



Student	Last name(s)				Date of birth		UČO		Study cycle ²	MA
	First name(s)				Nationality ¹		Field of education ³		Sex [M/F]	M
Sending Institution	Name	Masaryk University	Erasmus code ⁴ (if applicable)	CZ BRNO05	Address	Centre for International Cooperation MU Komenskeho nam. 2 602 00 Brno, Czech Republic				
	Faculty / Department	Department of Political Science	Country	Czech Republic	Contact person name ⁵ ; email; phone	Mgr. Pavla Zapletal stefanska@czs.muni.cz +420 549 49 3118				
Receiving Institution/ Enterprise	Name	Vysočina Region	Department	Vysočina Region Office in Brussels	Contact person name ⁶ ; email; phone	Jan Skála; skala.j@kr-vysocina.cz; +420 724 650 265				
	Address; website	Place de Jamblinne de Meux 31, 1030 Brussels; https://www.kr-vysocina.cz	Country	Belgium	Mentor ⁷ name; position; e-mail; phone	Jan Skála; Representative of the Vysočina Region in Brussels; skala.j@kr-vysocina.cz; +420 724 650 265				
			Size	> 250 employees						

Before the mobility

Traineeship Programme at the Receiving Organisation/Enterprise

(to be filled in by the contact person at the receiving organization)

Information included in this section is pivotal for the application. Please fill this section accordingly.

Planned period of the mobility: from 15 April 2019 to 14 July 2019

Traineeship title: Trainee at the Vysočina Region Office in Brussels

Number of working hours per week: 40

Detailed programme of the traineeship (min. 200 words including time table):

The traineeship is being held at the Vysočina Region Office in Brussels.

Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region – mid-April

Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (Czech Street Party and other cultural events, high school excursion, EU Regions Week, Euregha meetings, meetings of the regional politicians with representatives of the EU institutions). The trainee will participate in meetings of different kind, he will take notes and present the attitude of the Representative of the Vysočina Region in Brussels when he is not present. He will help with the organisation of the events: distribution of invitations, reception of guests and other supporting tasks – from mid-April to the beginning of July

Administrative tasks on a day-to-day basis – analyses on regional policy related topics, information materials for the regional officials on specific tasks, business correspondence, press releases, translations, daily information reports. The trainee will gather information regarding the work of the EU institutions and other regions represented in Brussels. He will write reports from important seminars and conferences taking part in Brussels. He will translate documents from English to Czech and vice versa – from mid-April to the beginning of July

Final week – handover of the ongoing projects to the Representative of the Vysočina Region in Brussels – mid-July

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

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Information on the functioning of the EU institutions, representation of regional interests, EU financial resources, lobbying. Practical information on the Vysočina Region and its policies. Skills and competences: organisational and analytic competences, organising events in the cooperation with other partners on the European level, use of the individual creativity, improving language skills, translating, writing of summaries. Other benefits: opportunity for an academic research and professional development, finding contacts.

Monitoring plan:

All the tasks are fulfilled in a cooperation and a day-to-day communication with the Representative of the Vysočina Region in Brussels who assigns the work and receives the work being done.

Evaluation plan:

Trainee will be evaluated on the day-to-day basis with regard to her completed tasks. The final evaluation will be provided at the end of the traineeship.



Higher Education Learning Agreement for Traineeships/ Training Agreement

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spolupráce cooperation

[] Academic Year 2018/2019

Receiving Organisation/Enterprise

(to be filled in by the contact person at the receiving organization)

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - a way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate by 19/07/2019 .	

*The level of language competence⁸ in English that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2
C1 C2 Native speaker*

Sending Institution

To be filled in by the responsible person at the sending institution / placement guarantor

Please use only one of the following three boxes:⁹

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

Award 20 ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate [<i>compulsory</i>] <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Recognize the traineeship as following MU course(s) (course code, course title): FSS410	
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 [<i>compulsory</i>] <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Recognize the traineeship as following MU course(s) (course code, course title):	
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

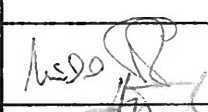

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/>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

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

This Agreement comes into force upon it being signed by the authorized representatives of the Contracting Parties and becomes effective upon its being published in the Public Administration Information System, the Register of Contracts.

The Contracting Parties hereby expressly agree that the entire text of the Agreement, including signatures, will be published in the Public Administration Information System – the Register of Contracts. The Contracting Parties have agreed that the statutory obligation under Section 5(2) of Czech Act No. 340/2015 Coll., on the Register of Contracts, will be met by the Receiving Organization.

This Agreement was discussed at the session of the Council of the Vysočina Region on 30/10/2018 and approved by a resolution Nr 1877/31/2018/RK.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee	13/11/2018	
Responsible person ¹¹ at the Sending Institution	Michal Pink		FSS Co-ordinator	13/11/2018	
Supervisor ¹² at the Receiving Organisation	MUDr. Jiří Běhounek		President of the Vysočina Region	26-11-2018	

Žižkova 57, 587 33 Jihlava

POWER OF ATTORNEY

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

Date: _____ Signature: 

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

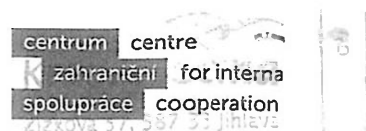
Date: _____ Signature: 


Kraj Vysočina
Žižkova 57, 587 33 Jihlava

- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charte for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.



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⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁸ **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>

⁹ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹⁰ **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 and a weblink to an explanation to the system should be added.

¹¹ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹² **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.