

LEARNING AGREEMENT FOR TRAINEESHIPS 2015/16

Sections 1 and 2 of this form should be completed before you go on your period abroad. Guidelines on how to complete the form can be found on the International Student Team website: <http://www.ist.admin.cam.ac.uk/erasmus-plus/current-cambridge-students/paperwork>

Section 1 – Contact details

The Student

| | |
|--------------------|---|
| a) Full Name: | |
| b) Date of Birth: | |
| c) Nationality: | |
| d) Sex (M/F): | |
| e) Study Level: | <input type="checkbox"/> Undergraduate (EQF 6) <input type="checkbox"/> Postgraduate (EQF 7) <input type="checkbox"/> Doctoral (EQF 8) |
| f) Field of Study: | <input type="checkbox"/> 0231 Modern and Medieval Languages <input type="checkbox"/> 0730 Architecture <input type="checkbox"/> Other (please specify)..... See: http://ec.europa.eu/education/tools/isced-f_en.htm |

The Home University

| | |
|---|--|
| g) Name and address: | The University of Cambridge, The Old Schools, Trinity Lane, Cambridge, CB2 1TN, UK |
| h) Erasmus ID Code: | UKCAMBRID01 |
| i) Department and Faculty: | |
| j) Departmental Coordinator name, email, phone: | |

The Host Organisation

| | |
|---|---|
| k) Name of Organisation: | |
| l) Address (including postcode) and website where applicable: | |
| m) Country: | |
| n) Sector (see below): | |
| o) Number of Employees: | <input type="checkbox"/> less than 250 <input type="checkbox"/> more than 250 |

| | |
|--|--|
| p) Hosting Department: | |
| q) Supervisor name, position, email, phone: | |
| r) Mentor name, position, email, phone: | |

For the sector, please use one of the codes listed here:

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NAC_E_REV2&StrLanguageCode=EN

Section 2 – to be completed BEFORE THE PERIOD ABROAD

I. PROPOSED TRAINING PROGRAMME

| |
|---|
| a) Planned period of the traineeship: from [month/year] till [month/year] |
| b) Number of working hours per week: |
| c) Job title: |
| d) Detailed programme of the traineeship period (tasks to be carried out by the student, deliverables and timeframes) |
| e) Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (learning outcomes) |
| f) Monitoring plan (how/when the home university and host organisation will monitor the student, number of supervision hours, any involvement of a third party e.g. a university within the host country – please specify if so) |
| g) Evaluation plan (assessment criteria used to evaluate the student's progress e.g. initiative, adaptability, communication, teamwork, organisational and foreign language skills) |

h) Language competence

The level of language competence in the workplace's main language 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

Typically students must achieve a B2 level unless otherwise specified.

See: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

i) The Home University

The traineeship is embedded in the curriculum.

The University of Cambridge does not offer a credit system, and therefore does not allocate credits for traineeships undertaken by students abroad in their final classification. Instead, the University allows the faculty/department to record this information locally using the following;

- The Traineeship Certificate
- The student's final report
- An interview with the student
- Other (please specify).....

The institution will record the traineeship in the student's transcript of records.

Accident Insurance for the trainee:

The home university will provide an accident insurance to the trainee (if not provided by the host organisation) 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 home university will provide a liability insurance to the trainee (if not provided by the host organisation): Yes X No

j) The Host Organisation

The receiving organisation/enterprise will provide financial support to the trainee for the traineeship:

Yes No If yes, amount in 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): N/A

The receiving organisation/enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the receiving organisation/enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship using the form provided by the home university.

II. COMMITMENT OF THE THREE PARTIES

Please send the learning agreement to your departmental contact at the host company for signature, then sign the document yourself and forward it to your Cambridge departmental co-ordinator for final signature. Your completed form should then be sent to the International Student Team via exchanges@admin.cam.ac.uk

By signing this document, the trainee, the home university and the host organisation confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and host organisation will communicate to the home university any problem or changes regarding the traineeship period.

The home university 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 |
|--|------|-------|----------|------|-----------|
| Student | | | Student | | |
| Home university - departmental coordinator | | | | | |
| Supervisor at host organisation | | | | | |

Section 3 – to be completed DURING THE PERIOD ABROAD**EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT****I. EXCEPTIONAL CHANGES TO THE PROPOSED TRAINING PROGRAMME**

| |
|---|
| a) Planned period of the traineeship: from [month/year] till [month/year] |
| b) Number of working hours per week: |
| c) Job title: |
| d) Detailed programme of the traineeship period (tasks to be carried out by the student, deliverables and timeframes) |
| e) Knowledge, skills and competences to be acquired by the trainee at the end of the Traineeship (learning outcomes) |
| f) Monitoring plan (how/when the home university and host organisation will monitor the student, number of supervision hours, any involvement of a third party e.g. a university within the host country – please specify if so) |
| g) Evaluation plan (assessment criteria used to evaluate the student's progress e.g. initiative, adaptability, communication, teamwork, organisational and foreign language skills) |

The trainee, the home university and the host organisation confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the student, the responsible person in the home university and the responsible person in the host organisation.

Section 4 – to be completed AFTER THE PERIOD ABROAD**TRAINEESHIP CERTIFICATE**

Name of the trainee:

Name of the host organisation:

Sector of the host organisation:

Address of the receiving organisation/enterprise [*street, city, country, phone, e-mail address*], **website:**

Start and end of the traineeship:

from [*day/month/year*]till [*day/month/year*]

Job title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee:

Date:

Name and signature of the responsible person at the host organisation: