

Erasmus+ Learning Agreement Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/ Undefined]	Level of education (EQF level)	Field of education
	Procházka	Tomáš					
Beneficiary organisation	Name	Faculty/ Department (if applicable)	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	College of Polytechnics Jihlava	Department of Economic Studies	CZ JIHLAVA02	Tolstého 16, 586 01 Jihlava	CZ	Iveta Chalupová	
Sending Institution <small>[only if different from Beneficiary Organisation]</small>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ; name; position; email	Mentor name; position; email
	Vysočina Region	Representati on of the Vysočina Region in Brussels	Place de Jamblinne de Meux 31, 1030 Brusel, www.kr- vysočina.cz	BE	<input type="checkbox"/> ≤250 employees <input checked="" type="checkbox"/> > 250 employees	Jan Skála Representative of the Vysočina Region in Brussels	Jan Skála Representative of the Vysočina Region in Brussels

Before the mobility

<p align="center">Table A - Traineeship Programme at the Receiving Organisation</p> <p align="center">Planned period of the physical component: from 01/05/2025 to 31/07/2025</p> <p align="center">If applicable, planned period of the virtual component: not applicable</p>	
Traineeship title: Trainee in the Vysočina Region Brussels Office	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, Czech Street Party, European Heritage Label Assignment Celebration, Echoes of the Ji.hlava International Documentary Film Festival, With Vysočina to Europe high school excursion, meetings of regional politicians with representatives of the EU institutions etc.) <p>Temporal frame: on an as-needed basis</p>	



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

Traineeship in digital skills: 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 his completed tasks. The final evaluation will be provided at the end of the traineeship.

The level of language competence 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:

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

AwardECTS credits (or equivalent)	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"/>	

1. 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:
Give a grade: Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent): YES	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

2. 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 (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee – will be ensured within the personal travel insurance of the trainee

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving 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 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"/>



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

The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation):

Yes ☐ No ☒

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 no later than one week of 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 14/04/2025 and approved by a resolution Nr 0633/12/2025/RK.

Commitment	Name	Email	Position	Date	Signature
Trainee	Tomáš Procházka	proch151@student.vspj.cz	Trainee		
Responsible person at the beneficiary organisation	Martina Chalupová	martina.chalupova@vspj.cz	Departmental coordinator	16. 04. 2025	
Supervisor at the receiving organisation	Martin Kukla		President of the Vysočina Region	25. 4. 2025	

POWER OF ATTORNEY

I, the undersigned, Mr Martin Kukla, 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: 25. 4. 2025 Signature:

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

Date: 25. 4. 2025 Signature: