



Learning Agreement Student Mobility for Traineeships

**Higher Education:
Learning Agreement form**
*Proszę wpisać imię i nazwisko
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Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex (M/F)	Study cycle ²	Field of education ³
						bachelor master doctorate	Sports – 1014 Therapy and Rehabilitation-0915 Travel, Tourism and Leisure 1015
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Poznań University of Physical Education	International Relations Office	PL POZNAN08	Krolowej Jadwigi 27/39, 61-871 Poznan	Poland	Malgorzata Nawrocka MSc, nawrocka@awf.poznan.pl	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Z komentarzem [b1]: Należy wpisać narodowość (zwykle .Polish)

Z komentarzem [b2]: Wybierz właściwy poziom

Z komentarzem [b3]: Wybierz właściwy kod

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
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:	

Z komentarzem [b6]: Mentor- osoba w instytucji przyjmującej zapewniająca praktykantom wsparcie i informacje odnośnie przedsiębiorstwa. Zwykle jest to inna osoba niż supervisor.

Z komentarzem [b5]: Osoba kontaktowa w instytucji przyjmującej odpowiedzialna administracyjnie za praktyki w programie Erasmus+

Z komentarzem [b4]: Należy wypełnić na podstawie informacji z instytucji przyjmującej

Z komentarzem [b7]: Należy wypełnić w porozumieniu z Koordynatorem Wydziałowym i instytucją przyjmującą

Z komentarzem [b8]: Minimum 60 dni. Datą rozpoczęcia okresu mobilności jest pierwszy dzień, w jakim uczestnik musi być obecny w instytucji przyjmującej. Datą zakończenia jest ostatni dzień, w jakim uczestnik musi być obecny w instytucji przyjmującej.

Z komentarzem [u9]: Nazwa stanowiska pracy np : fizjoterapeuta

Z komentarzem [b10]: Minimum 40 godzin

Z komentarzem [b11]: Należy wpisać informację odnośnie sposobu monitorowania praktyki studenta (w jaki sposób i kiedy będzie monitorowany, proszę podać liczbę godzin monitoringu)

Z komentarzem [u12]: Evaluation form

The level of language competence⁸ 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

Z komentarzem [b13]: Należy wpisać właściwy język, w jakim będzie odbywała się praktyka.

Z komentarzem [b14]: Należy wybrać właściwy poziom

Table B - Sending Institution	
Please use only one of the following three boxes: ⁹	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	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"/>	
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 type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input 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 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 type="checkbox"/>	
3. 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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Z komentarzem [b15]: Należy wypełnić tylko jedną tabelę w porozumieniu z Koordynatorem Wydziałowym

Z komentarzem [u16]: Dotyczy studentów realizujących praktykę obowiązkową

Z komentarzem [u17]: Wypełnia Koordynator Wydziałowy

Z komentarzem [u18]: Dotyczy studentów realizujących praktykę nieobowiązkową

Z komentarzem [u19]: Dotyczy studentów realizujących praktykę absolwentską



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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 <input type="checkbox"/> No <input checked="" type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 type="checkbox"/> No <input checked="" type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input checked="" 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.					
Sending Institution: Name of departmental coordinator: Signature/stamp of institution:			Receiving Institution: Name of the supervisor: Signature/stamp of institution:		
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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).					
Commitment	Name	Email	Position	Date	Signature/Stamp
Student			Trainee		
Responsible person ¹¹ at the Sending Institution	Malgorzata Nawrocka, MSc	nawrocka@awf.poznan.pl	Institutional Coordinator		
Supervisor ¹² at the Receiving Organisation					

Z komentarzem [b20]: Należy wypełnić w porozumieniu z instytucją przyjmującą

Z komentarzem [u21]: Podpis studenta

Z komentarzem [u22]: Należy wpisać imię i nazwisko studenta oraz adres mail



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During the Mobility

Z komentarzem [b23]: Należy wypełnić tylko w przypadku zmian w programie praktyki lub jeśli zmieni się supervisor

<p>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)</p> <p style="text-align: center;">Planned period of the mobility: from [month/year] till [month/year]</p>	
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:	
Sending Institution: Name of departmental coordinator: Signature/stamp of institution:	Receiving Institution: Name of departmental coordinator: Signature/stamp of institution:



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After the Mobility

Z komentarzem [b24]: Wypełnia instytucja przyjmująca

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the student:
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, signature and stamp of the Supervisor at the Receiving Organisation/Enterprise:

Z komentarzem [u25]: Należy wpisać imię i nazwisko studenta



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-
- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- 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).
- 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.
- 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 **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>
- ⁹ **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.
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **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.