



Erasmus+ Learning Agreement Student Mobility for Traineeships

4609/24

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/ Undefined]	Level of education (EQF level)	Field of education
	Křehlíková	Lada	11.06.2002	Czech	Female	EQF 4	International relationships
Sending Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	Mendel University in Brno	Faculty of Regional Development and International Studies	CZ BRNO02	Zemědělská 1, 61300 Brno	CZ	Kamila Hercová kamila.hercova@mendelu.cz	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person name; position; email	Mentor name; position; email
	Vysočina Region	Representation of the Vysočina Region in Brussels	Place de Jambline 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	
Planned period of the physical component: from 01/09/2024 to 30/11/2024 [day/month/year]	
If applicable, planned period of the virtual component: not applicable	
Traineeship title: Trainee at the Office of the Vysočina Region in Brussels	Number of working hours per week: 38
<p>Detailed programme of the traineeship:</p> <p>The traineeship is being held at the office of the Vysočina Region in Brussels.</p> <p>Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region.</p> <p>Final week – handover of the ongoing projects to the Representative of the Vysočina Region in Brussels.</p> <p>All tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.</p> <p>Principal activities:</p> <ul style="list-style-type: none"> - Gathering information regarding the work of the EU institutions and other regions represented in Brussels <p>Temporal frame: on an ongoing basis</p> <p>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</p> <ul style="list-style-type: none"> - Participating in meetings of different kind with regional organisations and EU institutions (conferences, seminars and sessions of regional politicians) – on site or online <p>Temporal frame: on an as-needed basis</p> <p>Tasks: taking notes, writing reports, presenting the attitude of the Representative of the Vysočina Region in Brussels when he is not present</p> <ul style="list-style-type: none"> - 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.) <p>Temporal frame: on an as-needed basis</p> <p>Tasks: distribution of invitations, reception of guests and other supporting tasks, preparing programme and helping with the organization of business trips</p>	
Traineeship in digital skills: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):</p> <p>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</p>	

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 **competence** 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:

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

Award 0 ECTS credits (or equivalent)	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	If yes, please indicate the number of credits: 0
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 checked="" type="checkbox"/>	If yes, please indicate the number of credits: 0
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Accident insurance for the trainee

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

Table C - Receiving Organisation

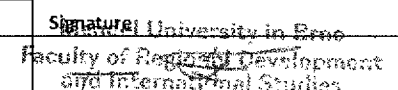
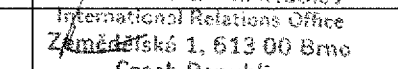
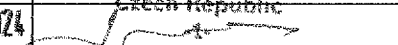
The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/>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

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution (if the receiving organisation is a higher education institution)] undertake[s] 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.

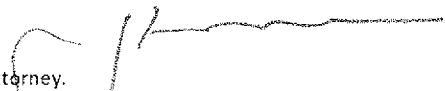
The Contracting Parties hereby expressly agree that the entire text of the Agreement, including signatures, will be published in the Public Administration Information System – the Register of Contracts. The Contracting Parties have agreed that the statutory obligation under Section 5(2) of Czech Act 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 18/06/2024 and approved by a resolution Nr 1172/22/2024/RK.

Commitment	Name	Position	Date	Signature
Trainee	Lada Křehlíková	Trainee		
Responsible person at the sending Institution	Bc. Vendula Tvrdohová	International Office Coordinator		
Responsible person at the receiving organisation	Mgr. Vítězslav Schrek, MBA	President of the Vysočina Region	17 -07- 2024	

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: 17 -07- 2024 Signature: 

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

Date: Signature: 