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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Student Mobility for Traineeships** | **Date of birth** | | **Nationality**[[1]](#endnote-2) | | **Gender [Male/Female/Undefined]** | | **Study cycle**[[2]](#endnote-3) | | **Field of education**[[3]](#endnote-4) | |
| … | | … | … | | … | | … | | Third cycle (EQF level 8) | | … | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[5]](#endnote-6)**; email; phone** | | | |
| Mykolas Romeris University | | … | LT VILNIUS06 | | Ateities g. 20, LT-08303 Vilnius | | LITHUANIA | | Mrs. Audra Dargytė Burokienė, Head of MRU IO  [erasmus@mruni.eu](mailto:erasmus@mruni.eu) +370 5 2714695  Mrs. Laura Jakubsevičienė,  Manager for International Traineeships [traineeships@mruni.eu](mailto:traineeships@mruni.eu) | | | |
| **Receiving** **Organisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | | **Mentor[[7]](#endnote-8) name; position;**  **e-mail; phone** | |
| … | | … | … | | … | | ☐ < 250 employees  ☐ > 250 employees | | … | | … | |
| **Before the mobility**  *Geltonai pažymėtas tekstas nurodo, kad būtina pildyti, taip pat pateikia patarimus kaip pildyti. Užbaigus rengti, BŪTINA ištrinti geltonai pažymėtas vietas* | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the physical component: from [month/year]** …/…/… **to [month/year]** …/…/…  **If applicable, planned period of the virtual component: from [month/year] ……………. to [month/year] …………….** *(čia pildoma jei pvz dalis bus fiziškai nuvykus, o dalis grįžus į namus bet virtualiai)* | | | | | | | | | | | | | | |
| **Traineeship title:** …… | | | | | | | | | **Number of working hours per week:** … | | | | | |
| **Detailed programme of the traineeship (including the virtual component, if applicable):**  Deepening knowledge on the topic of the dissertation  (reikėtų, kad čia aprašytumėte bent truputį detaliau, jei įmanoma, pvz pasiplanuoti kaip gilintumėte tas žinias, koks disertacijos pavadinimas,  gal kažkokie jų turimi moksliniai straipsniai jau dabar aišku, kaip Jums pagelbės tas žinias paglinti) reikėtų numatyti, kad šis dokumentas būsimos veiklos programa) | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐*jei visada dirbsite su kompiuteriu ir kaip rašo išnaša nr.8 bus šie elementai: 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. tada žymite Yes, arba No jei to nebus.*  **:** | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**  *(aprašoma bent truputį detaliau : 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. …* | | | | | | | | | | | | | | |
| **Monitoring plan:**  *kartu su praktikos vadovu priimančiojoje organizacijoje reikėtų susitarti, kaip atsiskaitysite praktikos pabaigoje.*  *siūlome šiuos variantus (netinkamą ištrinti):*  *Student is required to participate in the weekly meetings and give oral or written progress report to a mentor. Day-to-day monitoring and communication shall be performed in the office and/or by e-mail. At the end of the traineeship period, student presents to mentor a written final report about the activities performed and tasks completed.*  *Or*  *Student is required to send a progress report to a home University coordinator (and to a receiving organization mentor, if requested) or write a diary of the placement. Receiving organization/enterprise may apply additional monitoring measures.* | | | | | | | | | | | | | | |
| **Evaluation plan:** *kartu su praktikos vadovu priimančiojoje organizacijoje reikėtų susitarti, kaip vertins Jūsų programos įgyvendinimą (The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.)*  *siūlome šiuos variantus (netinkamą ištrinti):*  *Evaluation of the traineeship is made on a basis of the progress and final reports and ends with a certificate.*  *Or At the end of placement, student prepares and presents both to a receiving organization and home university a detailed final report about the activities performed and tasks completed. The report must be approved by the receiving organization.*  *Evaluation of the placement is made on a basis of the reports (according to the programme, tasks and acquired skills and competencies), also may be supplemented by*  *face-to-face interview with academic coordinator or review of performed activities by a Host organization Supervizor.* | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| The level of **language competence[[9]](#endnote-10)** in English [*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* X *C2* ☐ *Native speaker* ☐ | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[10]](#endnote-11)** (pildomas bentvienas varianatas)   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-12)  Jei jums reikia kad ši stažuotė Jums pasitvirtintų kaip tarptautinis komponentas doktorantūros studijose- rekomenduojame sukaupti kreditus, nusistatyti kiek jums jų reikėtų šioje stažuotėje žinant, kad 1ECTS apytiksliai lygu 27 darbo valandoms. | 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 ☐ | |  1. 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 ☐ | | |  1. 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 ☐ | |   **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 ☐ 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☒ | | | | | | | |
| ***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. | | | | | | | | |
| 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 person[[12]](#endnote-13) at the Sending Institution | … | … | … | … | … |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation | … | … | … | … | … |

**During the Mobility**

**Ši dalis pildoma tik tokiais atvejais jei vyksta labai ženklūs pasikeitimai praktikos metu, keičiasi laikotarpis, nusprendžiama pratęsti .**

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| --- | --- | --- |
|  | ***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) | |
| **Planned period of the mobility: from [month/year] ……………. till [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:** … |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: | | |
| **Monitoring plan:** | | |
| **Evaluation plan:** | | |

**After the Mobility**

**Ši dalis pildoma jau po atliktos praktikos, ir yra svarbi atsiskaitymo už praktikai sutektą stipendiją dalis. Ją galėsite pildyti Jūs pati, bet mentorius turės pasirašyti po praktikos.**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** … |
| **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 the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….**  **Start date and end date of physical component: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title:** … |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):** |
| **Evaluation of the trainee:** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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-3)
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. [↑](#endnote-ref-4)
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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-5)
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-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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-8)
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-9)
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-10)
10. **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-11)
11. **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. [↑](#endnote-ref-12)
12. **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-13)
13. **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-14)