**Learning Agreement for *Erasmus+* traineeship**

**Academic Year 2024-2025**

**Recent Graduate**

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| **The Trainee** | | | |
| Student number: | |  | |
| Last name(s): | |  | |
| First name(s): | |  | |
| Date of birth (dd/mm/yyyy): | |  | |
| Gender: | |  | |
| Nationality[[1]](#endnote-1): | |  | |
| ISCED-2013 Field of Education[[2]](#endnote-2) (see last page of document) | |  | |
| Study cycle (Bachelor/Master)[[3]](#endnote-3): | |  | |
| E-mail: | |  | |
|  | | | |
| **The Sending Institution** | | | |
| Name: | | Vrije Universiteit Amsterdam | |
| Erasmus code: | | NL AMSTERD02 | |
| Address: | | De Boelelaan 1105, 0E-68, 1081 HV Amsterdam | |
| Country: | | The Netherlands | |
| Country code: | | NL | |
| Contact person, name and position: | | Iris de Vries, Institutional coordinator | |
| Contact person, e-mail and telephone: | | [erasmus@vu.nl](mailto:erasmus@vu.nl); +31 20 59 88 990 (Job Mulder) | |
|  | | | |
| **The Receiving Organisation** | | | |
| Name institution: | | |  |
| In case of a university, Erasmus code receiving organisation[[4]](#endnote-4): | | |  |
| Contact person (supervisor) name and position: | | |  |
| Contact person (supervisor) e-mail / telephone: | | |  |
| Mentor[[5]](#endnote-5) (if different from supervisor) name and position: | | |  |
| Mentor (if different from supervisor) e-mail / telephone: | | |  |
|  | | | |
| In case the receiving organisation has **no Erasmus code** the following information should be given: | | | |
| Legal name: |  | | |
| Legal address: |  | | |
| Telephone: |  | | |
| Website: |  | | |
| Country: |  | | |
| [Name sector](http://ec.europa.eu/education/tools/isced-f_en.htm)[[6]](#endnote-6): |  | | |
| Department/unit: |  | | |
| Size of organisation:[[7]](#endnote-7) |  | | |
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| For guidelines, please look at Annex 1, for end notes please look at Annex 2. | | | |

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| **Section to be completed BEFORE THE MOBILITY** | |
| **I. Proposed Mobility Programme** | |
| Planned period of the mobility from **first working day** [dd/mm/yyyy] until **last working day** [dd/mm/yyyy] at the host organisation: |  |
| Number of working hours per week [35 to 40 hours]: |  |

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| --- | --- |
| Traineeship title: |  |
| Detailed programme of the traineeship period: |  |
| Training in digital skills**[[8]](#endnote-8)** | Yes / No |
| Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship: |  |
| Monitoring plan: |  |
| Evaluation plan: |  |
| **Language competence of the trainee** | |
| Main language at the work place (e.g., English, Spanish, other): |  |
| The level of language competence[[9]](#endnote-9) 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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| **The Receiving Organisation** | |
| The receiving organisation will provide financial support to the trainee for the traineeship: | Yes / No |
| If yes, amount in EUR/month: |  |
| The receiving organisation will provide a contribution in kind to the trainee for the traineeship: | Yes / No |
| If yes, please specify: |  |
|  | |
| The receiving organisation will provide appropriate support and equipment to the trainee. | |
| Upon completion of the traineeship, the organisation undertakes steps to issue a Traineeship Certificate within 5 weeks. | |

**Liability insurance and accident insurance**

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| Vrije Universiteit Amsterdam has a corporate liability insurance (except for medical internships) covering liability at the work place.  Vrije Universiteit does not provide an accident insurance. | |
| Will the receiving organisation provide an accident insurance to the trainee? | | Yes / No |
| If yes, please indicate if the accident insurance also covers accidents during travels made for work purposes: | | Yes / No |
| If yes, please indicate if the accident insurance also covers accidents on the way to work and back from work: | | Yes / No |
| If no, has the trainee concluded an accident insurance? | | Yes / No |
| We strongly advise the trainee to take out the necessary insurances, including a personal liability insurance for coverage outside the work place and an accident insurance.  See more information [Aon Student Insurance](https://www.aonstudentinsurance.com/en/home/) or contact your personal insurance company. | | |

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| **II. COMMITMENT OF THE THREE PARTIES** | |
| By signing this document, the trainee, the sending institution and the receiving organisation confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation will communicate to the sending institution any problem or changes regarding the traineeship period. | |
| **The trainee** | |
| Name trainee: |  |
| Place and date: |  |
| Responsible person’s signature: |  |
|  | |
| **The sending institution (supervisor at VU/VUmc)** | |
| Name responsible person: | Job Mulder |
| Email: | erasmus@vu.nl |
| Position: | Erasmus+ Scholarship Coordinator |
| Responsible person’s signature: |  |
| Date of signing: |  |
|  | |
| **The receiving organisation (supervisor on site)** | |
| Name responsible person: |  |
| Email: |  |
| Position: |  |
| Responsible person’s signature: |  |
| Date of signing: |  |
|  | |

**Section to be completed DURING THE MOBILITY**

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

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| --- | --- |
| This page needs to be sent by the trainee to [erasmus@vu.nl](mailto:erasmus@vu.nl) with both supervisors in the CC. | |
| **I. Exceptional changes to the Proposed Mobility Programme** | |
| The trainee, the sending institution and the receiving organisation confirm that the following amendments to the mobility programme are approved: | |
| Planned period of the mobility from **first** working day [dd/mm/yyyy] until **last** working day [dd/mm/yyyy]: |  |
| Number of working hours per week [35 to 40 hours]: |  |
| Traineeship title: |  |
| Detailed programme of the traineeship period: |  |
| Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship: |  |
| Monitoring plan: |  |
| Evaluation plan: |  |

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| **II. Changes in the Responsible Person(s), if any:** | |
| **New responsible person in the sending institution:** | |
| Name: |  |
| Function: |  |
| E-mail: |  |
|  | |
| **New responsible person in the receiving organisation:** | |
| Name: |  |
| Function: |  |
| E-mail: |  |

**Section to be completed AFTER THE MOBILITY**

**TRAINEESHIP CERTIFICATE 2024-2025**

1. **To be completed by trainee**

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| Name of the trainee: |
|  |
| Name of the receiving organisation: |
|  |
| Address of the receiving organisation: |
| *[Street, city, country, phone, e-mail address, website]* |

First day and last day of work at the working place as mentioned on the Grant Agreement:

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|  |
| First day and last day of work at the working place as actually realized: |
|  |
| Traineeship title: |
| *[copy information given above]* |
| Detailed programme of the traineeship period including tasks carried out by the trainee: |
| *[copy information given above]* |
| Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved): |
| *[copy information given above]* |

1. **To be completed by supervisor**

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| Evaluation of the trainee: |
|  |
| Place and date: |
|  |
| Name and signature of the responsible person 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. **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 student by the Sending Institution.

   See also Frequently used codes on the following page. [↑](#endnote-ref-2)
3. **Level of education:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) [↑](#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. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-5)
6. 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-6)
7. The size of the organisation could be, for instance, 1-50 / 51-500 / more than 500 employees. [↑](#endnote-ref-7)
8. **Training 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-8)
9. For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-9)