Swiss-European Mobility Programme – Student Mobility for Traineeships

Learning Agreement for Traineeships

Academic year (year/year)

Details of the student[[1]](#footnote-1)

First and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty, department or study programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree, date of receipt (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the proposed traineeship programme

Host institution/organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned dates of start and end of the traineeship period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yyyy)

**Knowledge, skills and competences to be acquired:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed programme of the training period:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tasks of the trainee:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paid internship:**  Yes  No

**To be able to perform the tasks, the minimum level of language competence expected of the trainee in the main working language(s)[[2]](#footnote-2) that the trainee will use at the host institution/ organisation is:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this traineeship fully integrated in the curriculum of the trainee’s degree:** Yes  No

**Monitoring and evaluation plan:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commitment of the three parties

By signing this document, the student, the home institution and the host organisation confirm that they will abide by the principles.

**The student\***

Date, place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The home institution

We confirm that this proposed training programme agreement is approved.

**The traineeship is part of the curriculum:** Yes  No

**On satisfactory completion of the training programme the institution will recognise the traineeship as follows:** [there should at least be one positive answer]

* Credits (ECTS or equivalence):

Yes  No

If yes: Credits (ECTS or equivalence): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* record the training period in the Diploma Supplement:

Yes  No  - or if not possible,

* record the training period in the student’s Transcript of Records:

Yes  No

**For the home institution\*:**

First and last name, function of person responsible for this mobility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The host institution/organisation

**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 loss or injury caused to the student in the workplace)?**

Yes  (accident insurance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

No

If yes, please specify if it also covers:

* accidents during travel 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 damage caused by the student in the workplace)?**

Yes  (liability insurance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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

**For the host institution/organisation\*:**

First and last name, function of person responsible for this mobility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The student keeps the document with the original signatures; the home and host institutions keep a copy or a scan.

QUALITY COMMITMENT

The home institution of higher education\* 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 home institution\* and host organisation jointly undertake to:

* Negotiate and agree an individualised **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:

* Assign to 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 up **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 coordinating organisation of the consortium.

1. This document uses gender-neutral language. [↑](#footnote-ref-1)
2. e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably Common European Framework of Reference for Languages (CEFR). [↑](#footnote-ref-2)