

## Erasmus+

**Účastnická smlouva pro mobilitu studentů na studijní pobyt a/nebo praktickou stáž mezi programovými a partnerskými zeměmi**

[Vzor Účastnické smlouvy je dán ve formě minimálních požadavků, instituce si jej může doplnit dle potřeby. Modře jsou označeny vysvětlivky – nutno umazat, žlutě jsou označena pole pro úpravu nebo výběr z možností]

[Celé oficiální jméno instituce z programové země, Erasmus ID kód]

Adresa: [úplná oficiální adresa]

dále jen "instituce", zastoupená za účelem podpisu této smlouvy [příjmení, jméno a funkce] na jedné straně a

[jméno a příjmení studenta]

Datum narození:

Státní příslušnost:

Adresa: [úplná oficiální adresa]

Telefon:

E-mail:

Pohlaví: [M/Ž]

Akademický rok: 20../20..

Studijní cyklus: [První cyklus/druhý cyklus/třetí cyklus/krátký cyklus, dlouhý magisterský cyklus]

Obor: [na vysílající instituci]

Kód: [Kód ISCED-F]

Počet let ukončeného vysokoškolského studia:

Student s:

- finanční podporou ze zdroje EU Erasmus+  
 nulovým grantem (zero-grant)

Finanční podpora zahrnuje:  podporu účastníka se specifickými potřebami

Student obdrží finanční podporu z jiného než EU Erasmus+ zdroje

[Pro účastníky, kteří jsou příjemci finanční podpory ze zdrojů EU Erasmus+.

Bankovní účet, na který bude vyplacena finanční podpora:

Majitel účtu (jedná-li se o jinou osobu než studenta):

Název banky:

BIC/SWIFT:

IBAN:

dále jen "účastník" na straně druhé, se dohodli na zvláštních podmínkách a přílohách uvedených níže, které tvoří nedílnou součást této Účastnické smlouvy (dále jen "smlouva"):

- Příloha I [Instituce vybere: Studijní smlouva pro studijní pobyt Erasmus+ (Learning Agreement for Studies)/  
Studijní smlouva pro praktickou stáž Erasmus+ (Learning Agreement for Erasmus+ mobility for traineeships)/  
Studijní smlouva pro studijní pobyt a praktickou stáž Erasmus+ (Learning Agreement for Erasmus+ mobility for studies and for traineeships)]
- Příloha II Všeobecné podmínky
- Příloha III Erasmus+ Charta studenta

Ustanovení zvláštních podmínek mají přednost před podmínkami uvedenými v přílohách.

[U přílohy I není nutné posílat originál dokumentu s podpisem: v závislosti na národní legislativě jsou přípustné naskenované kopie podpisů a elektronické podpisy.]

## ZVLÁŠTNÍ PODMÍNKY

### ČLÁNEK 1 – PŘEDMĚT SMLOUVY

- 1.1 Instituce poskytne podporu účastníkovi mobility za účelem [studijního pobytu/praktické stáže/studijního pobytu a praktické stáže] v rámci programu Erasmus+.
- 1.2 Účastník přijímá podporu na bytové a cestovní náklady uvedenou v článku 3 a zavazuje se uskutečnit mobilitu, jak je popsáno v příloze I.
- 1.3 Změny smlouvy, včetně data zahájení a ukončení mobility, musí být písemně vyžádány a odsouhlaseny oběma stranami formou dopisu nebo elektronické zprávy.

### ČLÁNEK 2 – PLATNOST SMLOUVY A DÉLKA TRVÁNÍ MOBILITY

- 2.1 Smlouva vstupuje v platnost dnem podpisu poslední z obou stran.
- 2.2 Minimální doba trvání mobility je [studijní pobyt: 3 měsíce nebo 1 akademické období či trimestr] [praktická stáž: 2 měsíce]. [Kombinovaná mobilita: Mobilita kombinující studijní pobyt a praktickou stáž zahrnuje studijní program spojený se vzdělávacími aktivitami, které mohou být po sobě jdoucí nebo se uskuteční během stejného období. Minimální doba trvání kombinovaných mobilit je 3 měsíce nebo 1 akademické období či trimestr a instituce rozhodne o vhodné kombinaci studijních a vzdělávacích aktivit. Celková délka trvání mobility nesmí překročit 12 měsíců, včetně období s nulovým grantem (zero-grant), které by mělo být využito pouze výjimečně.]
- 2.3 Mobilita bude zahájena [datum] a ukončena [datum]. Datum zahájení mobility odpovídá prvnímu dni, kdy je vyžadována přítomnost účastníka v přijímající organizaci. [U účastníků jazykových kurzů poskytovaných jinou organizací, než je přijímající instituce, zvolí instituce jako odpovídající část mobility v zahraničí: Datum zahájení mobility odpovídá prvnímu dni, kdy je účastník přítomen na jazykovém kurzu mimo přijímající organizaci.] Datum ukončení zahraniční mobility odpovídá poslednímu dni, kdy je vyžadována přítomnost účastníka v přijímající instituci.
- 2.4 Účastník obdrží finanční podporu ze zdroje EU Erasmus+ na [...] měsíců a [...] dnů. [Počet měsíců a dodatečných dnů se rovná době trvání mobility; pro účastníky s nulovým grantem (zero-grant) je počet měsíců a dodatečných dnů 0]. [Instituce v případě potřeby doplní specifická pravidla: Účastník obdrží finanční podporu z jiného než EU Erasmus+ zdroje na [...] dnů mobility.]
- 2.5 Požadavek na prodloužení doby pobytu bude předložen alespoň jeden měsíc před původně plánovým koncem mobility.
- 2.6 Na výpisu studijních výsledků (Transcript of Records)/osvědčení o absolvování praktické stáže (Traineeship Certificate)/výpisu studijních výsledků a osvědčení o absolvování praktické stáže (Transcript of Records and Traineeship Certificate)] (nebo na prohlášení připojeném k tomuto dokumentu) bude uvedeno potvrzené datum zahájení a ukončení mobility.

### ČLÁNEK 3 – FINANČNÍ PODPORA

- 3.1 Podpora na bytové náklady ze zdroje EU Erasmus+ na délku trvání mobility činí [...] EUR, což odpovídá [...] EUR na měsíc a [...] EUR na dodatečné dny. Konečná částka ze zdroje EU Erasmus+ na dobu trvání mobility se stanoví vynásobením počtu měsíců mobility financovaných z EU Erasmus+ zdroje uvedených v článku 2.4 a odpovídající sazby na měsíc pro příslušnou hostitelskou zemi. V případě neúplných měsíců se finanční podpora ze zdroje EU Erasmus+ vypočítá vynásobením počtu dní v neúplném měsíci a 1/30 jednotkových nákladů na měsíc. [Instituce v případě potřeby doplní specifická pravidla: Finanční podpora na mobilitu z jiného než EU Erasmus+ zdroje činí [...] EUR.]
- 3.2 [Instituce vybere Variantu 1 nebo Variantu 2] [Varianta 1: Účastník zároveň obdrží [...] EUR jako příspěvek na cestovní náklady.] [Pro účastníky s nulovým grantem (zero-grant) je příspěvek na cestovní náklady 0] [Varianta 2: Instituce poskytne účastníkovi podporu v rámci rozpočtových kategorií cestovních nákladů formou zajištění cesty. V takovém případě příjemce zajistí, aby tyto služby splňovaly nezbytné standardy kvality a bezpečnosti.]
- 3.3 Náhrada nákladů vzniklých v souvislosti s podporou účastníků se specifickými potřebami, je-li to relevantní, bude vycházet z podkladů poskytnutých účastníkem.
- 3.4 Finanční příspěvek nesmí být použit na krytí obdobných nákladů, které jsou již financovány ze zdrojů EU.

1 Vybere se příslušná měsíční sazba pro studenskou mobilitu

- 3.5 Nehledě na článek 3.4 je finanční příspěvek slučitelný s jakýmkoliv jiným zdrojem financování včetně příjmů, jež účastník mohl získat prací nad rámec svého studijního pobytu/praktické stáže, vykonává-li činnosti uvedené v příloze I.
- 3.6 Finanční podpora nebo její část musí být vrácena, dojde-li k porušení podmínek smlouvy účastníkem. Ukončí-li účastník smlouvu ještě před vypršením její platnosti, musí vrátit tu část finanční podpory, která mu již byla vyplacena, neexistuje-li jiná dohoda s institucí. Není-li účastník schopen dokončit svou mobilitu, jak je uvedeno v příloze 1, z důvodu vyšší moci, má účastník nárok na alespoň část finanční podpory odpovídající skutečné době trvání mobility. Veškeré zbývající prostředky musí být vráceny, neexistuje-li jiná dohoda s institucí. Takové případy budou nahlášeny institucí a odsouhlaseny národní agenturou.

#### ČLÁNEK 4 – PLATEBNÍ PODMÍNKY

- 4.1 Nejpozději v den zahájení mobility nebo po obdržení potvrzení o příjezdu (případně po předložení potvrzení o zřízení účtu) obdrží účastník zálohu ve výši [50 %, 70 % nebo 100 %] finanční podpory na bytové a cestovní náklady ze zdroje EU Erasmus+ stanovené v článku 3. V případě, že účastník neposkytne požadované podklady včas (dle harmonogramu instituce), může být výjimečně schválena pozdější platba zálohy.
- 4.2 [Pokud výše zálohy nepokrývá celkovou výši grantu: [on-line podání závěrečné zprávy účastníka (EU Survey) bude považováno za žádost účastníka o doplatek finanční podpory. Instituce má 20 kalendářních dnů od podání on-line závěrečné zprávy (EU Survey) na provedení platby doplatku nebo vystavení příkazu k vratce].
- 4.3 [Obdrží-li účastník finanční podporu z jiného než EU Erasmus+ zdroje: instituce doplní příslušná platební ujednání]

#### Článek 5: POJIŠTĚNÍ

- 5.1 Účastník musí mít odpovídající pojištění. [Instituce doplní do této dohody klauzuli s cílem zajistit, aby studenti byli jasně informováni o problematice pojištění, vždy označí, co je povinné nebo doporučené. U povinného pojištění musí být uvedeno, kdo je zodpovědný za zajištění pojištění (studijní pobyt: instituce nebo účastník; praktická stáž: vysílající organizace, instituce nebo student). Následující informace jsou nepovinné, nicméně doporučené: referenční číslo pojistné smlouvy a pojišťovny. Velmi záleží na právních a správních předpisech ve vysílající a hostitelské zemi.]
- 5.2 [Studijní pobyt a praktická stáž] Potvrzení o zajištění zdravotního pojištění bude součástí této smlouvy. [Pojištění je povinné. Základní krytí může být poskytnuto národním zdravotním pojištěním účastníka. Nicméně výše krytí však nemusí být dostatečná, zvláště v případě repatriace či specifického lékařského výkonu. V takovém případě může být vhodné doplňkové soukromé pojištění. Vysílající instituce studenta nese odpovědnost za obeznámení účastníka s problematikou zdravotního pojištění.]
- 5.3 [Volitelné pro studijní pobyty, povinné pro praktické stáže] Potvrzení o sjednání **pojištění odpovědnosti** (krytí škod způsobených studentem na pracovišti [v místě studia, je-li předpoklad, že bude vyžadováno i u studijních pobytů]) a způsobu jeho zajištění bude součástí této smlouvy.  
[Pojištění odpovědnosti kryje škody způsobené studentem během jeho pobytu v zahraničí (nezávisle na tom, zda je na pracovišti / ve škole či nikoliv). Pro pojištění odpovědnosti existují v různých zemích zapojených do programů mezinárodní vzdělávací mobility zaměřených na stáže různá pravidla. Stážisté tedy riskují, že nebudou řádně pojištěni. Je proto odpovědností vysílající instituce přesvědčit se, že je sjednáno pojištění odpovědnosti, které povinně kryje minimálně škody způsobené účastníkem na pracovišti. Příloha 1 jasně stanoví, zda ho hradí přijímající organizace, či nikoliv. Není-li povinné na základě vnitrostátních právních předpisů hostitelské země, nelze jej od přijímající organizace vyžadovat.]
- 5.4 [Volitelné pro studijní pobyty, povinné pro praktické stáže] Potvrzení o sjednání **úrazového pojištění** vztahujícího se na úkony prováděné studentem zahrnující alespoň škody způsobené studentovi na pracovišti [v místě studia, je-li předpoklad, že bude vyžadováno i u studijních pobytů]) a způsobu jeho zajištění bude součástí této smlouvy.  
[Toto pojištění kryje škody způsobené zaměstnancům vyplývající z pracovních úrazů. V mnoha zemích jsou zaměstnanci pojištěni právě pro případ pracovních úrazů. Míra pojistného krytí mezinárodních stážistů se však v rámci stejného pojištění může v zemích zapojených do programů mezinárodní vzdělávací mobility lišit. Je proto odpovědností vysílající instituce přesvědčit se, že úrazové pojištění bylo sjednáno. Příloha 1 jasně stanoví, zda ho poskytuje přijímající organizace, či nikoliv. Neposkytuje-li přijímající organizace takové pojištění, (které nemůže být vyžadováno, není-li povinným podle vnitrostátních právních předpisů hostitelské země), zajistí vysílající instituce, aby student měl takové pojištění sjednáno (buď vysílající institucí (na základě dobrovolnosti v rámci svého řízení kvality), nebo samotným účastníkem)].

#### Článek 6: ZÁVĚREČNÁ ZPRÁVA ÚČASTNÍKA (EU SURVEY)

- 6.1 Účastník obdrží pozvání k vyplnění on-line závěrečné zprávy (EU Survey) 30 kalendářních dní před koncem mobility. Účastník on-line vyplní a odešle závěrečnou zprávu (EU Survey) do 10 kalendářních dnů po obdržení výzvy k jejímu podání. Od účastníků, kteří nevyplní a neodešlou on-line závěrečnou zprávu (EU Survey), může být vyžadováno částečné nebo úplné vrácení finanční podpory.
- 6.2 Účastníkovi bude zaslán doplňující on-line dotazník po ukončení mobility za účelem získání úplné zprávy o uznání výsledků studia.

#### ČLÁNEK 7 – ROZHODNÉ PRÁVO A PŘÍSLUŠNÝ SOUD

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- 7.1 Smlouva se řídí právním řádem České republiky.
- 7.2 Příslušný soud určený v souladu s příslušnými vnitrostátními právními předpisy je výlučně příslušný rozhodovat v jakýchkoli sporech mezi institucí a účastníkem ohledně výkladu, uplatňování nebo platnosti této smlouvy, pokud takový spor nelze vyřešit dohodou obou stran.

#### PODPISY

Za účastníka  
[příjmení / jméno]

[podpis]

V [místo], [datum]

Za [instituci]  
[příjmení / jméno / funkce]

[podpis]

V [místo], [datum]

## **Příloha I**

Studijní smlouva pro studijní pobyt (Learning Agreement for Studies)

Studijní smlouva pro studijní pobyt a praktickou stáž (Learning Agreement for Erasmus+ mobility for studies and for traineeships)

Studijní smlouva pro praktickou stáž (Learning Agreement for Erasmus+ mobility for traineeships)

## Příloha II

# VŠEOBECNÉ PODMÍNKY

### Článek 1: Odpovědnost za škodu

Každá ze stran této smlouvy zproští druhou stranu jakékoliv občanskoprávní odpovědnosti za škody vzniklé jí nebo jejím zaměstnancům v důsledku plnění této smlouvy, pokud tyto škody nejsou důsledkem závažného a úmyslného pochybení druhé smluvní strany nebo jejích zaměstnanců.

Česká národní agentura, Evropská komise nebo jejich zaměstnanci nenesou odpovědnost v případě nárokováné pojistné události v rámci této smlouvy v souvislosti s jakoukoliv škodou vzniklou v průběhu mobility. V důsledku toho česká národní agentura nebo Evropská komise nevyhová žádné žádosti o náhradu škody doprovázející tento vznesený nárok.

### Článek 2: Ukončení smlouvy

V případě, že účastník neplní některou z povinností vyplývajících z této smlouvy, a to bez ohledu na důsledky v souladu s příslušnými právními předpisy, je instituce legálně oprávněna vypovědět nebo odstoupit od smlouvy bez jakékoliv další právní formality, nepodnikne-li účastník kroky k nápravě do jednoho měsíce od obdržení oznámení doporučeným dopisem.

Ukončí-li účastník smlouvu ještě před vypršením její platnosti nebo nedodrží-li smlouvu podle pravidel, musí vrátit tu část finanční podpory, která mu již byla vyplacena, neexistuje-li jiná dohoda s vysílající institucí.

V případě ukončení smlouvy účastníkem z důvodu "vyšší moci", tj. nepředvídatelné výjimečné situace nebo události

mimo kontrolu účastníka a není-li následkem jeho pochybení či nedbalosti, má účastník nárok na alespoň část finanční podpory odpovídající skutečné době trvání mobility. Veškeré zbývající prostředky musí být vráceny, neexistuje-li jiná dohoda s institucí.

### Článek 3: Ochrana osobních údajů

Veškeré osobní údaje obsažené ve smlouvě se zpracovávají v souladu s nařízením (ES) č. 45/2001 a nařízením (EU) 2016/679 Evropského parlamentu a Rady o ochraně fyzických osob v souvislosti se zpracováním osobních údajů orgány a institucemi EU a o volném pohybu těchto údajů. Tyto údaje musí být zpracovávány výhradně v souvislosti s plněním smlouvy a následnými aktivitami v souladu s předmětem této smlouvy ze strany instituce, národní agentury a Evropské komise, aniž by byla dotčena možnost předat údaje orgánům odpovědným za kontrolu a audit v souladu s právními předpisy EU (účetní dvůr nebo Evropský úřad pro boj proti podvodům (OLAF)).

Účastník může na základě písemné žádosti získat přístup ke svým osobním údajům a opravit informace, které jsou nepřesné nebo neúplné. Jakékoliv dotazy ohledně zpracování svých osobních údajů by měl směřovat na instituci a/nebo národní agenturu. Účastník může podat stížnost proti zpracování svých osobních údajů u Úřadu pro ochranu osobních údajů s ohledem na použití těchto údajů institucí, národní agenturou, nebo u Evropského inspektora ochrany údajů, pokud jde o použití údajů Evropskou komisí.

### Článek 4: Kontroly a audity

Smluvní strany se zavazují poskytovat jakékoliv podrobné informace vyžádané Evropskou komisí, českou národní agenturou nebo jiným externím subjektem pověřeným Evropskou komisí nebo českou národní agenturou ke kontrole řádné realizace mobility a ustanovení této smlouvy.



**Grant agreement model for Erasmus+ studies and/or traineeships between PROGRAMME and PARTNER COUNTRIES**

[This template can be adapted by the National Agency (NA) or the higher education institution (HEI), but the contents of the template are minimum requirements. Blue code: directions for NAs/HEIs that should be deleted; yellow code: NA/HEI to select or edit as applicable.]

[Full official name of the Programme Country institution and Erasmus Code]

Address: [official address in full]

Called hereafter "the institution", represented for the purposes of signature of this agreement by [name(s), forename(s) and function], of the one part, and

Mr/Ms [Student name and forename]

Date of birth:

Nationality:

Address: [official address in full]

Phone:

E-mail:

Sex: [M/F]

Academic year: 20../20..

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle/One-cycle study programme]

Subject area: [degree in sending institution] Code: [ISCED-F code]

Number of completed higher education study years:

Student with: financial support from Erasmus+ EU funds   
a zero-grant

The financial support includes: special needs support

The student receives financial support other than Erasmus+ EU funds

[Institution to complete the following box for participants receiving financial support from Erasmus+ EU funds].

Bank account where the financial support should be paid:	
Bank account holder (if different than student):	
Bank name:	
Clearing/BIC/SWIFT number:	Account/IBAN number:

Called hereafter "the participant", of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

- Annex I [Institution to select] Learning Agreement for Erasmus+ mobility for studies/  
Learning Agreement for Erasmus+ mobility for traineeships/  
Learning Agreement for Erasmus+ mobility for studies and for traineeships]
- Annex II General Conditions
- Annex III Erasmus+ Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation.]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for [studies/traineeships/studies and traineeship] under the Erasmus+ Programme.
- 1.2 The participant accepts the individual and travel support as specified in article 3 and undertakes to carry out the mobility activity as described in Annex I.
- 1.3 Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The minimum duration of the mobility period is [for mobility for studies: 3 months or 1 academic term or trimester] [for mobility for traineeships: 2 months], [For combined mobilities: Mobilities combining studies and traineeships include a study programme coupled with training activities which can be consecutive or take place during the same period. The minimum duration for combined mobilities is 3 months or 1 academic term or trimester and the Institution will decide on the appropriate combination of study and training activities. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period, which shall only be used exceptionally.
- 2.3 The mobility period shall start on [date] and end on [date]. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. [Institution to select for participants attending a language course provided by another organisation than the receiving institution as a relevant part of the mobility period abroad: The start date of the mobility period shall be the first day of language course attendance outside the receiving organisation.] The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.4 The participant shall receive financial support from Erasmus+ EU funds for [...] months and [...] days. [The number of months and extra days shall be equal to the duration of the mobility period; for zero-grant participants, the number of months and days should be 0] [Institution to select if applicable and complete with specific rules if needed: The participant shall receive a financial support other than Erasmus+ EU funds for [...] days of activity.]
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
- 2.6 [Institution to select depending on type of mobility: The Transcript of Records/ Traineeship Certificate / Transcript of Records and Traineeship Certificate] (or statement attached to this document) shall provide the confirmed start and end dates of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The individual support from Erasmus+ EU funds for the mobility period is EUR [...], corresponding to EUR [...] per month and EUR [...] per extra days. The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds specified in article 2.4 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month. [Institution to select if applicable and complete with specific rules if needed: The financial support other than Erasmus+ EU funds for the mobility period is EUR [...].]
- 3.2 [NA/institution shall select Option 1 or Option 2] [Option 1: [In addition, the participant shall receive [...] EUR as a contribution for travel.] [For zero-grant participants, the contribution for travel should be 0] [Option 2: [In addition, the institution shall provide the participant with travel support in the form of direct provision of the required travel support services. In such case, the institution shall ensure that the provision of services will meet the necessary quality and safety standards.]
- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.4 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies/traineeship as long as he/she carries out the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement [NA to complete with specific recovery rules if needed]. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution. However, when the participant has been



prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution. Such cases shall be reported by the institution and accepted by the National Agency.

#### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 The participant shall receive individual and travel support in a timely manner. [NA/institution to complete with specific provisions on pre-financing payment(s), including deadlines and amounts.]
- 4.2 [If the pre-financing payment(s) do(es) not cover the total of the grant: [The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 20 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.]
- 4.3 [If the participant receives a financial support other than Erasmus+ EU funds: institution to complete with the applicable payment arrangements]

#### ARTICLE 5 – INSURANCE

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- 5.1 The participant shall have adequate insurance coverage. [The NA/institution shall add a clause to this agreement in order to ensure that students are clearly informed about issues related to insurances. It shall always highlight what is mandatory or recommended. For mandatory insurances, the responsible who takes the insurance (for studies: institution or participant; for traineeships: receiving organisation, institution or student) must be stated. The following information is optional but recommended: the insurance number/reference and the insurance company. This depends highly on the legal and administrative provisions in the sending and receiving country.]
- 5.2 [For studies and traineeships] Acknowledgement that health insurance coverage has been organised shall be included in this agreement. [Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.]
- 5.3 [Optional for studies, mandatory for traineeships] Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace [study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.  
[A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). It is the responsibility of the institution to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place. Annex 1 provides clarity if this is covered by the host organisation or not. If not made compulsory by the national regulation of the receiving country, this might not be imposed on the receiving organisation.]
- 5.4 [Optional for studies, mandatory for traineeships] Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace [study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.  
[This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. It is the responsibility of the institution to check that insurance against accidents at work has been organised. Annex 1 provides clarity if this is covered by the host organisation or not. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the institution shall ensure that the student is covered by such an insurance (taken either by the institution (on a voluntary basis as part of its quality management) or by the participant herself or himself)].

#### ARTICLE 6 – EU SURVEY

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- 6.1. The participant shall receive an invitation to complete the online EU Survey 30 calendar days before the end of the mobility period. The participant shall complete and submit the survey within 10 calendar days upon receipt of the invitation. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.
- 6.2 A complementary online survey will be sent to the participant, after the end of the mobility, allowing for full reporting on recognition issues.

#### ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

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- 7.1 The Agreement is governed by [insert the national law of the NA].

7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant  
[name / forename]

[signature]

Done at [place], [date]

For the institution  
[name / forename / function]

[signature]

Done at [place], [date]

[Key Action 1 – HIGHER EDUCATION Institution to select]

**Learning Agreement for Erasmus+ mobility for studies**

**Learning Agreement for Erasmus+ mobility for studies and for traineeships**

**Learning Agreement for Erasmus+ mobility for traineeships**

## Annex II

### GENERAL CONDITIONS

#### Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of the Czech Republic, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of the Czech Republic or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled

to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution.

#### Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of the Czech Republic or by any other outside body authorised by the European Commission or the National Agency of the Czech Republic to check that the mobility period and the provisions of the agreement are being properly implemented.



## Erasmus+

### Účastnická smlouva pro mobilitu zaměstnanců na výukový pobyt a školení mezi programovými a partnerskými zeměmi

[Vzor Účastnické smlouvy je dán ve formě minimálních požadavků, instituce si jej může doplnit dle potřeby. Modře jsou označeny vysvětlivky – nutno umazat, žlutě jsou označena pole pro úpravu nebo výběr z možností]

[Mobilita zaměstnanců do/z neakademických organizací je pro mobilitu mezi programovými a partnerskými zeměmi z výzvy 2018 způsobilá. Je třeba mít na paměti, že toto schéma umožňuje mobilitu zaměstnanců mezi neakademickými partnerskými organizacemi a vysokoškolskými institucemi (v obou směrech) a pro školení zaměstnanců vysokých škol z partnerských zemích v neakademických organizacích v programových zemích (tj. školení zaměstnanců z vysokých škol z programových zemí v neakademických partnerských organizacích v partnerských zemích není v KA107 způsobilé.)

Pokud instituce využije tento vzor pro školení zaměstnanců v neakademických partnerských organizacích, měla by instituce vybrat "přijímající organizaci" pro ustanovení, která tuto možnost předpokládá.]

[Celý oficiální název instituce z programové země a Erasmus ID kód]

Adresa: [úplná oficiální adresa]

dále jen "instituce", zastoupená za účelem podpisu této Účastnické smlouvy [příjmení, jméno a funkce] na jedné straně a

[jméno a příjmení účastníka / účastníků]

Služební věk (počet let):

Státní příslušnost:

Adresa: [úplná oficiální adresa]

Katedra/oddělení:

Telefon:

E-mail:

Pohlaví: [M/Ž]

Akademický rok: 20../20..

Účastník s:

finanční podporou ze zdroje EU Erasmus+

nulovým grantem (zero-grant)

Finanční podpora zahrnuje:

podporu účastníka se specifickými potřebami

Účastník obdrží finanční podporu z jiného než EU Erasmus+ zdroje

[Vyplní instituce pro účastníky, kteří dostávají finanční podporu ze zdrojů EU Erasmus+, nemá-li instituce již tyto informace k dispozici].

Číslo bankovního účtu, na který bude vyplacena finanční podpora:

Majitel účtu (jedná-li se o jinou osobu než účastníka):

Název banky:

BIC/SWIFT:

IBAN:

dále jen "účastník" na straně druhé, se dohodli na zvláštních podmínkách a přílohách uvedených níže, které tvoří nedílnou součást této Účastnické smlouvy (dále jen "smlouva"):

Příloha I Program mobility zaměstnanců na výukový pobyt /školení (Mobility Agreement)

Příloha II Všeobecné podmínky

Ustanovení zvláštních podmínek mají přednost před podmínkami uvedenými v přílohách.

[U přílohy I není nutné posílat originál dokumentu s podpisem: v závislosti na národní legislativě nebo institucionálních předpisech jsou přípustné naskenované kopie podpisů a elektronické podpisy.]

## ZVLÁŠTNÍ PODMÍNKY

### ČLÁNEK 1 – PŘEDMĚT SMLOUVY

- 1.1 Instituce poskytne podporu účastníkovi mobility za účelem [výukového pobytu / školení / výukového pobytu a školení] v rámci programu Erasmus+.
- 1.2 Účastník přijímá podporu na pobytové a cestovní náklady uvedenou v článku 3 a zavazuje se uskutečnit mobilitu za účelem [výukového pobytu / školení / výukového pobytu a školení], jak je popsáno v Příloze I.
- 1.3 Změny smlouvy musí být písemně vyžádány a odsouhlaseny oběma stranami formou dopisu nebo elektronické zprávy.

### ČLÁNEK 2 – PLATNOST SMLOUVY A DÉLKA TRVÁNÍ MOBILITY

- 2.1 Smlouva vstupuje v platnost dnem podpisu poslední z obou stran.
- 2.2 Mobilita bude zahájena [datum] a ukončena [datum]. Datum zahájení mobility odpovídá prvnímu dni, kdy je vyžadována přítomnost účastníka v [přijímající instituci/organizaci] a datum ukončení bude posledním dnem, kdy je vyžadována přítomnost účastníka v přijímající instituci [přijímající instituci/organizaci].  
[Instituce zvolí příslušnou možnost: [Čas na cestu se nezapočítává do celkové délky trvání mobility.] nebo [K celkové době trvání mobility je možné přičíst jeden den na cestu předcházející prvnímu dni a/nebo jeden den následující po posledním dni aktivity v zahraničí; tyto dny na dopravu budou zahrnuty do výpočtu podpory na pobytové náklady.]
- 2.3 Účastník obdrží podporu ze zdrojů EU Erasmus+ na [...] dní mobility [počet dní se v tomto případě rovná době trvání mobility; vyjma zaměstnanců s nulovým grantem (zero-grant), u kterých bude počet dnů 0] a [...] dní na cestu [jedná-li se o zaměstnance s nulovým grantem (zero-grant), počet dnů bude 0].  
[Instituce v případě potřeby doplní specifická pravidla: Účastník obdrží finanční podporu z jiného než EU Erasmus+ zdroje na [...] dní mobility.]
- 2.4 Celková délka trvání mobility nesmí překročit 2 měsíce, přičemž minimum na mobilitu je 5 dní. [pouze pro výukový pobyt: Musí být dodrženo minimálně 8 hodin výuky týdně (nebo během jakékoliv kratší doby pobytu). Jestliže mobilita trvá déle než jeden týden, minimum odučených hodin pro nekompletní týden bude proporcionálně odpovídat délce jednoho týdne. Pokud se uskuteční výuková aktivita kombinovaná se vzdělávací aktivitou během jednoho období v zahraničí, minimální počet vyučovacích hodin je omezen na 4 vyučovací hodiny týdně (nebo na kratší dobu pobytu). Minimální počet vyučovacích hodin pro pozvané zaměstnance z podniků není.  
[Pro výukový pobyt: [Účastník musí odučit celkem [...] hodin během [...] dní].
- 2.5 Účastník může podat žádost o prodloužení mobility až do maximální délky stanovené v článku 2.4. Pokud instituce souhlasí s prodloužením délky trvání původně plánované mobility, bude smlouva odpovídajícím způsobem změněna.
- 2.6 V potvrzení o účasti bude uvedeno skutečné datum zahájení aktivity a ukončení aktivity.

### ČLÁNEK 3 – FINANČNÍ PODPORA

- 3.1. [Instituce vybere Variantu 1, Variantu 2 nebo Variantu 3]  
[Varianta 1: Účastník obdrží [...] EUR odpovídající příspěvku na pobytové náklady a [...] EUR odpovídající příspěvku na cestovní náklady. Výše příspěvku na pobytové náklady je [...] EUR na den až do 14. dne aktivity a [...] EUR na každý další den od 15. dne.  
Konečná výše příspěvku na dobu trvání mobility se stanoví vynásobením počtu dnů mobility uvedených v článku 2.3 a odpovídající denní sazby na pobytové náklady pro příslušnou hostitelskou zemi a přičtením příspěvku na cestovní náklady. Jedná-li se o zaměstnance s nulovým grantem, bude příspěvek na cestovní náklady 0].  
[Instituce v případě potřeby doplní specifická pravidla: Finanční podpora na mobilitu z jiného než EU Erasmus+ zdroje činí [...] EUR.  
[Varianta 2: [Instituce poskytne účastníkovi podporu v rámci rozpočtových kategorií cestovních nákladů a pobytových nákladů formou zajištění cesty a pobytových nákladů. V takovém případě příjemce zajistí, aby tyto služby splňovaly nezbytné standardy kvality a bezpečnosti.]  
[Varianta 3: Účastník obdrží od instituce finanční příspěvek ve výši [...] EUR na [cestovní náklady/pobytové náklady] a podporu formou zajištění [cestovních nákladů/pobytových nákladů]. V takovém případě instituce zajistí, aby poskytované služby splňovaly nezbytné standardy kvality a bezpečnosti.]
- 3.2 Náhrada nákladů vzniklých v souvislosti s podporou účastníků se specifickými potřebami, je-li to relevantní, bude vycházet z podkladů poskytnutých účastníkem.
- 3.3 Finanční příspěvek nesmí být použit na krytí nákladů, které jsou již financovány ze zdrojů EU.
- 3.4 Nehledě na článek 3.3 je finanční příspěvek slučitelný s jakýmkoliv jiným zdrojem financování.

- 3.5 Finanční podpora nebo její část musí být vrácena, dojde-li k porušení podmínek smlouvy účastníkem. Vrácení finanční podpory se však nebude vyžadovat, není-li účastník schopen dokončit svou mobilitu, jak je uvedeno v příloze 1, z důvodu vyšší moci. Takové případy budou nahlášeny institucí a odsouhlaseny NA.

#### ČLÁNEK 4 – PLATEBNÍ PODMÍNKY

- 4.1 Nejpozději v den zahájení mobility, obdrží účastník zálohu ve výši [70 % až 100 %] částky finanční podpory na pobytové a cestovní náklady ze zdroje EU Erasmus+ stanovené v článku 3. [V případě zvolení Varianty 1 nebo Varianty 3 uvedené v článku 3.1, NA/instituce doplní konkrétní opatření týkající se vyplacení zálohy, včetně termínů a částek ]
- 4.2 [ V případě, že je zvolena Varianta 1 nebo Varianta 3 uvedené v článku 3.1 a záloha není ve výši celkového grantu: ] [on-line podání závěrečné zprávy účastníka (EU Survey) se bude považovat za žádost účastníka o doplatek finanční podpory. Instituce má 45 kalendářních dnů od podání on-line závěrečné zprávy (EU Survey) na provedení platby doplatku nebo vystavení příkazu k vratce].
- 4.3 [Pokud účastník obdrží jinou finanční podporu než ze zdroje EU Erasmus+: instituce doplní příslušná platební ujednání].

#### ČLÁNEK 5: ZÁVĚREČNÁ ZPRÁVA ÚČASTNÍKA (EU SURVEY)

- 5.1. Účastník on-line vyplní a odešle závěrečnou zprávu (EU Survey) po ukončení zahraniční mobility do 30 kalendářních dnů po obdržení výzvy k jejímu podání.
- 5.2 Od účastníků, kteří nevyplní a neodešlou on-line závěrečnou zprávu (EU Survey), může být vyžadováno částečné nebo úplné vrácení finanční podpory.

#### ČLÁNEK 6 – POJIŠTĚNÍ

- 6.1 Účastník musí mít odpovídající pojištění. [Instituce doplní do této dohody klauzuli s cílem zajistit, aby účastníci byli jasně informováni o problematice pojištění, vždy označí, co je povinné nebo doporučené. U povinného pojištění musí být uvedeno, kdo je zodpovědný za zajištění pojištění (instituce nebo účastník). Následující informace jsou nepovinné, nicméně doporučené: referenční číslo pojistné smlouvy a pojišťovny. Velmi záleží na právních a správních předpisech ve vysílající a hostitelské zemi.]
- 6.2 Potvrzení o zajištění zdravotního pojištění musí být součástí této smlouvy. [Pojištění je povinné. Základní krytí může být poskytnuto národním zdravotním pojištěním účastníka. Nicméně výše krytí však nemusí být dostatečná, zvláště v případě repatriace či specifického lékařského výkonu. V takovém případě může být vhodné doplňkové soukromé pojištění. Vysílající instituce účastníka nese odpovědnost za obeznámení účastníka s problematikou zdravotního pojištění.]

#### ČLÁNEK 7 – ROZHODNÉ PRÁVO A PŘÍSLUŠNÝ SOUD

- 7.1 Smlouva se řídí právním řádem České republiky.
- 7.2 Příslušný soud určený v souladu s příslušnými vnitrostátními právními předpisy je výlučně příslušný rozhodovat v jakýchkoli sporech mezi institucí a účastníkem ohledně výkladu, uplatňování nebo platnosti této smlouvy, pokud takový spor nelze vyřešit dohodou obou stran.

#### PODPISY

Za účastníka  
[příjmení / jméno]

[podpis]

V [místo], [datum]

Za instituci  
[příjmení / jméno / funkce]

[podpis]

V [místo], [datum]

Program mobility zaměstnanců na **výukový pobyt / školení** (Mobility Agreement)



## Příloha II

# VŠEOBECNÉ PODMÍNKY

### Článek 1: Odpovědnost za škodu

Každá ze stran této smlouvy zproští druhou stranu jakékoliv občanskoprávní odpovědnosti za škody vzniklé jí nebo jejím zaměstnancům v důsledku plnění této smlouvy, pokud tyto škody nejsou důsledkem závažného a úmyslného pochybení druhé smluvní strany nebo jejích zaměstnanců.

Česká národní agentura, Evropská komise nebo jejich zaměstnanci nenesou odpovědnost v případě nárokováné pojistné události v rámci této smlouvy v souvislosti s jakoukoliv škodou vzniklou v průběhu mobility. V důsledku toho česká národní agentura nebo Evropská komise nevyhová žádné žádosti o náhradu škody doprovázející tento vznesený nárok.

### Článek 2: Ukončení smlouvy

V případě, že účastník neplní některou z povinností vyplývajících z této smlouvy, a to bez ohledu na důsledky v souladu s příslušnými právními předpisy, je instituce legálně oprávněna vypovědět nebo odstoupit od smlouvy bez jakékoliv další právní formality, nepodnikne-li účastník kroky k nápravě do jednoho měsíce od obdržení oznámení doporučeným dopisem.

Ukončí-li účastník smlouvu ještě před vypršením její platnosti nebo nedodrží-li smlouvu podle pravidel, musí vrátit tu část finanční podpory, která mu již byla vyplacena, neexistuje-li jiná dohoda s institucí.

V případě ukončení smlouvy účastníkem z důvodu "vyšší moci", tj. nepředvídatelné výjimečné situace nebo události

mimo kontrolu účastníka a není-li následkem jeho pochybení či nedbalosti, má účastník nárok alespoň na část finanční podpory odpovídající skutečné době trvání mobility. Veškeré zbývající prostředky musí být vráceny, neexistuje-li jiná dohoda s institucí.

### Článek 3: Ochrana osobních údajů

Veškeré osobní údaje obsažené ve smlouvě se zpracovávají v souladu s nařízením (ES) č. 45/2001 a nařízením (EU) 2016/679 Evropského parlamentu a Rady o ochraně fyzických osob v souvislosti se zpracováním osobních údajů orgány a institucemi EU a o volném pohybu těchto údajů. Tyto údaje musí být zpracovávány výhradně v souvislosti s plněním smlouvy a následnými aktivitami v souladu s předmětem této smlouvy ze strany instituce, Národní agentury a Evropské komise, aniž by byla dotčena možnost předat údaje orgánům odpovědným za kontrolu a audit v souladu s právními předpisy EU (účetní dvůr nebo Evropský úřad pro boj proti podvodům (OLAF)).

Účastník může na základě písemné žádosti získat přístup ke svým osobním údajům a opravit informace, které jsou nepřesné nebo neúplné. Jakékoliv dotazy ohledně zpracování svých osobních údajů by měl směřovat na instituci a/nebo národní agenturu. Účastník může podat stížnost proti zpracování svých osobních údajů u Úřadu pro ochranu osobních údajů s ohledem na použití těchto údajů institucí, národní agenturou, nebo u Evropského inspektora ochrany údajů, pokud jde o použití údajů Evropskou komisí.

### Článek 4: Kontroly a audity

Smluvní strany se zavazují poskytovat jakékoliv podrobné informace vyžádané Evropskou komisí, českou národní agenturou nebo jiným externím subjektem pověřeným Evropskou komisí nebo českou národní agenturou ke kontrole řádné realizace mobility a ustanovení této smlouvy.



**Grant agreement model for Erasmus+ staff mobility for teaching and training between PROGRAMME and PARTNER COUNTRIES**

[This template can be adapted by the National Agency (NA) or the higher education institution (HEI), but the contents of this template are minimum requirements. Blue code: directions for NAs/HEIs that should be deleted; yellow code: NA/HEI to select or edit as applicable.]

[Staff mobility to/from non-academic organisations is available for mobility between Programme and Partner Countries from the 2018 Call. Please remember this scheme allows for staff mobility for teaching from non-academic Partners towards HEIs (in both directions) and for training of Partner Country HEIs staff members in non-academic organisations in Programme Countries (i.e. training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible in KA107).

When the Institution uses this template for staff training in non-academic partners, the Institution should select "receiving organisation" for the provisions that foresee this possibility.]

[Full official name of the Programme Country institution and Erasmus Code]

Address: [official address in full]

Called hereafter "the institution", represented for the purposes of signature of this agreement by [name(s), forename(s) and function], of the one part, and

Dr/Mr/Mrs/Ms [Participant name(s) and forename(s)]

Seniority in the position:	Nationality:
Address: [official address in full]	Department/unit:
Phone:	E-mail:
Sex: [M/F]	Academic year: 20././20./.
Participant with:	financial support from Erasmus+ EU funds <input type="checkbox"/>
	a zero-grant <input type="checkbox"/>
The financial support includes:	special needs support <input type="checkbox"/>
The participant receives financial support other than Erasmus+ EU funds	<input type="checkbox"/>

[Institution to complete the following box (if it does not already have this information) for participants receiving financial support from Erasmus+ EU funds].

Bank account where the financial support should be paid:	
Bank account holder (if different than participant):	
Bank name:	
Clearing/BIC/SWIFT number:	Account/IBAN number:

Called hereafter "the participant", of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

- Annex I                      Staff Mobility Agreement
- Annex II                     General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations.]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for [teaching/ training/ teaching and training] under the Erasmus+ Programme.
- 1.2 The participant accepts the individual and travel support as specified in article 3 and undertakes to carry out the mobility activity for [teaching/ training/ teaching and training] as described in Annex I.
- 1.3 Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

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- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The mobility period shall start on [date] and end on [date]. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving [institution/ organisation] and the end date shall be the last day the participant needs to be present at the receiving [institution/organisation].  
[Institution to select the applicable option: [Travel time is excluded from the duration of the mobility period.] or [One day for travel before the first day of the activity abroad [and/or] one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support.]
- 2.3 The participant shall receive financial support from Erasmus+ EU funds for [...] days of activity [the number of days shall be equal to the duration of the mobility period, except for zero-grant participants, where the number of days should be 0] and [...] days for travel [for zero-grant participants, the number of travel days should be 0].  
[Institution to select if applicable and complete with specific rules if needed: The participant shall receive a financial support other than Erasmus+ EU funds for [...] days of activity.]
- 2.4 The total duration of the mobility period shall not exceed 2 months, with a minimum of 5 days per mobility activity. [For teaching mobility: A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises. The participant shall teach a total of [...] hours in [...] days].
- 2.5 The participant may submit any request concerning the extension of the mobility period within the limit set out in article 2.4. If the institution agrees to extend the duration of the originally planned mobility period, the agreement shall be amended accordingly.
- 2.6 The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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- 3.1. [NA/institution shall select Option 1, Option 2 or Option 3]  
[Option 1: The participant shall receive EUR [...] corresponding to individual support and [...] EUR corresponding to travel. The amount of individual support is EUR [...] per day up to the 14<sup>th</sup> day of activity and EUR [...] per day from the 15<sup>th</sup> day.  
The final amount for the mobility period shall be determined by multiplying the number of days of the mobility specified in article 2.3 with the individual support rate applicable per day for the receiving country and adding the contribution for travel to the amount obtained.] [for zero-grant participants, the contribution for travel should be 0]  
[Institution to select if applicable and complete with specific rules if needed: The financial support other than Erasmus+ EU funds for the mobility period is EUR [...].]  
[Option 2: The institution shall provide the participant with travel and individual support in the form of direct provision of the required travel and individual support services. In such case, the beneficiary shall ensure that the provision of services will meet the necessary quality and safety standards.]  
[Option 3: The participant shall receive from the institution a financial support of [...] EUR for [travel/ individual support] and support in the form of direct provision of the required [travel/ individual support] services. In such case, the institution shall ensure that the provision of services will meet the necessary quality and safety standards.]
- 3.2 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.3 The financial support may not be used to cover costs already funded by EU funds.
- 3.4 Notwithstanding Article 3.3, the financial support is compatible with any other source of funding.
- 3.5 The financial support or part of it shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement [NA to complete with specific recovery rules if needed]. However, reimbursement shall not be requested when the participant has been prevented from

completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the institution and accepted by the National Agency.

#### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 The participant shall receive individual and travel support in a timely manner. [If options 1 or 3 in Article 3.1 have been selected, NA/institution to complete with specific provisions on pre-financing payment(s), including deadlines and amounts.]
- 4.2 [If options 1 or 3 in Article 3.1 have been selected and the pre-financing payment(s) do(es) not cover the total of the grant: [The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 45 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.]
- 4.3 [If the participant receives a financial support other than Erasmus+ EU funds: institution to complete with the applicable payment arrangements.]

#### ARTICLE 5 – EU SURVEY

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- 5.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.
- 5.2 Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

#### ARTICLE 6 – INSURANCE

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- 6.1 The participant shall have adequate insurance coverage. [The NA/institution shall add a clause to this agreement in order to ensure that participants are clearly informed about issues related to insurances. It shall always highlight what is mandatory or recommended. For mandatory insurances, the responsible who takes the insurance (institution or participant) must be stated. The following information is optional but recommended: the insurance number/reference and the insurance company. This depends highly on the legal and administrative provisions in the sending and receiving country.]
- 6.2 Acknowledgement that health insurance coverage has been organised shall be included in this agreement. [Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the participant to ensure that the participant is aware of health insurance issues.]

#### ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

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- 7.1 The Agreement is governed by [insert the national law of the NA].
- 7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

#### SIGNATURES

For the participant  
[name(s) / forename(s)]

[signature]

Done at [place], [date]

For the institution  
[name(s)/ forename(s) / function]

[signature]

Done at [place], [date]

**[Key Action 1 – HIGHER EDUCATION]  
Staff Mobility Agreement**

## Annex II

### GENERAL CONDITIONS

#### Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of the Czech Republic, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of the Czech Republic or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid except if agreed differently with the institution.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled

to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded except if agreed differently with the institution.

#### Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of the Czech Republic or by any other outside body authorised by the European Commission or the National Agency of the Czech Republic to check that the mobility period and the provisions of the agreement are being properly implemented.

## Learning Agreements for Traineeships Between Programme and Partner Countries

The purpose of the current document is to provide a set of templates of Learning Agreements for traineeships and guidelines on how to use them. The aim of the Learning Agreement itself is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the traineeship successfully completed abroad.

This document is applicable to Erasmus+ mobility for traineeships between Programme and Partner Countries (KA107). Please note there is a different template for mobility between Programme Countries (KA103). It is recommended to use the templates available in this document. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

Depending on the direction of the mobility and whether it is combined with a study period, the Learning Agreement could be tripartite or quadripartite. To ease the preparation of such Learning Agreements, three different templates are available in this document depending on the activity:

1. **Studies combined with traineeships in both directions**, i.e. Learning Agreement for Student Mobility for Studies combined with a Traineeship in mobility between Programme and Partner Countries (incoming and outgoing): pages 9-14.
2. **Traineeships incoming**, i.e. Learning Agreement for Student Mobility for Traineeships from Partner to Programme Countries (incoming): pages 15-18
3. **Traineeships outgoing**, i.e. Learning Agreement for Student Mobility for Traineeships from Programme to Partner Countries (outgoing): pages 19-22

For more explanations about traineeships, please check the International Credit Mobility Handbook available at [http://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education\\_en](http://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education_en).

# Guidelines on how to use the Learning Agreements for Traineeships

## Between Programme and Partner Countries

### BEFORE THE MOBILITY

#### Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the higher education institution(s) and the receiving organisation. The Programme Country institution is always mentioned in this part of the document. Partner Country institutions will appear when the traineeship concerns a Partner Country student and when Programme Country students combine their traineeships with a study period in that institution. If some administrative data is already available to the three parties, there is no need to repeat it in this template.

All parties have to agree on the section to be completed before the mobility.

On page 1, most of the information related to the trainee, the higher education institution(s) [HEI(s)] and the receiving organisation will have to be encoded in Mobility Tool+.

#### Traineeship Programme (Table A)

Please note the template for traineeships combined with a study period includes both a "Study Programme at the Receiving Institution" and "Traineeship Programme at the Receiving Organisation". Learning agreements for incoming or outgoing mobility exclusively for traineeships include only a "Traineeship Programme at the Receiving Organisation".

We will first see the requirements for the "Traineeship Programme at the Receiving Organisation" and after that the requirements regarding the "Study Programme at the Receiving Institution".

##### ➤ Traineeship Programme at the Receiving Organisation

- The Traineeship Programme at the receiving organisation should include the **indicative start and end months** of the agreed traineeship, the traineeship title, as well as the number of working hours per week.
- The detailed programme of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing.
- If the traineeship can be considered a **Traineeship in digital skills**<sup>1</sup> it should be indicated by checking "yes" in the relevant field.
- The Traineeship Programme should indicate which **knowledge, intellectual and practical skills and competences** (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.
- The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the receiving organisation and the HEI(s).

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<sup>1</sup> **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.



- The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.
- **Study Programme at the Receiving Institution**
- Mobilities for traineeships combined with a study period include training activities coupled with a study programme which can be consecutive or take place during the same period. There is no minimum number of training hours (neither per week, nor for the full period) and institutions shall decide which is the appropriate volume of the study programme.
- The Learning Agreement must include all the **educational components**<sup>2</sup> to be carried out by the student at the Receiving Institution (in Table A) and the group of educational components that will be replaced in his/her degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. There is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution. Therefore these Tables A and B must be kept separated and, in case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.
- In case of **thesis research/doctoral work** at the receiving institution, the component "Thesis research" or "Doctoral work" will be included in Table A. If no ECTS credits are provided by the receiving institution, it is sufficient to write "not applicable" in that column. The thesis/doctoral work and the associated workload in ECTS credits will be included in Table B, if relevant for the sending institution.
- The Sending Institution should indicate in Table B the group of educational components counting towards the student's degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.
- The Sending Institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad, by providing a web link.

### Language competence

A recommended level of language competence<sup>3</sup> in the main language of work should be agreed with the receiving organisation to ensure a proper integration of the trainee in the organisation.

When the traineeship is combined with a study period, the level of language competence in the main language of instruction should also be agreed upon by the receiving institution.

The level of language competence in the main language of work (and instruction), which the trainee already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement.

The type of support that the HEI(s) or the receiving organisation will provide to the student should also be discussed and agreed upon.

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<sup>2</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>3</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>

### **Commitment of the Sending Institution regarding recognition (Table B)**

The sending HEI commits to recognise the learning outcomes acquired by the trainee upon satisfactory completion of the traineeship. The specific requirements are different depending on whether the sending HEI is a country taking part in the Bologna Process or in a Partner Country that is not part of the Bologna Process. In addition, the commitments regarding recognition are higher when the traineeship is part of the student curriculum (i.e. it counts towards the degree) than when it is a voluntary traineeship (i.e. it is not obligatory to complete the degree).

#### ➤ **Traineeships embedded in the curriculum**

It will be necessary to use ECTS credits for the recognition of traineeships of short cycle, bachelor and master students from countries that are part of the Bologna Process. ECTS will be used for the recognition of traineeships by doctoral candidates if relevant for the sending institution. HEIs from Partner countries where ECTS credits are not in place will use an equivalent system, in that case the term "ECTS" needs to be replaced in all tables by the name of the equivalent system and a web link to an explanation to the system should be added.

It will also be necessary to indicate on which basis a grade will be provided.

The sending institution will record the traineeship in the trainee's Transcript of Records. In addition, when the sending institution is based in a country taking part in the Bologna Process, the institution will also record the traineeship in the Diploma Supplement (or equivalent) of the trainee.

The traineeship may as well be recorded in the Europass Mobility Document, which is to be filled in by the hosting and the sending organisation.

#### ➤ **Voluntary traineeships**

The sending institution decides whether it will be taking similar actions as those requested for traineeships embedded in the curriculum. This is recommended to ensure a more enriching opportunity for the trainee. The only mandatory requirement is for HEIs based in a country taking part in the Bologna Process when they organise traineeships for their own students; in that case they will always have to record the traineeship in the Diploma Supplement (or equivalent) of the trainee. The three templates available include the relevant options for each case.

### **Accident insurance**

It is highly recommended that either the Programme Country HEI or the receiving organisation provide insurance coverage to the trainee, and fill in the information in Table B or C accordingly. The trainee must be covered at least by an accident insurance (damages caused to the trainee at the workplace) and by a liability insurance (damages caused by the trainee at the workplace). If neither the Programme Country HEI nor the receiving organisation provide this insurance coverage, it will have to be covered by the trainee. To this effect, the student grant agreement must highlight what is mandatory or recommended in terms of insurance and it must state who is responsible for taking the mandatory insurance.

### **Receiving organisation (Table C)**

The receiving organisation should provide appropriate support, including mentoring, supervision and equipment, to the trainee. If the receiving organisation plans to provide financial support and/or a contribution in kind for the trainee on top of the Erasmus+ grant, it should specify which will be its amount and/or in what it will consist.

The receiving organisation commits to issue a Traineeship Certificate (table D of the template) within 5 weeks after the end of the traineeship.

### Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

## DURING THE MOBILITY

### Exceptional Changes to the Traineeship / Study and Traineeship Programme (Tables A2 & B2)

If it is necessary to make any changes to the planned activities, the Table A describing the Traineeship Programme should be kept unchanged and changes should be described in Table A2. Both tables should be kept together in all communications.

This also applies in the case of combined mobilities where the initial Table A describing the Study Programme should be kept unchanged and modifications should be described and justified in Table A2. A separate table (Table B2) is available to reflect any eventual changes to planned recognition of the study programme.

When changes to the traineeship programme arise, they should be agreed as soon as possible with the HEI(s) and the receiving organisation. The same applies to changes to the study programme in case of combined mobilities.

When the change concerns an extension of the duration, the request can be made by the trainee at the latest one month before the foreseen end date.

### Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the HEI(s) or receiving organisation, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Programme Country Institution			
New Responsible person at the Partner Country Institution (where applicable)			
New Supervisor at the receiving organisation			

### Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is accepted that information is exchanged electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box can be added where needed.

## AFTER THE MOBILITY

Please note the template for traineeships combined with a study period includes both a "Traineeship Certificate" by the receiving organisation and "Transcript of Records" by the receiving and the sending institution linked to the study programme.

We will first see the requirements for the "Traineeship Certificate by the receiving organisation" and after that the requirements regarding the two "Transcripts of Records".

### ➤ **Traineeship Certificate by the receiving organisation (Table D)**

- After the mobility, the receiving organisation should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.
- The Traineeship Certificate will contain at least the information in Table D.
- The actual start and end dates of the traineeship programme should be included according to the following definitions:
  - The **start date** of the traineeship period is the first day the trainee has been present at the receiving organisation to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the receiving organisation, an information session for trainees with special needs, a language and intercultural course organised either by the receiving organisation or other organisations (if the Sending Institution considers it relevant for the mobility).
  - The **end date** of the traineeship period is the last day the trainee has been present at the receiving organisation to carry out his/her traineeship, not his actual date of departure.

### ➤ **Transcript of Records and Recognition<sup>4</sup>**

- The Sending Institution should recognise the traineeship according to the provisions in Table B. If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after receiving the Traineeship Certificate, without further requirements than those agreed upon before the mobility.
- The Transcript of Records will contain at least the information that the Sending Institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form of pass/fail).
- In the case of traineeships combined with a study period, the Transcript of Records will also take into account the study period abroad. To this effect, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student's results at the Receiving Institution). Similar provisions apply as to traineeships in terms of the actual start and end dates. Following the receipt of the Transcript of Records, the Sending Institution should recognise the academic outcomes successfully completed. It should award the total number of ECTS credits (or equivalent) contained in Table B (and, if applicable, B2) and count them towards the student's degree, without the need for the student to take any further courses or exams. Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the

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<sup>4</sup> **Recognition:** all the credits that the trainee has earned during the mobility and that were specified in the final version of the Learning Agreement (Table B of the official template) are recognised by the Sending Institution, according to its commitment before the mobility and without further requirements than those agreed upon before the mobility.

methodology described in the ECTS Users' Guide<sup>5</sup>). The European Commission encourages institutions to use the EGRACONS<sup>6</sup> tool for this purpose.

- The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.
- The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

### Diploma Supplement

In the case of HEIs based in countries part of the Bologna Process and the European Higher Education Area (EHEA), the information contained in the Traineeship Certificate from the receiving organisation should also be included in the Diploma Supplement (or equivalent) of the trainee upon his or her graduation.

It is also recommended to record the traineeship in the trainee's Europass Mobility Document, especially if the student is from a Partner Country where the Diploma Supplement is not applicable.

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<sup>5</sup> ECTS Users' Guide: [http://ec.europa.eu/education/tools/ects\\_en.htm](http://ec.europa.eu/education/tools/ects_en.htm)

<sup>6</sup> EGRACONS Grade Conversion Tool: <https://tool.egracons.eu/>

## Steps to fill in the Learning Agreement for Traineeships

**Before the mobility**

Provide **traineeship programme**.  
If combined with study period, provide **study programme** and plan recognition.

**Commitment** of the three or four parties with original / scanned/ digital signatures.

**During the mobility**

If modifications **are needed**:  
An agreement by the three or four parties on the changes is possible via email/digital signatures.

**After the mobility**

**The Receiving Organisation** provides a Traineeship Certificate to the trainee and sending institution within 5 weeks.

**The Sending Institution** recognises the traineeship and registers it according to its commitments before the mobility.

If combined with study period, **the Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

# Learning Agreement

## Student Mobility for Studies combined with a Traineeship

### Between Programme and Partner Countries

Student	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>
The Programme Country Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> email; phone	
The Partner Country Institution	Name	Faculty/ Department		Address	Country	Contact person name; email; phone	
Receiving Organisation	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
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

<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 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 Programme/ Partner Country 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. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement

<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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the contact person and the supervisor.

**Table A - Study Programme at the Receiving Institution**

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Component <sup>8</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>9</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>10</sup> to be awarded by the Receiving Institution upon successful completion
			<b>Total: ...</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

**Table A - Traineeship Programme at the Receiving Organisation**

Planned period of the mobility: from [month/year] ..... to [month/year] .....

<b>Traineeship title:</b> ...	
<b>Number of working hours per week:</b> ...	<b>Traineeship in digital skills<sup>11</sup>:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Detailed programme of the traineeship:</b>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b>	
<b>Monitoring plan:</b>	
<b>Evaluation plan:</b>	

The level of **language competence<sup>12</sup>** in \_\_\_\_\_ [indicate here the main language of instruction and 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

<sup>8</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>9</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

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

<sup>11</sup> **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.

<sup>12</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>



**Table B - Commitment of the Sending Institution before the mobility regarding recognition**

**Recognition based on Study Programme**

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
			<b>Total: ...</b>

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

**Recognition linked to the Traineeship Programme - Please keep only one of the following boxes:**

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

Award of ECTS credits (or equivalent) as set out in the above table (B)	
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 Yes <input type="checkbox"/> (mandatory)
	Diploma Supplement (mandatory if sending institution in EHEA) Yes <input type="checkbox"/> No <input type="checkbox"/>
	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"/>
	Diploma Supplement (mandatory if sending institution in EHEA)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Europass Mobility Document:		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Table B - Commitment of the Programme Country Institution regarding  
Accident insurance for the trainee**

The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input 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 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 type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship	

**Commitment**

By signing this document, the student, the Programme Country Institution, the Receiving Organisation and the Partner Country Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student, the Receiving Institution and the Receiving Organisation will communicate to the Sending Institution any problems or changes regarding the programme abroad, responsible persons and/or planned period of mobility.

The Programme Country Institution and the trainee also commit to what is set out in the Erasmus+ grant agreement.

The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Trainee</i>		
Responsible person <sup>13</sup> at the Programme Country Institution					
Responsible person at the Partner Country Institution					
Supervisor <sup>14</sup> at the Receiving Organisation					

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<sup>13</sup> **Responsible person at the Programme/Partner Country 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.

<sup>14</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.

### During the Mobility

<b>Exceptional changes to the Study Programme at the Receiving Institution (Table A)</b> (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<b>Reasons for deleting a component</b>	<b>Reason for adding a component</b>
1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)

<b>Exceptional changes to planned recognition of study programme (Table B)- if applicable</b> (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation</b> (to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution, the responsible person in the Receiving Organisation and the Partner Country Institution)	
Planned period of the mobility: from [month/year] ..... till [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

### After the Mobility

*Transcript of Records by the Receiving Institution*

Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....

Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution	
					<b>Total: ...</b>	

*Transcript of Records and Recognition by the Sending Institution*

Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....

Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)	
					<b>Total: ...</b>

*Table D - Traineeship Certificate by the Receiving Organisation*

<b>Name of the trainee:</b>
<b>Name of the Receiving Organisation:</b>
<b>Sector of the Receiving Organisation:</b>
<b>Address of the Receiving Organisation [street, city, country, phone, e-mail address], website:</b>
<b>Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....</b>
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation:</b>

# Learning Agreement

## Student Mobility for Traineeships

### Between Programme and Partner Countries

*From Partner to Programme Countries*

Student	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>
The Programme Country Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> email; phone	
The Partner Country Institution	Name	Faculty/ Department		Address	Country	Contact person name; email; phone	
Receiving Organisation	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
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

<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 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 Programme/ Partner Country 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. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement.

<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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor and the supervisor.

### Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation</b>	
Planned period of the mobility: from [month/year] ..... to [month/year] .....	
Traineeship title: ...	
Number of working hours per week: ...	Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>9</sup> in _____ [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

<b>Table B – Commitment of the Sending Institution before the mobility</b>	
Please use only one of the following boxes:	
<b>Recognition linked to the Traineeship Programme</b>	
1. The traineeship is <b>embedded in the curriculum</b> 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 Yes <input type="checkbox"/> (mandatory)
	Diploma Supplement (mandatory if sending institution in EHEA) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The traineeship is <b>voluntary</b> 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"/>
	Diploma Supplement (mandatory if sending institution in EHEA) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>8</sup> **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.

<sup>9</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>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. A web link to an explanation to the system should be added.

**Table B – Commitment of the Programme Country Institution regarding  
Accident insurance for the trainee**

The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation ): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input 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 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 type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Programme Country Institution, the Receiving Organisation and the Partner Country Institution 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 any problem or changes regarding the traineeship period to the Partner Country Institution and the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries.

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>11</sup> at the Programme Country Institution					
Responsible person at the Partner Country Institution					
Supervisor <sup>12</sup> at the Receiving Organisation					

<sup>11</sup> **Responsible person at the Programme/Partner Country 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.

<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.

### During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation</b> (to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution, the responsible person in the Receiving Organisation and the Partner Country Institution)  <b>Planned period of the mobility: from [month/year] ..... till [month/year] .....</b>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

### After the Mobility

<b>Table D - Traineeship Certificate by the Receiving Organisation</b>	
Name of the trainee:	
Name of the Receiving Organisation:	
Sector of the Receiving Organisation:	
Address of the Receiving Organisation [street, city, country, phone, e-mail address], website:	
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....	
Traineeship title:	
Detailed programme of the traineeship period including tasks carried out by the trainee:	
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	
Evaluation of the trainee:	
Date:	
Name and signature of the Supervisor at the Receiving Organisation:	



# Learning Agreement

## Student Mobility for Traineeships

### Between Programme and Partner Countries

*From Programme to Partner Countries*

	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>
<b>Trainee</b>							
	Name	Faculty/ Department	Erasmus code <sup>4</sup>	Address	Country	Contact person name <sup>5</sup> ; email; phone	
<b>The Programme Country Institution</b>							
	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
<b>Receiving Organisation</b>					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

<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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

### Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation</b>	
Planned period of the mobility: from [month/year] ..... to [month/year] .....	
Traineeship title: ...	
Number of working hours per week: ...	Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>9</sup> in _____ [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

<b>Table B - Commitment of the Sending Institution regarding recognition</b>	
<i>Please use only one of the following boxes:</i>	
1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ..... ECTS credits	
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 <span style="color: red;">Yes <input type="checkbox"/> (mandatory)</span>
	Diploma Supplement <span style="color: red;">Yes <input type="checkbox"/> (mandatory)</span>
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The traineeship is <b>voluntary</b> 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"/>
	Diploma Supplement Yes <input type="checkbox"/> (mandatory in all cases)
	Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>8</sup> **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.

<sup>9</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>

**Commitment of the Sending Institution regarding  
Accident insurance for the trainee**

The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input 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 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 type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during work-related travel: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to or from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Programme Country Institution and the Receiving 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 any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>10</sup> at the Programme Country Institution					
Supervisor <sup>11</sup> at the receiving organisation					

<sup>10</sup> **Responsible person at the Programme/Partner Country 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.

<sup>11</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.

### During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation</b> (to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution and the responsible person in the Receiving Organisation)  Planned period of the mobility: from [month/year] ..... till [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

### After the Mobility

<b>Table D - Traineeship Certificate by the Receiving Organisation</b>	
Name of the trainee:	
Name of the Receiving Organisation:	
Sector of the Receiving Organisation:	
Address of the Receiving Organisation [street, city, country, phone, e-mail address], website:	
Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....	
Traineeship title:	
Detailed programme of the traineeship period including tasks carried out by the trainee:	
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	
Evaluation of the trainee:	
Date:	
Name and signature of the Supervisor at the Receiving Organisation:	

## Guidelines on how to use the Learning Agreement for Studies

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

This template is applicable to Erasmus+ mobility for studies between Programme Countries (KA103) and to Erasmus+ mobility for studies between Programme and Partner Countries (KA107). It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

### BEFORE THE MOBILITY

#### Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the student, Sending and Receiving Institutions will have to be encoded in the Mobility Tool+.

#### Educational components (Tables A and B)

The study programme includes the **indicative** start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include all the educational components to be carried out by the student at the Receiving Institution (in Table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. It is necessary to fill in Tables A and B thoroughly before the mobility. Additional rows and columns can be added as needed. However, the two Tables A and B must be kept separated. The objective is to make clear that there is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.

In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totalling 60 ECTS credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits (or equivalent units in countries outside the EHEA). In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.

In case of thesis research/doctoral work at the receiving institution, the component "Thesis research" or "Doctoral work" will be included in Table A. If no ECTS credits are provided by the receiving institution, it is sufficient to write "not applicable" in that column. The thesis/doctoral work and the associated workload in ECTS credits will be included in Table B, if relevant for the sending institution.

The Sending Institution should indicate in Table B the group of educational components counting towards the student's degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

The group of components can be included in Table B as follows:

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised the Sending Institution
		<i>Course X</i>	...	10
		<i>Module Y</i>	...	10
		<i>Laboratory Work</i>	...	10
		<i>Thesis research/Doctoral work</i>		10 or "Not applicable"

The European Commission encourages institutions to embed **mobility windows**<sup>i</sup> in their curricula. Where all credits in Table A are automatically recognised as forming part of the programme at the Sending Institution, typically in the case of **mobility windows**, Table B is **simplified** and reduced to one single line, as described below:

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised the Sending Institution
			<i>Mobility window</i>	...

The Sending Institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad, by providing a web link.

### Language competence

A recommended level in the main language of instruction has been agreed between the Sending and Receiving Institutions in their Inter-Institutional Agreement. The Sending Institution is responsible for providing support to its selected candidates so that they can have the recommended language skills at the start of the study period.

The level of language competence in the main language of instruction, which the student already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement for Studies or, alternatively, in the grant agreement.

In case the level of the selected student is below the recommended one when signing the Learning Agreement (or grant agreement), the Sending Institution and the student should agree that he/she will reach the recommended level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending or Receiving Institution.

**The Erasmus+ Online Linguistic Support (OLS)** has been designed to assist Erasmus+ students in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

For mobility between Programme Countries, and for the languages covered by the OLS, the student must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs students).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the student is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the students who wish to improve their language competences. Mobility participants with a level B2 or higher at the first language assessment in their main language of instruction have the opportunity to follow an OLS language course either in that language or in the local language of the country, provided it is available in the OLS. It is up to the Sending Institution to indicate this choice directly in the OLS.

More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at <http://erasmusplusols.eu>.

**Signing the Learning Agreement**

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

**DURING THE MOBILITY**

**Exceptional Changes to the Study Programme**

Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, based on the course catalogue that the Receiving Institution has committed to publish well in advance of the mobility period and to update regularly.

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request.

In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

All changes should be indicated in Tables A2 and B2, while Tables A and B should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be listed in Table A2. Please refer to endnote 12 to indicate the reason for change.

For example:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>ii</sup>	Number of ECTS credits (or equivalent)
		XXX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	5
		YYY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	8

Table B2 should be completed only if the changes described in Table A2 affect the group of educational components agreed in Table B.

**Changes of the Responsible person(s)**

In case of changes of the responsible person(s), the information below should be inserted by the Sending or Receiving Institution, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Sending Institution			
New Responsible person at the Receiving Institution			

**Confirming the Changes**

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents and it is therefore accepted to exchange information electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box should be added where needed.

**AFTER THE MOBILITY**

**Transcript of Records at the Receiving Institution (Table C)**

After the mobility, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student’s results at the Receiving Institution). It can be provided electronically or through any other means accessible to the student and the Sending Institution.

The Transcript of Records from the Receiving Institution (Table C) should refer to the educational components agreed in Table A and, where applicable, in Table A2. Grade distribution information should be included (web link or annex).

The actual start and end dates of the study period should be included according to the following definitions:

The **start date** of the study period is the first day the student has been present at the Receiving Institution. For example, this could be the start date of the first course, a welcoming event organised by the Receiving Institution, an information session for students with special needs, a language and intercultural course organised either by the Receiving Institution or other organisations (if the Sending Institution considers it relevant for the mobility).

The **end date** of the study period is the last day the student had to be present at the Receiving Institution, not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

**Transcript of Records and Recognition<sup>iii</sup> at the Sending Institution (Table D)**

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognise the student’s academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognise the total number of ECTS credits (or equivalent) contained in Table



B (and, if applicable, B2) and count them towards the student's degree, without the need for the student to take any further courses or exams.

Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide<sup>iv</sup>). The European Commission encourages institutions to use the EGRACONS<sup>v</sup> tool for this purpose.

The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.

The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

**Diploma Supplement:** The information contained in the Transcript of Records from the Receiving Institution should also be included in the Diploma Supplement produced by the Sending Institution (at least for Sending Institutions located in Programme Countries), with the exact titles of the components that the student has followed abroad.

## Steps to fill in the Learning Agreement for Studies

### Before the mobility

Provide study programme.  
Identify Responsible persons.  
Commitment of the three parties with original / scanned / digital signatures.

### During the mobility

#### If modifications are needed:

A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

An agreement by the three parties on the changes is possible via email/digital signatures.

### After the mobility

**The Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

**The Sending Institution** recognises the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.

<sup>i</sup> **Mobility window:** a period of time reserved for student credit mobility that is embedded into the curriculum of a study programme.

<sup>ii</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

<sup>iii</sup> **Recognition:** all the credits (or equivalent units) that the student has earned during the mobility and that were specified in the final version of the Learning Agreement as counting towards his/her degree (Table B and, if applicable, B2 of the official template) are recognised by the Sending Institution and count towards the student's degree without the need to take any further courses or exams.

<sup>iv</sup> **ECTS Users' Guide:** [http://ec.europa.eu/education/tools/ects\\_en.htm](http://ec.europa.eu/education/tools/ects_en.htm)

<sup>v</sup> **EGRACONS Grade Conversion Tool:** <https://tool.egracons.eu/>

# Mobility Agreement

## Staff Mobility For Training<sup>1</sup>

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: .....

### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F]		Academic year	20../20..
E-mail			

### The Sending Institution

Name		Faculty/Department	
Erasmus code <sup>4</sup> (if applicable)			
Address		Country/ Country code <sup>5</sup>	
Contact person name and position		Contact person e-mail / phone	

### The Receiving Institution / Enterprise<sup>6</sup>

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Language of training: .....

**Overall objectives of the mobility:**

**Training activity to develop pedagogical and/or curriculum design skills:**  
Yes  No

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Activities to be carried out:**

**Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

### The staff member

Name:

Signature:

Date:

### The sending institution

Name of the responsible person:

Signature:

Date:

### The receiving institution/enterprise

Name of the responsible person:

Signature:

Date:

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<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

<sup>7</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.



# Mobility Agreement

## Staff Mobility For Teaching<sup>1</sup>

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: .....

### The teaching staff member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F]		Academic year	20../20..
E-mail			

### The Sending Institution/Enterprise<sup>4</sup>

Name			
Erasmus code <sup>5</sup> (if applicable)		Faculty/Department	
Address		Country/ Country code <sup>6</sup>	
Contact person name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

### The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: .....

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: .....

Number of teaching hours<sup>8</sup>: .....

Language of instruction: .....

**Overall objectives of the mobility:**

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching programme:**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**



## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>9</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

### The teaching staff member

Name:

Signature:

Date:

### The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

### The receiving institution

Name of the responsible person:

Signature:

Date:

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .

<sup>5</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

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<sup>7</sup> 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.

<sup>8</sup> A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

<sup>9</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.



<b>Student</b>	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>
<b>Sending Institution</b>	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
<b>Receiving Institution</b>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

### Before the mobility

<b>Study Programme at the Receiving Institution</b>				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
<b>Table A Before the mobility</b>	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence <sup>9</sup> in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>
--

<b>Recognition at the Sending Institution</b>				
<b>Table B Before the mobility</b>	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

<b>Commitment</b>					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

### During the Mobility

<b>Exceptional changes to Table A</b>						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

<b>Exceptional changes to Table B (if applicable)</b>					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

### After the Mobility

<b>Transcript of Records at the Receiving Institution</b>					
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

<b>Transcript of Records and Recognition at the Sending Institution</b>				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

- <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 student 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:** 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 works at the international relations office or equivalent body within the institution.
- <sup>6</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- <sup>7</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- <sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- <sup>9</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>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.
- <sup>11</sup> **Responsible person at the Receiving Institution:** 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.
- <sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<b><i>Reasons for deleting a component</i></b>	<b><i>Reason for adding a component</i></b>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

Find out more:  
[ec.europa.eu/erasmus-plus](http://ec.europa.eu/erasmus-plus)



Or join the conversation on social media:



Erasmus+



#ErasmusPlus

You can find the contact information for Erasmus+ National Agencies in Programme Countries and National Erasmus+ Offices available in certain Partner Countries here:

[http://ec.europa.eu/programmes/erasmus-plus/contact\\_en](http://ec.europa.eu/programmes/erasmus-plus/contact_en)



ERASMUS+ STUDENT AND ALUMNI ALLIANCE

[www.esaa-eu.org](http://www.esaa-eu.org)



# ERASMUS+ STUDENT CHARTER

*...highlights your rights and obligations and tells you what you can expect from your sending and receiving organisations at each step of your Erasmus+ experience.*

- + **Higher education institutions** participating in Erasmus+ have committed themselves to respect the principles of the Erasmus Charter for Higher Education to facilitate, support and recognise your experience abroad.
- + **On your side**, you commit yourself to respect the rules and obligations of the Erasmus+ Grant Agreement that you have signed with your sending institution.
- + **The Erasmus+ Student and Alumni Alliance (ESAA)** offers you a range of services to support you before, during and after your experience abroad.



## STEP I. Before your mobility period

- + Once you have been selected as an Erasmus+ student, you are entitled to receive guidance regarding the partner institutions or enterprises where you can spend your mobility period and the activities that you can undertake there.
- + You have the right to receive information on **the grading system** used by your receiving institution as well as information on obtaining insurance and finding housing, and securing a visa (if required). You can find the relevant contact points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.
- + You will sign a **Grant Agreement** (even if you do not receive financial support from EU funds). If you are enrolled in a higher education institution located in a Programme Country<sup>1</sup>, you will sign the Grant Agreement with your sending institution. If you are enrolled in a higher education institution located in a Partner Country, you may sign it with your sending or receiving institution, depending on the agreed arrangements. In addition, you will sign a **Learning Agreement** with your sending and receiving institution/enterprise. Thorough preparation of your Learning Agreement is crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).
- + If your mobility is between Programme Countries, you will undergo a mandatory **Erasmus+ Online Linguistic Support assessment** after you have been selected (provided this is available in your main language of instruction / work abroad). In addition, it will allow your sending institution to offer you the most appropriate language support. You should take full advantage of this support

to improve your language skills to the level recommended by your receiving institution.

## STEP II. During your mobility period

- + You should take **full advantage of all the learning opportunities** available at the receiving institution/enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.
- + Your receiving institution/enterprise commits itself to treat you in the same way as its home students/employees and you should make all the necessary **efforts to fit into your new environment**.
- + You could benefit from networks of mentors and buddies where available at your receiving institution/enterprise.
- + Your receiving institution will not ask you to pay **fees** for tuition, registration, examinations or for access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged a small fee on the same basis as local students for costs such as insurance, student unions and the use of study-related materials or equipment.
- + Your **student grant or student loan** from your home country must be maintained while you are abroad.
- + You can **request changes** to the Learning Agreement only in exceptional circumstances and within the deadline decided by your sending and receiving institutions. You must ensure that these changes are validated by both the sending and receiving institutions/enterprise within a two-week period after the request has been submitted and keep copies of their approval. Any request to extend the duration of the mobility period must be submitted at least one month before the end of the originally planned period.

## STEP III. After your mobility period

- + In accordance with your Learning Agreement, you are entitled to receive **full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.
- + If you are studying abroad, within five weeks of the publication of your results, your receiving institution will send a **Transcript of Records** to you and to your sending institution, showing your credits and grades achieved. Upon receipt of your Transcript of Records, your sending institution will provide you with complete information on the recognition of your achievements. If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your **Diploma Supplement** (or equivalent).
- + If you are doing a traineeship, your enterprise will give you a **Traineeship Certificate** summarising the tasks carried out and an evaluation. Your sending institution will also give you a Transcript of Records, if this forms part of your Learning Agreement. If the traineeship was not part of the cur-

riculum you can request to have it recorded in your **Europass Mobility Document** and if you are enrolled in a higher education institution located in a country taking part in the Bologna Process, the mobility period will be additionally recorded in your Diploma Supplement (or equivalent). If you are a recent graduate from an institution located in a Programme Country, you are encouraged to request the Europass Mobility Document.

- + If your mobility is between Programme Countries you should undergo a second **Erasmus+ Online Linguistic Support Assessment**, if available in your main language of instruction/work abroad, to monitor linguistic progress during your mobility.
- + You must fill in a **Participant Report** to provide **feedback on your Erasmus+ mobility period** to your sending and receiving institution, to the relevant Erasmus+ National Agencies and to the European Commission.
- + You are encouraged to **share your mobility experience** with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience, including young people.

### If you encounter a problem:

- You should identify the problem clearly and check your rights and obligations under your Grant Agreement.
- There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.
- Use the formal appeal procedures in your sending institution if necessary.
- If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your Grant Agreement, you can contact the relevant Erasmus+ National Agency.

<sup>1</sup> [https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries\\_en](https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en)

Více informací naleznete na:  
[ec.europa.eu/erasmus-plus](http://ec.europa.eu/erasmus-plus)



ERASMUS+ STUDENT AND ALUMNI ASSOCIATION

[www.esaa-eu.org](http://www.esaa-eu.org)

Najdete nás také na:

 Erasmus+

 #ErasmusPlus

Kontakt:



Dům zahraniční spolupráce  
Na Poříčí 1035/4  
110 00 Praha 1  
[www.dzs.cz](http://www.dzs.cz) | [www.naerasmusplus.cz](http://www.naerasmusplus.cz)



Evropská  
komise

# ERASMUS+ CHARTA STUDENTA

*Tato charta studenta uvádí práva a povinnosti účastníků programu Erasmus+. Obsahuje také informace o tom, co můžete ve všech fázích mobility od vysílající a přijímající instituce/organizace očekávat.*

- + **Vysokoškolské instituce** účastníci se programu Erasmus+ se zavazují respektovat zásady Listiny programu Erasmus pro vysokoškolské vzdělávání (ECHE), a to za účelem usnadnit vám pobyt v zahraničí, poskytnout podporu a zajistit uznání mobility.
- + **Na druhé straně** se i vy zavazujete respektovat pravidla a povinnosti vyplývající z účastnické smlouvy programu Erasmus+, kterou jste s vysílající institucí podepsal/a.
- + **Erasmus+ Student and Alumni Association (ESAA)** nabízí podporu jak před zahájením pobytu v zahraničí, tak v jeho průběhu i po skončení.





## I. Před zahájením mobility

- + Coby úspěšně vybraný student programu Erasmus+ máte nárok na informace o partnerských institucích/podnicích, kde můžete svou mobilitu vykonat, a o činnostech, kterým se tam můžete věnovat.
- + Máte nárok na informace o **klasifikačním systému** v přijímající instituci/organizaci a na informace ohledně **pojištění, ubytování** a v případě potřeby i ohledně **získání víz**. Příslušná kontaktní místa a zdroje informací naleznete v meziinstitucionální dohodě podepsané mezi vysílající a přijímající institucí.
- + Podepíšete **účastnickou smlouvu**, a to i v případě, že nedostanete finanční podporu z prostředků EU. Jste-li zapsáni na vysokoškolské instituci se sídlem v zemi programu (tzv. programové zemi), podepíšete účastnickou smlouvu s vysílající institucí. Pokud jste zapsáni na vysokoškolské instituci se sídlem v partnerském státu (tzv. partnerské zemi), můžete dohodu podepsat s vysílající nebo přijímající institucí, a to podle dohodnutých podmínek. Kromě toho budete muset s vysílající a přijímající institucí/organizací podepsat studijní smlouvu. Řádná příprava studijní smlouvy je klíčem k úspěchu mobility a zajištění jejího uznání. **Studijní smlouva** uvádí podrobnosti o vašich plánovaných aktivitách v zahraničí (včetně kreditů, které získáte a které vám budou započteny do studia na vaší domovské instituci).
- + Poté, co jste byl/a vybrán/a, podstoupíte **on-line hodnocení vašich jazykových znalostí** (je-li k dispozici v hlavním jazyce výuky či práce v zahraničí), které umožní vaší vysílající instituci nabídnout vám vhodnou jazykovou podporu, je-li třeba. Této podpory byste měli bezeskytku využít tak, abyste příslušný jazyk zvládli na úrovni doporučené přijímající institucí.

## II. V průběhu mobility

- + **Plně využijte všech možností vzdělávání** dostupných v přijímající instituci/podniku. Zároveň dodržujte jejich pravidla a předpisy a snažte se co nejlépe obstát ve všech zkouškách nebo jiných formách hodnocení.
- + Přijímající instituce/podnik se zavazují, že s vámi budou zacházet stejně jako se svými vlastními studenty/zaměstnanci. Vy byste měl/a vynaložit veškeré nezbytné **úsilí na začlenění do nového prostředí**.
- + Můžete využít sítě mentorů a spolužáků, pokud v přijímající instituci/podniku existují.
- + Přijímající instituce po vás nesmí v průběhu mobility požadovat **poplatky** za výuku, registraci, zkoušky, přístup do laboratoří ani do knihoven. Nicméně vám mohou být účtovány malé poplatky stejně jako místním studentům, např. za pojištění, členství ve svazu studentů a za použití různých studijních materiálů nebo vybavení.
- + Po dobu pobytu v zahraničí vám zůstává zachováno **studentské stipendium či studentská půjčka** poskytnutá vaším státem.
- + **O změny ve studijní smlouvě** smíte požádat pouze ve výjimečných případech, a to ve lhůtách stanovených vysílající a přijímající institucí. Musíte zajistit, aby změny byly vysílající a přijímající institucí/podnikem schváleny do dvou týdnů od podání žádosti a kopie příslušných souhlasů jste povinni si uschovat. Žádost o prodloužení mobility musí být předložena nejméně měsíc před koncem původně plánovaného období.

## III. Po skončení mobility

- + Podle studijní smlouvy máte ze strany vysílající instituce nárok na **plně akademické uznání** úspěšně dokončených činností v průběhu mobility.
- + Studujete-li v zahraničí, přijímající instituce zašle vám i vysílající instituci výpis studijních výsledků (**Transcript of Records**), kde jsou uvedeny získané kredity a známky, a to do pěti týdnů od zveřejnění známek. Vysílající instituce vám poté poskytne informace o uznání vašich výsledků. Jste-li zapsáni na vysokoškolské instituci se sídlem v programové zemi, jsou uznané složky (např. kurzy) uvedeny v **Dodatku k diplomu**.
- + Účastníte-li se praktické stáže<sup>1</sup>, obdržíte od podniku osvědčení o absolvování praktické stáže (**Traineeship Certificate**) s uvedením činností i jejich hodnocení. Stanovuje-li to studijní smlouva, obdržíte od vysílající instituce též výpis studijních výsledků. Pokud

<sup>1</sup> K dispozici mezi programovými a partnerskými zeměmi až od roku 2017.

stáž není součástí studijního plánu, a jste-li zapsáni na vysokoškolské instituci se sídlem v programové zemi, období mobility se uvede v Dodatku k diplomu a na vaši žádost i v dokumentu **Europass Mobility**. Pokud jste čerstvý absolvent, doporučuje se požádat o vystavení dokumentu Europass Mobility.

- + Je-li k dispozici **on-line hodnocení vašich jazykových znalostí** v hlavním jazyce výuky nebo práce v zahraničí, musíte jej absolvovat. Umožní vám posoudit, jak jste v daném jazyce během své mobility pokročili.
- + Pro potřeby **zpětné vazby o mobilitě Erasmus+** pro vysílající a přijímající instituci, národní agenturu a Evropskou komisi jste povinni vyplnit závěrečnou zprávu účastníka (EU Survey).
- + Zároveň doporučujeme, abyste se o své **zkušenosti s mobilitou podělili** s přáteli, kolegy, zaměstnanci ve vaší instituci, novináři atd., aby vašich zkušeností mohly využít i další osoby.

### V případě potíží:

- Jasně popište problém a zjistěte si svá práva a povinnosti uvedené v účastnické smlouvě.
- Ve vysílající i přijímající instituci je řada lidí, jejichž úkolem je pomáhat studentům programu Erasmus+. V závislosti na povaze problému a kdy k němu došlo, vám poskytne pomoc kontaktní nebo odpovědná osoba ve vysílající nebo přijímající instituci (nebo v přijímajícím podniku v případě stáží). Jména a kontaktní údaje naleznete ve své studijní smlouvě.
- Je-li to nezbytné, využijte v rámci vaší vysílající instituce formálního postupu odvolání.
- Neplní-li vysílající nebo přijímající instituce své povinnosti uvedené v Listině programu Erasmus pro vysokoškolské vzdělávání (ECHE) nebo v účastnické smlouvě, můžete kontaktovat příslušnou národní agenturu.