



Higher Education  
Learning Agreement for  
Traineeships

206/177



KUJIP017RDP9

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
						EQF level 6	1015
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	College of Polytechnics Jihlava	Travel and Tourism	CZ JIHLAVA02	Tolstého 16, 58601 Jihlava	Czech Republic	Iveta Chalupová, iveta.chalupova@vspj.cz, 00420567141220	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	Vysočina Region	Presidential secretariat	Žižkova 57, 587 33 Jihlava; www.kr-vysocina.cz	Czech Republic	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees	Ing. Zbyněk Čech Head of the External Relations Section E-mail: cech.z@kr-vysocina.cz Telephone (CZ): +420 564 602 146	Mgr. Jan Skála Representative of the Vysočina Region in Brussels E-mail: skala.j@kr-vysocina.cz Telephone (BE): +32 (0) 251 18 028 Telephone (CZ): +420 564 602 367

Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b>	
Planned period of the mobility: from 15 January 2017 to 15 April 2017	
Traineeship title: a student – trainee at the Vysočina Region Office in Brussels	Number of working hours per week: 38
<p><b>Detailed programme of the traineeship:</b></p> <p>The traineeship is being held at the Vysočina Region Office, rue du Commerce 20/22, Brussels.</p> <p>Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region, security training, etc. – January</p> <p>Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (Echoes of the Jihlava IDFF, high school excursion, Euregha meetings, cultural events, meetings of the regional politicians with representatives of the EU institutions). The trainee will participate in meetings of different kind, she will take notes and present the attitude of the Representative of the Vysočina Region in Brussels when he is not present. She will help with the organisation of the events: distribution of invitations, reception of guests and other supporting tasks – from the end of January to the beginning of April</p> <p>Administrative tasks on a day-to-day basis – analyses on regional policy related topics, information materials for the regional officials on specific tasks, business correspondence, press releases, translations, daily information reports. The trainee will gather information regarding the work of the EU institutions and other regions represented in Brussels. She will write reports from important seminars and conferences taking part in Brussels. She will translate documents from English to Czech and vice versa – from the end of January to the beginning of April</p> <p>Final week – handover of the ongoing projects to the Representative of the Vysočina Region in Brussels – mid-April</p> <p>All the tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.</p>	
<p><b>Knowledge, skills and competences to be acquired by the end of the traineeship:</b></p> <p>Information on the functioning of the EU institutions, the representation of regional interests, EU financial resources, lobbying. Practical information on the Vysočina Region and its policies.</p> <p>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.</p> <p>Other benefits: opportunity for an academic research and professional development, finding contacts.</p>	
<p><b>Monitoring plan:</b></p> <p>All the tasks are fulfilled in a cooperation and a day-to-day communication with the Representative of the Vysočina Region in Brussels.</p>	



# Higher Education Learning Agreement for Traineeships

**Evaluation plan:**

Trainee will be evaluated on the day-to-day basis with regard to her completed tasks. The final evaluation will be provided at the end of the traineeship.

The level of language competence<sup>8</sup> in English [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

**Table B - Sending Institution**

Please use only one of the following three boxes:<sup>9</sup>

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

Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 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"/>	

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).



## Higher Education Learning Agreement for Traineeships

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee	16.12.16	
Responsible person <sup>11</sup> at the Sending Institution	doc. MUDr. I. Bažar, Ph.D.		rector	2.7.2017	<i>[Signature]</i>
Supervisor <sup>12</sup> at the Receiving Organisation	MUDr. Jiří Běhounek		President of the Vysočina Region	09-01-2017	<i>[Signature]</i>

Kraj Vysočina  
Žitbova 57, 587 01, Blatná

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **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).

<sup>3</sup> **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](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.

<sup>4</sup> **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.

<sup>5</sup> **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.

<sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>7</sup> **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.

<sup>8</sup> **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>

<sup>9</sup> **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.

<sup>10</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

<sup>11</sup> **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.



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<sup>12</sup> **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.