



KUJIP01F0B8Z

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
				CZ	F	EQF level 7	03 – Social sciences, journalism and information
Sending University	Name	Faculty/Department	Erasmus code⁴	Address	Country	Contact person name⁵; email; phone	
	Charles University	Faculty of Social Sciences	CZ PRAHA07	Smetanovo náměstí. 6, 110 00 Staré Město	Czech republic	Ing. Radek Kovács, radek.kovacs@fsv.cuni.cz , +420 222 112 235	
Intermediary Organisation	Educa International		www.educaops.eu	Na Mokline 16, 163 00 Praha 6,	Czech Republic	Josef Vochozka educaops@gmail.com +420 602293346	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person⁶ name; position; e-mail; phone	Mentor⁷ name; position; e-mail; phone
	Vysočina Region	Representation of the Vysočina Region in Brussels	Place de Jamblinne de Meux 31, 1030 Brussels; www.kr-vysocina.cz	Belgium	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees	Jan Skála; Representative of the Vysočina Region in Brussels; skala.j@kr-vysocina.cz ; +420 724 650 265	Jan Skála; Representative of the Vysočina Region in Brussels; skala.j@kr-vysocina.cz ; +420 724 650 265

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from 1st September 2023 to 30th November 2023

Traineeship title: Trainee at the Office of the Vysočina Region in Brussels	Number of working hours per week: 38
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Detailed programme of the traineeship:

The traineeship is being held at the office of the Vysočina Region in Brussels.
Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region.
Final week – handover of the ongoing projects to the Representative of the Vysočina Region in Brussels.
All tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.

Principal activities:

- Gathering information regarding the work of the EU institutions and other regions represented in Brussels

Temporal frame: on an ongoing basis

Tasks: analyses on regional policy and other EU policy related topics, business correspondence, press releases, translation from English to Czech and vice versa, regular information reports

- Participating in meetings of different kind with regional organisations and EU institutions (conferences, seminars and sessions of regional politicians) – on site or online

Temporal frame: on an as-needed basis

Tasks: taking notes, writing reports, presenting the attitude of the Representative of the Vysočina Region in Brussels when he is not present

- Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (e. g. European Week of Regions and Cities and other conferences, Echoes of the Ji.hlava International Documentary Film Festival, high school excursions, meetings of regional politicians with representatives of the EU institutions etc.)

Temporal frame: on an as-needed basis

Tasks: distribution of invitations, reception of guests and other supporting tasks, preparing programme and helping with the organization of business trips

Traineeship in digital skills⁸: Yes No

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 the professional development, finding contacts.

Monitoring plan:

All the tasks 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:

The 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 competence⁹** in English 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:¹⁰

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

Award ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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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 No

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:
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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"/>
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Record the traineeship in the trainee's Transcript of Records: Yes No

Record the traineeship in the trainee's Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes No

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 No If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes No

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 No

The accident insurance covers:

- accidents during travels made for work purposes:
 Yes No

- accidents on the way to work and back from work:
 Yes No

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes No

If yes, amount (EUR/month):

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes No

If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No - accidents on the way to work and back from work: Yes No

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):

Yes No

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.


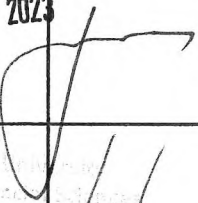

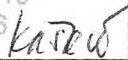
By signing this document, the trainee, the Sending Institution, the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee will participate on mobility under the Agreement with the Consortium Educa and student will obtain the Erasmus grant from the Consortium Educa. Student and Receiving Organisation/Enterprise will communicate to the Consortium Educa

any problem or changes regarding the traineeship period. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

This Agreement 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 Agreement, 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 Agreement was discussed at the session of the Council of the Vysočina Region on 18/04/2023 and approved by a resolution Nr 0679/13/2023/RK.

Commitment	Name	Email/Telephone	Position	Date	Signature
Trainee			Trainee		
Responsible person at the Receiving Institution	Mgr. Vítězslav Schrek, MBA		President of the Vysočina Region	10-07-2023	
Responsible person at the Sending Institution	Ing. Radek Kovács	radek.kovacs@fsv.cuni.cz , +420 222 112 235	Erasmus coordinator		
Consortium Educa	Josef Vochozka	Educaops@gmail.com +420 602293346	Director		 Educa International, o.p.s. IČ: 28187172 Na Moklině 289/16 163 00 Praha 6

POWER OF ATTORNEY

I, the undersigned, Mr Vítězslav Schrek, President of the Vysočina Region, do hereby authorize Mr Jan Skála, a representative of the Vysočina Region in Brussels, to act as the mentor of the traineeship and to assign, accept and evaluate the work of the trainee.

Date: _____ Signature: 

I, the undersigned, Mr Jan Skála do hereby accept this power of attorney.

Date: _____ Signature: 

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

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).

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.

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.

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.

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

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.

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.

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>

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.

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.

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.