Counselling body | **EPLUS-INTER** | International organisation under public law |
| **EPLUS-BODY-EUR-INT** | European or international public body | **EPLUS-NET-EU** | EU-wide network |
| **EPLUS-BODY-PUB-LOC** | Local Public body | **EPLUS-NGO** | Non-governmental organisation/association |
| **EPLUS-BODY-PUB-NAT** | National Public body | **EPLUS-RES** | Research Institute/Centre |
| **EPLUS-BODY-PUB-REG** | Regional Public body | **EPLUS-SERV-PROV** | Public service provider |
| **EPLUS-EDU-ADULT** | School/Institute/Educational centre – Adult education | **EPLUS-SOCIAL** | Social partner or other representative of working life (chambers of commerce, trade union or association) |
| **EPLUS-EDU-GEN-PRE** | School/Institute/Educational centre – General education (pre-primary level) | **EPLUS-SOCIAL-ENT** | Social enterprise |
| **EPLUS-EDU-GEN-PRI** | School/Institute/Educational centre – General education (primary level) | **EPLUS-SPORT-CLUB** | Sport club |
| **EPLUS-EDU-GEN-SEC** | School/Institute/Educational centre – General education (secondary level) | **EPLUS-SPORT-FED** | Sport federation |
| **EPLUS-EDU-HEI** | Higher education institution (tertiary level) | **EPLUS-SPORT-LEAGUE** | Sport league |
| **EPLUS-EDU-VOC-SEC** | School/Institute/Educational centre – Vocational Training (secondary level) | **EPLUS-SPORT-PARTIAL** | Organisation or association representing (parts of) the sport sector |
| **EPLUS-EDU-VOC-TER** | School/Institute/Educational centre – Vocational Training (tertiary level) | **EPLUS-YOUTH-COUNCIL** | National Youth Council |
| **EPLUS-ENGO** | European NGO | **EPLUS-YOUTH-GROUP** | Group of young people active in youth work |
| **EPLUS-ENT-LARGE** | Large enterprise | **EPLUS-YOUTH-ORG** | Youth organisation |
| **EPLUS-ENT-SME** | Small and medium sized enterprise | **OTH** | Other |
| **EPLUS-EURO-GROUP-COOP** | European grouping of territorial cooperation |  |  |

 [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#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. [↑](#endnote-ref-7)
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-8)
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-9)
10. **There are three different provisions for traineeships:**

Traineeships embedded in the curriculum (counting towards the degree);

Voluntary traineeships (not obligatory for the degree);

Traineeships for recent graduates. [↑](#endnote-ref-10)
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 weblink to an explanation to the system should be added. [↑](#endnote-ref-11)
12. **Responsible person in 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. **Responsible person in the receiving organisation (supervisor):** 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)