*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.*

|  |  |  |
| --- | --- | --- |
| **Trainee** | **Last name(s):** | **Study cycle**[[1]](#endnote-1)**:** **[ ]**  bachelor or equivalent first cycle (EQF level 6) **[ ]** master or equivalent second cycle (EQF level 7) **[ ]**  doctorate or equivalent third cycle (EQF level 8) **[ ]**  integrated bachelor and master study |
| **First name(s):** |
| **Date of birth:**    /  /     *(dd/mm/yyyy)* |
| **Sex:** M **[ ]**  F **[ ]** undefined **[ ]**  | **Field of education**[[2]](#endnote-2)**:** |
| **Nationality**[[3]](#endnote-3)**:** |
| **Sending Institution** | **Name:** University of Zagreb | **Faculty/ Department: Faculty of Humanities and Social Sciences** |
| **Erasmus code**[[4]](#endnote-4)**:** HR ZAGREB01 | **Address** *(street, city)*: **Ivana Lučića 3, 10000 Zagreb** |
| **Country:** Croatia |
| **Contact person name**[[5]](#endnote-5)**: Ivana Bedeković, Student mobility coordinator** | **email:** **erasmus-studenti@ffzg.hr****,** **ibedekov@ffzg.hr** |
| **phone: +385(1) 4092 138** |
| **Receiving** **Organisation/Enterprise** | **Name of Organisation/****Enterprise:**  | **Department (*if applicable*):** |
| **Country:** | **Address** *(street, city, postal code)*:  |
| **website:** | **Size:** ☐ < 250 employees  ☐ > 250 employees |
| **Contact person[[6]](#endnote-6)**  | **name, surname:** | **e-mail:** |
| **position:** | **phone:** |
| **Mentor[[7]](#endnote-7)**  | **name, surname:** | **e-mail:** |
| **position:** | **phone:** |
| **Before the mobility** |
| ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the physical mobility: from [month/year]      /      to [month/year]      /     .*****If applicable, planned period(s) of the virtual mobility: from [month/year]      /      to [month/year]      /     .*** |
| **Traineeship title:**  | **Number of working hours per week[[8]](#endnote-8):       *h/week*** |
| **Detailed programme of the traineeship[[9]](#endnote-9):**  |
| **Traineeship in digital skills[[10]](#endnote-10):** Yes **[ ]**  No **[ ]**  |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)[[11]](#endnote-11):** |
| **Monitoring plan[[12]](#endnote-12):** |
| **Evaluation plan[[13]](#endnote-13):** |
| The level of **competence[[14]](#endnote-14)** in **language**:  [*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* **[ ]**  |

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| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[15]](#endnote-15)** |
| **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]](#endnote-16) | 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 **[ ]**  |

**2.** 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 **[ ]**   |

**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 **[ ]**  No **[ ]**  | If yes, please indicate the number of credits:  |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes **[ ]**  No **[ ]**  |

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| **Accident and liability insurance for the trainee**

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| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise) 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes **[ ]**  No **[x]**  |

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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 (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. |

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| 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, Surname** | **Email** | **Position** | **Date** | **Signature (*handwritten*) and stamp *(if applicable)[[17]](#endnote-17)*** |
| Trainee |   |  | *Trainee* |   |   |
| Responsible person[[18]](#endnote-18) at the Sending Institution | Željka Miklošević, PhD | **mobilnost-ff@ffzg.hr** | *Faculty ECTS coordinator* |   |   |
| Supervisor[[19]](#endnote-19) at the Receiving Organisation |   |   |   |   |  |

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). [↑](#endnote-ref-1)
2. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> 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-2)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-3)
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-4)
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-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. The traineeship should normally consist of a **minimum of** **30** working hours per week. [↑](#endnote-ref-8)
9. **The detailed programme** of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing. [↑](#endnote-ref-9)
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. [↑](#endnote-ref-10)
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. [↑](#endnote-ref-11)
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. [↑](#endnote-ref-12)
13. **The evaluation plan** should describe the **assessment criteria** that will be used to evaluate the traineeship and the learning outcomes. [↑](#endnote-ref-13)
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> [↑](#endnote-ref-14)
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. [↑](#endnote-ref-15)
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. [↑](#endnote-ref-16)
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. [↑](#endnote-ref-17)
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. [↑](#endnote-ref-18)
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. [↑](#endnote-ref-19)