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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student** | | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Short-term Doctoral Mobility** | **Date of birth** | | **Nationality**[[1]](#endnote-2) | | **Gender [Male/Female/Undefined]** | | **Study cycle**[[2]](#endnote-3) | | **Field of education**[[3]](#endnote-4) | |
|  | |  |  | |  | |  | |  | |  | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[5]](#endnote-6)**; email; phone** | | | |
|  | |  |  | |  | |  | |  | | | |
| **Receiving Institution/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** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Institution/Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the physical mobility: from [day/month/year] ……………. to [day/month/year] …………….** | | | | | | | | | | | | | | |
| **Doctoral mobility title: …** | | | | | | | | | **Number of working hours per week: …** | | | | | |
| **Detailed programme of the doctoral mobility:** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** | | | | | | | | | | | | | | |
| **Monitoring plan:** | | | | | | | | | | | | | | |
| **Evaluation plan:** | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| The level of **language competence[[9]](#endnote-10)** 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* ☐ | | | | | | | | | | | | | | |

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| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[10]](#endnote-11)**   1. The doctoral mobility is **embedded in the curriculum** and upon satisfactory completion of the mobility, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐ | | Record the mobility in the student’s Transcript of Records and Diploma Supplement (or equivalent). | | | Record the mobility in the student’s Europass Mobility Document: Yes ☐ No ☐ | |  1. The doctoral mobility is **voluntary** and, upon satisfactory completion of the mobility, 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 mobility in the student’s Transcript of Records: Yes ☐ No ☐ | | | | Record the mobility in the student’s Diploma Supplement (or equivalent). | | | | Record the mobility in the student’s Europass Mobility Document: Yes ☐ No ☐ | | | | | | | | |
| ***Table C - Receiving Institution/Organisation/Enterprise***   |  | | --- | | The Receiving Organisation/Enterprise will provide appropriate support and equipment to the student. | | Upon completion of the mobility, the Organisation/Enterprise undertakes to issue a Certificate within 5 weeks after the end of the doctoral mobility. | | | | | | |
| By signing this document, the doctoral student, the Sending Institution and the Receiving Institution/Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The student and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the mobility period. The Sending Institution and the student 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 short-term doctoral mobilities. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |  |  |  |  |  |
| Supervisor[[13]](#endnote-14) at the Receiving Institution/Organisation |  |  |  |  |  |

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Doctoral Mobility 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] …………….** | | |
| **Mobility title: …** | | **Number of working hours per week: …** |
| **Detailed programme of the mobility period:** | | |
| **Knowledge**, **skills and competences to be acquired by the end of the mobility (expected Learning Outcomes)**: | | |
| **Monitoring plan:** | | |
| **Evaluation plan:** | | |

**After the Mobility**

|  |
| --- |
| ***Table D – Short-term Doctoral Mobility Certificate by the Receiving Institution/Organisation/Enterprise*** |
| **Name of the student:** |
| **Name of the Receiving Institution/Organisation/Enterprise:** |
| **Sector of the Receiving Institution/Organisation/Enterprise:** |
| **Address of the Receiving Institution/Organisation/Enterprise** [street, city, country, phone, e-mail address]**, website:** |
| **Start date and end date of mobility: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Doctoral mobility title:** |
| **Detailed programme of the doctoral mobility period including tasks carried out by the student:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** |
| **Evaluation of the student:** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Institution/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 Programme Countries. [↑](#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)