



Amendment

to the Learning Agreement for Traineeships signed by the Contracting Parties on 26 November 2018

Student	Last name(s)			Date of birth			UČO	Study cycle ²	MA
	First name(s)			Nationality ¹	Czech	Field of education ³	0312	Sex [M/F]	
Sending Institution	Name	Masaryk University	Erasmus code ⁴ (if applicable)	CZ BRNO05	Address	Centre for International Cooperation MU Komenskeho nam. 2 602 00 Brno, Czech Republic			
	Faculty / Department	Department of Political Science	Country	Czech Republic	Contact person name ⁵ ; email; phone	Mgr. Andrea Loukotová loukotova@czs.muni.cz +420 549 49 4394			
Receiving Institution / Enterprise	Name	Vysočina Region	Department	Vysočina Region Office in Brussels	Contact person name ⁵ ; email; phone	Jan Skála; skala.j@kr-vysocina.cz; +420 724 650 265			
	Address; website	Place de Jamblinne de Meux 31, 1030 Brussels; https://www.kr-vysocina.cz	Country	Belgium	Mentor ⁷ name; position; e-mail; phone	Jan Skála; Representative of the Vysočina Region in Brussels; skala.j@kr-vysocina.cz; +420 724 650 265			
			Size	> 250 employees					

Changes Agreed During the Mobility

Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Extended period of the mobility: from 15 July 2019 to 31 July 2019	
Traineeship title: Trainee at the Vysočina Region Office in Brussels	Number of working hours per week: Number of working hours per week: 40
Detailed programme of the traineeship period: The extended period includes the two weeks from 15 July 2019 to 31 July 2019. There are several events that Jakub Kučera will attend in mid-July which are mostly organisational meetings for the preparation of events that are scheduled for September and October 2019, especially due to the fact the Representative of the Vysočina Region in Brussels will not be present.	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): Information on the functioning of the EU institutions, representation of regional interests, EU financial resources, lobbying. Practical information on the Vysočina Region and its policies. Skills and competences: organisational and analytic competences, organising events in the cooperation with other partners on the European level, use of the individual creativity, improving language skills, translating, writing of summaries. Other benefits: opportunity for an academic research and professional development, finding contacts.	
Monitoring plan: All the tasks of the extended period are fulfilled in a cooperation and a day-to-day communication with the Representative of the Vysočina Region in Brussels who assigns the work and receives the work being done.	
Evaluation plan: In the last two weeks of July, Jakub Kučera will handover all of his work to the Representative of the Vysočina Region in Brussels and these two weeks will be the time for final assessment of the traineeship.	



Higher Education Learning Agreement for Traineeships/ Training Agreement

**MUNI
CZS**
Academic Year 2018/2019

Exceptional Changes to the Data about Sending Institution
Please use only one of the following three boxes:

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent)	Give a grade based on: Traineeship certificate <i>[compulsory]</i> <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Recognize the traineeship as following MU course(s) (course code, course title):	
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 <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <i>[compulsory]</i> <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Recognize the traineeship as following MU course(s) (course code, course title):	
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

This Amendment comes into force upon it being signed by the authorized representatives of the Contracting Parties and becomes effective upon its being published in the Public Administration Information System, the Register of Contracts.

The Contracting Parties hereby expressly agree that the entire text of the Amendment, including signatures, will be published in the Public Administration Information System – the Register of Contracts. The Contracting Parties have agreed that the statutory obligation under Section 5(2) of Czech Act No. 340/2015 Coll., on the Register of Contracts, will be met by the Receiving Organization.

This Amendment was discussed at the session of the Council of the Vysočina Region on 02/07/2019 and approved by a resolution Nr 1111/20/2019/RK.

Approval by signature of the trainee and of the sending and receiving institution responsible persons.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee	3/7/2019	
Responsible person at the Sending Institution	Michal Pink	pink@fss.muni.cz	FSS Co-ordinator	3/7/2019	
Supervisor at the Receiving Organisation	MUDr. Jiří Běhouněk		President of the Vysočina Region	11-07-2019	