|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **[Trainee](#trainee" \o "Check your personal details including your address in Osiris. Update where necessary before submitting this Learning Agreement)** | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality** | | **Gender** |
|  |  |  | dd/mm/yyyy | |  | |  |
|  | **Student number** | | **Study cycle (BSc or MSc)** | | **[Field of education](https://circabc.europa.eu/sd/a/2fd8652b-63fd-46c1-b428-427a4fc1baea/ISCED-F%20-%20correspondence%20tables_revision%20March%202016.pdf" \o "You can also ask your internship coordinator for this code)** [**(ISCED****)**](https://circabc.europa.eu/sd/a/2fd8652b-63fd-46c1-b428-427a4fc1baea/ISCED-F%20-%20correspondence%20tables_revision%20March%202016.pdf) | | **[TU Delft Email](#Email" \o "All correspondence will be done using your TU Delft email. Please keep an eye on this before, during and after your mobility )** |
|  |  | |  | |  | |  |
| **Sending Institution** | **Name** | **Faculty/Department** | | **Erasmus Code** | **Country** | **Administrative contact person name; email; phone** | |
|  |  |  | | NLDELFT01 | NL |  | |
| **Receiving organisation/Enterprise** | **Name** | **Faculty/Department** | | **Organisation/ Enterprise** | **Country** | **Administrative contact**  **person name; email;**  **phone** | |
|  |  |  | |  |  |  | |

|  |  |
| --- | --- |
| Will you be [enrolled](#Enrolled" \o "Check that you are actually enrolled at TU Delft) as a full time TU Delft student during the Mobility? | * Yes ☐No |
| For the entire period abroad will you be both living and working in the host country? | * Yes ☐No |
| Will the duration of the mobility be between 2 and 12 months?  *The mobility must end before* *[1 March 2024](#extension" \o "No extensions to your end date will be granted beyond this date)* | * Yes ☐No |
| Are you following one of these Joint Programmes (Applied Geophysics, EWEM, COSSE, EMC)? Choose an item. | * Yes ☐No |
| Have you previously participated in any TU Delft Erasmus + programmes? If yes, in which academic year(s)? | * Yes ☐No |
| If you receive a financial payment, will it be less than €1000 per month,- [netto](#_bookmark0)? | * Yes ☐No |
| In the special case the mobility is not part of your curriculum, will your Traineeship be registered in the diploma supplement? | * Yes ☐No ☐N/A |
| Will you be doing your traineeship at:  - A European commission (EC) institution (see the list of institutions [here](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en))  - An Organisation administering EU Programmes, such as the ‘National Agencies’ | ☐Yes ☐No  ☐Yes ☐No |
| **Top ups** |  |
| Are you [travelling sustainably](https://www.tudelft.nl/en/student/study-and-career/study-internship-abroad/green-travel) to and from your study abroad destination? Please check [here](https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/funding-scholarships/erasmus-study/grant-information) for more information and mandatory additional documents, required for the top up.  If Yes, please indicate which mode of transport : Choose item | * Yes ☐No |
| Do you wish to request an Erasmus+ scholarship top up because you are in [financial need](https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/funding-scholarships/erasmus-study/grant-information)?  Please check [here](https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/funding-scholarships/erasmus-study/grant-information) for more information and mandatory additional document, required for the financial support top up. | * Yes ☐No |
| Do you wish to request an Erasmus + Scholarship top up because you have a [disability](https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/funding-scholarships/erasmus-study/grant-information)?  Please check [here](https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/funding-scholarships/erasmus-study/grant-information) for more information and mandatory additional document, required for the financial support top up. | * Yes ☐No |
| **WORKPLACE LANGUAGE IS**: in [*indicate here the main language of work*]  The level of **language competencei** 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* ☐ *ID or passport is required to prove your mother tongue* | |

|  |  |
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| **Before the Mobility**  ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | |
| **Planned period of the** **[physical mobility](#dates" \o "These are refering to your actual start and end date, not your travel days) from [dd/mm/yyyy] ……………. to [dd/mm/yyyy] …………….** | |
| **Traineeship in digital skillsii:** Yes ☐ No ☐ | |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship:** | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** | |
| **Monitoring plan:** | |
| **Evaluation plan:** | |

***Table B - Sending Institution TU Delft***

*Please complete only one of the following two boxes:*

The traineeship is **[embedded in the curriculum](#embedded" \o "it counts towards your degree)** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |
| --- |
| Award …….. .…ECTS credits (or equivalent)iii |
| 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 ☐ |

**OR**

The traineeship is **[voluntary](#voluntary" \o "The traineeship is not obligatory for your degree. You must earn credits (studiepunten) to be able to receive Erasmus + funding)** 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) *This is not possible if the trainee is a recent graduate.* | | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ *This is recommended if the trainee will be a recent graduate* | | |

***Sending institution insurance for the trainee***

TU Delft has taken out worldwide working travel insurance which is applicable to its students who stay abroad within the educational framework of the Delft University of Technology. TU Delft students are also covered in case of accidents during their stay abroad. The coverage includes personal accident, full secondary medical expenses, assistance, trip cancellation and coverage for personal and business belongings, personal liability, legal assistance, kidnap, hijacking and unlawful detention and political evacuation. The maximum period of stay abroad for trainees and students is set at 365 days. All stays with a longer duration than 365 days are not covered by the [insurance](https://www.tudelft.nl/en/student/study-and-career/study-internship-abroad/safety-insurance-medical-services). Students have to take out a travel insurance policy for the additional days themselves.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Table C - Receiving Organisation/Enterprise*** | | | | | | | | | |  |
|  | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐ | | | | | If yes, amount ([netto](#netto" \o "Amount of monthly income remaining after all deductions have been taken)) EUR/month): ……….. | | |  |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the 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 ☐ 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 (if not provided by the 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. | | | | | | | |
|  |  | | | | | | | | | |  |
| ***Commitment of the Three Parties*** | | | | | | | | | | | |
| 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 personiv at the Sending Institution** | | |  |  | |  | |  |  | | |
| **Supervisorv at the Receiving Organisation** | | |  |  | |  | |  |  | | |

# Glossary

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

**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).

**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.

**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.

**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.

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

**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.

**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.

**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>

**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.

**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.

**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.

**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.