



METROPOLITAN
UNIVERSITY PRAGUE



LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	2018/2019
Study cycle ²	Master	Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name	Metropolitan University Prague	Faculty	International relations and European Studies
Erasmus code (if applicable)	CZ PRAHA 18	Department	International Office
Address	Dubečská 900/10 Praha 10-Strašnice 100 31	Country, Country code ⁴	Czech Republic CZ
Contact person name	Bc. Pavlína Köhlerová	Contact person E-mail / phone	pavlina.kohlerova@mup.cz +420 274 815 044

The Receiving Organisation/Enterprise

Name Sector ⁵	Vysočina Region Žižkova 57, 587 33 Jihlava	Department	Placement: Vysočina Region Liaison Office in Brussels
Address, website	Place de Jamblinne de Meux 31, 1030 Brussels	Country	Belgium BE



Size of enterprise ⁶	<input type="checkbox"/> 1-50	<input type="checkbox"/> 51-500	<input type="checkbox"/> more than 501
Contact person ⁷ name / position	Jan Skála Representative of the Vysočina Region in Brussels	Contact person e-mail / phone	skala.j@kr-vysocina.cz +420 724 650 265
Mentor ⁸ name / position	Jan Skála Representative of the Vysočina Region in Brussels	Mentor e-mail / phone	skala.j@kr-vysocina.cz +420 724 650 265

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from 10/09/2018 to 10/12/2018
Number of working hours per week: 40
Traineeship title: Trainee at the Vysočina Region Liaison Office in Brussels
<p>Detailed programme of the traineeship period:</p> <p>The traineeship is being held at the Vysočina Region Liaison Office in Brussels.</p> <p>Introductory week - explanation of the tasks, introduction to the partners of the Vysočina Region, security training, etc. - September</p> <p>Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (European Week of Regions and Cities, Echoes of the Jihlava International Documentary Film Festival and other cultural events, high school excursion, Euregha meetings, 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 mid-September to the end of November</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 mid-September to the end of November</p> <p>Final week - handover of the ongoing projects to the Representative of the Vysočina Region in Brussels - first week of December</p>



All tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

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 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:

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.

Language competence of the trainee

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

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

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

- Award ECTS credits: Yes No
If yes, please indicate the number of ECTS credits: 4 credits
- Give a grade: Yes No
If yes, please indicate if this will be based on:
Traineeship certificate Final report Interview
- Record the traineeship in the trainee's Transcript of Records Yes No
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate: Yes No
- Record the traineeship in the trainee's Europass Mobility Document Yes No *If the trainee will be a recent graduate.*



The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes No

If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes No

If yes, please specify:

Is the trainee covered by the accident insurance? Yes No

If not, please specify whether the trainee is covered by an accident insurance 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

Is the trainee covered by a liability insurance? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by **2 weeks** after the traineeship.

II. RESPONSIBLE PERSONS

Responsible person¹⁰ in the sending institution:

Name: Mgr. Jana Berousková

Function: Head of International Office

Phone number: +420 274 815 044

E-mail: jana.berouskova@mup.cz

Responsible person¹¹ in the receiving organisation/enterprise (supervisor):

Name: Jiří Běhounek

Function: President of the

Vysočina Region

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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.

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 05/06/2018 and approved by a resolution Nr 1000/17/2018/RK.

The trainee	Date: 6.6.2018
The sending institution Mgr. Jana Berousková	Date: METROPOLITAN UNIVERZITA 07.06.2018 Korespondenční adresa: Mládežnická 100, 100 81 Praha 10-Smíchov ČR (70)
The receiving organisation/enterprise MUDr. Jiří Běhounek, President of the Vysočina Region	Date: 08-06-2018

IV. POWER OF ATTORNEY

I, the undersigned, MUDr. Jiří Běhounek, President of the Vysočina Region, do hereby authorize 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 trainees.

Date: _____ Signature: _____

I, the undersigned, Mgr. 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) – for recent graduates, specify the latest study cycle.

³ The ISCED-F 2013 search tool 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 **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ The list of top-level **NACE sector codes** is available at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN.



⁶ The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.

⁷ **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

⁸ **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.

⁹ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁰ **Responsible person in 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.

¹¹ **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.