

Swiss-European Mobility Programme – Student Mobility for Traineeships

**Learning Agreement for Traineeships**

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| 1. **Details of the student** |
| **Name of the student:**  **Subject area:**  **Academic year:**  **Degree:**  **Sending institution:** |

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| 1. **Details of the proposed training programme abroad** |
| **Host organisation:**  **Host country:**  **Planned dates of start and end of the traineeship period (dd-mm-20yy): from       till      , that is       months**  **Academic year:** |
| - Knowledge, skills and competences to be acquired:  - Detailed programme of the training period:  - Tasks of the trainee:  - To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s)[[1]](#footnote-1) that the trainee will use at the host department/ organisation is:  - Is this traineeship fully integrated in the curriculum of the trainee's degree: Yes  No  - Monitoring and evaluation plan: |

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| 1. **Commitment of the three parties** |
| By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles.  **The student:**  **Student’s signature\*:**                           **Date, place:** |
| **The sending institution**  We confirm that this proposed training programme agreement is approved.  The traineeship is part of the curricula: Yes  No  On satisfactory completion of the training programme the institution will [please indicate how the traineeship will be recognised. There should at least be one positive answer]:  - award ECTS credits. Yes  No  If yes: number of ECTS credits:  - record the training period in the Diploma Supplement. Yes  No  - or if not possible record it in the student's transcript of records. Yes  No  Coordinator’s name and function                                 Date:  Coordinator’s signature\* |
| **The host organisation**  The student will receive a financial support for his/her traineeship: Yes  No  The student will receive a contribution in kind for his/her traineeship: Yes  No  Name and position of the mentor (if not available, the name shall be communicated to the student upon his/her arrival):  Normal working hours/week (overtime should not be the rule):  Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace):  Yes  (optional: accident insurance nr.                      insurer:                                )  No  If yes, please specify if it covers also:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No  Is the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace):  Yes  (optional: liability insurance nr.                      insurer:                                )  No  We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a certificate to the student  Coordinator’s name and function                                 Date:  Coordinator’s signature\* |

\* The student keeps the document with the original signatures, the sending and host organisations have to keep a copy or a scan.

**QUALITY COMMITMENT**

**THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:**

Define the **learning outcomes** of the traineeship in terms of the knowledge, skills and competencies to be acquired;

Assist the student in **choosing** the appropriate host organisation, project duration and traineeship content to achieve these learning outcomes;

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **traineeship contract** with the selected students;

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs;

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance;

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement;

**Evaluate** with each student the personal and professional development achieved.

**THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the traineeship and the recognition arrangements) for each student and the adequate mentoring arrangements;

**Monitor** the progress of the traineeship and take appropriate action if required.

**THE HOST ORGANISATION UNDERTAKES TO:**

Assignto students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;

Draw **a contract or equivalent document** for the traineeship in accordance with the requirements of the national legislation;

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress;

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country.

**THE STUDENT UNDERTAKES TO:**

Comply with all **arrangements** negotiated for his/her traineeship and to do his/her best to make the traineeship a success;

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality;

**Communicate** with the sending institution about any problem or changes regarding the traineeship;

**Submit a report** in the specified format and any required supporting documents at the end of the traineeship.

\* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium.

1. e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably CEFR. [↑](#footnote-ref-1)