|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  | EQF level 6 |  |
| **Study form** | **Study programme title** | **Year** | **Group** |
|  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Address**  | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** | **Dean’s name,** **email, Phone** |
| Vilniaus kolegija / Higher Education Institution |  | LT VILNIUS10 | Saltoniškių str. 58, LT-08105 Vilnius;  | LT | Ieva Janauskaitė, i.janauskaite@viko.lt, erasmus@viko.lt, +370 615 80632 |  |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-6) name; position;** **e-mail; phone** | **Mentor[[7]](#endnote-7) name; position;****e-mail; phone** |
|  |  |  |  | [ ]  < 250 employees[ ]  > 250 employees |  |  |
|  | **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [day/month/year] ……………. to [day/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:**The trainee will be provided with the tutor-manager, who will supervise all mentioned tasks and duties; track trainee’s accomplishments and receive trainee’s feedback |
| **Evaluation plan:** |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[8]](#endnote-8)** 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* [ ]  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution*** 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award 20 ECTS credits (or equivalent)[[9]](#endnote-9) | Give a grade based on: Traineeship certificate [ ]  Final report [x]  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 [ ]  |

**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 [x]  No [ ]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [x]  No [ ]  - accidents on the way to work and back from work: Yes [x]  No [ ]  |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [x]  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. |

**Obligations of the parties**

|  |
| --- |
| 1. The Sending Institution will:
	1. Guarantee the necessary theoretical and practical traineeship of the trainee;
	2. Appoint a traineeship tutor – a teacher of VK/UAS (sending institution), who assists the trainee in the traineeship programme preparation, approves the programme and guarantees the supervision of the traineeship objectives execution and if necessary together with the receiving organisation/enterprise staff (or public servants) quickly solves problems encountered during the traineeship;
	3. Provide the receiving organisation/enterprise tutor with the methodological recommendations (tools) of traineeship management;
2. The receiving organisation/enterprise will:
	1. Provide a place of traineeship for the trainee at the (title, department and address of traineeship place)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as well as proper conditions and necessary information for traineeship implementation, and not distract the trainee from doing the traineeship tasks;* 1. Ensure that the trainee will get a traineeship tutor from qualified personnel (or public servants) with at least 3 years experience of relevant work, with whom the trainee could go into detail on the traineeship programme, and who will guarantee this traineeship maintenance and final evaluation.
	2. Organize the necessary labour security, health and fire precautions courses;
	3. In accordance with the procedures established by the receiving organisation/enterprise and the agreement with VK/UAS (sending institution) on the work procedure and conditions, to guarantee the trainee such working conditions which comply with employee safety, health and hygiene norms, if necessary provide them with appropriate work tools, work clothes and shoes, other personal and corporate labour security and health measures.
	4. Give the trainee tasks related to the studies and traineeship and guarantee that tasks irrelevant to the studies and traineeship are not imposed or unskilled work required.
	5. Inform Sending Institution about the course of traineeship and issue a traineeship diploma taking into consideration the evaluation of the traineeship tutor.
	6. Inform the trainee which information that he/she receives is considered to be a commercial secret by the receiving organisation/enterprise not to be revealed outside the receiving organisation/enterprise and familiarize him/her with penalties for doing so (if such are foreseen in the company internal documents).
1. The receiving organisation/enterprise has the right to allow the trainee to fulfill the assigned functions in production or services self-sufficiently without the help of the traineeship tutor only if the organization concludes a temporary employment contract with the trainee in accordance with the law.
2. The trainee will:
	1. Get familiarized with the traineeship programme prepared by VK/UAS appointed traineeship tutor one month before the beginning of the traineeship and no later than during the first traineeship day specify the traineeship (plan) programme with the traineeship tutor of the receiving organization/enterprise.
	2. Diligently fulfil traineeships training tasks; failing to come for traineeship to the receiving organization/enterprise the trainee shall promptly notify the traineeship tutor stating the cause and in case of illness provide a doctor’s certificate;
	3. Comply with the establishment and operational documents of the receiving organization/enterprise, rules of work procedure, agreement with sending institution on the rules of procedure and other conditions, and keep confidential the commercial secrets and other information specified by the receiving organization/enterprise in accordance with paragraph 2.7. of this Agreement.
	4. Protect the assets of the organization and answer for the material damage caused in the manner prescribed by the law.
	5. Comply with occupational safety and health and fire prevention regulations;
	6. Inform sending institution if during the traineeship period tasks irrelevant to the studies’ and traineeship are assigned and unqualified work required and if the receiving institution does not provide conditions for the traineeship programme implementation.
	7. Prepare a traineeship report in accordance with the requirements of sending institution and submit it to sending institution traineeship-appointed tutor.
 |

**Final provisions**

|  |
| --- |
| 1. The Agreement will be amended only in the form of a written agreement of all the parties. Any adjustment of the contract is an integral part of the Agreement.
2. The Agreement will be terminated.

 6.1. When the trainee is expelled from sending institution, terminates his/her studies (including trainees who are granted a leave of absence);  6.2. When one of the parties violates the obligations of the Agreement;  6.3. By way of agreement between the parties when the agreement rests on unforeseen, objective and reasoned justification.  7. The contractors shall notify the other parties about termination of the Agreement no later than 10 days 8. Any dispute that the parties can not resolve of good will and agreement, shall be settled in court according to the laws of the Republic of Lithuania.  9. The Agreement comes into force after the last party has signed it and stays valid until the end of the traineeship and the execution of all the obligations of the Agreement.  10. The Agreement comes in three copies of equal legal force and is issued for each contracting party. |

 |
| 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** |
| Trainee |  |  | Trainee |  |  |
| Responsible person at the Faculty of ……………………………………………………… |  |  |  |  |  |
| Supervisor[[10]](#endnote-10) at the Receiving Organisation |  |  |  |  |  |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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-2)
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-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. **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-8)
9. **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. [↑](#endnote-ref-9)
10. **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-10)