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Fdo.: EL ENCARGADO DEL REGISTRO

**RESOLUCIÓN RECTORAL DE LA UNIVERSIDAD MIGUEL HERNÁNDEZ DE ELCHE POR LA QUE SE
CONVOCA EL PROGRAMA DE MOVILIDAD INTERNACIONAL ERASMUS + MODALIDAD PRACTICAS
EN LOS CURSOS ACADÉMICOS 2014/15 Y 2015/16.**

En uso de las potestades y funciones conferidas por los Estatutos de la Universidad Miguel Hernández de Elche, aprobados por el Decreto 208/2004, de 8 de octubre, del Consell de la Generalitat Valenciana, modificados por el Decreto 105/2012, de 29 de junio, del Consell, y de las competencias que dimanar de los artículos 20 y siguientes de la Ley Orgánica 6/2001, de Universidades, de 21 de diciembre, modificada por la Ley Orgánica 4/2001, de 12 de abril,

RESUELVO

Convocar las becas de movilidad internacional para emprendedores "University Junior International Entrepreneurs 2015" con arreglo a las bases que aparecen en el Anexo I.

EL RECTOR

P.D.: VICERRECTOR DE ECONOMÍA Y EMPRESA

R.R.644/15 de 29 de abril, de la UMH/D.O.C.V. núm. 7503, 13.04.2015.



Fdo.: Fernando Vidal Giménez

ANEXO I. BASES DE LA CONVOCATORIA

PRIMERA – OBJETO DE LA CONVOCATORIA

La presente convocatoria está destinada a seleccionar a tres estudiantes de la UMH, beneficiarios de las ayudas denominadas “Movilidad Emprendedora – University Junior International Entrepreneurs 2015”, y que se enmarcan a su vez en la convocatoria Erasmus + de la UMH en su modalidad de prácticas, con el objetivo de desarrollar, en un entorno global, el talento emprendedor de estudiantes de la UMH, promoviendo su movilidad internacional con iniciativas empresariales globales.

La beca consistirá en un periodo de prácticas en cualquier tipo de organización, pública o privada ubicada en cualquiera de los países participantes (28 países miembros de la UE; países de la AELC (Asociación Europea de Libre Comercio) salvo Suiza (http://ec.europa.eu/programmes/erasmus-plus/index_en.htm) y el EEE (Espacio Económico Europeo): Islandia, Liechtenstein y Noruega; Países candidatos a la adhesión: Turquía y Antigua República Yugoslava de Macedonia.

La movilidad de estudiantes para prácticas forma parte de la Acción KA1 del Programa ERASMUS + de la Unión Europea en el ámbito de la educación superior. La información general sobre los objetivos, condiciones y requisitos del programa se publica en la página del Servicio Español para la Internacionalización de la Educación (SEPIE) <http://www.sepie.es/oapee/inicio/ErasmusPlus/con-2015-gestion.html>.

SEGUNDA – CARACTERÍSTICAS DE LA CONVOCATORIA

El Vicerrectorado de Economía y Empresa, a través de su Observatorio Ocupacional, y en coordinación con el Vicerrectorado de Relaciones Internacionales, convoca 3 ayudas para estancias en prácticas en empresas o instituciones¹ de alguno de los países participantes en el Programa Erasmus+. Las estancias deberán haber finalizado obligatoriamente antes del mes de noviembre de 2015, y tendrán una duración de 2 meses.

El estudiante deberá realizar por sí mismo la búsqueda de las prácticas en aquellas empresas o instituciones que resulten de su Interés y que estén dispuestas a aceptarle respetando los requisitos y en los términos especificados en el Programa ERASMUS+ modalidad de Practicas.

¹ Se consideran empresas e instituciones de acogida, todas aquellas entidades que desempeñen actividades en el sector público o privado, incluidos los Centros de formación e investigación. No son elegibles instituciones de la UE, organizaciones encargadas de gestionar programas de la Unión Europea y Representaciones Diplomáticas nacionales del país del estudiante en el país de acogida.



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Podrán optar a estas becas estudiantes de títulos oficiales de la UMH (de diplomatura/licenciatura, grado, máster y doctorado) que reúnan esta condición durante el curso 2014/15.

TERCERA – CONDICIONES DEL PROGRAMA

El estudiante deberá tener un Acuerdo de Formación o Training Agreement en relación con el periodo de prácticas firmado por la UMH, la empresa/organización de acogida y el estudiante.

Una vez completado satisfactoriamente el periodo de movilidad, la institución o empresa de acogida facilitará al estudiante un certificado de las actividades realizadas de conformidad con el Acuerdo de Formación o Training Agreement.

Para el reconocimiento de las prácticas realizadas por el estudiante en la institución/empresa de acogida, el estudiante deberá formalizar con el Observatorio Ocupacional los anexos de prácticas necesarios para el inicio de las mismas.

El estudiante que sea seleccionado para disfrutar de una ayuda Erasmus prácticas tendrá que contratar de manera obligatoria un seguro de cobertura de gastos médicos, un seguro de responsabilidad civil (que cubrirá los daños causados por el estudiante en el lugar de trabajo) y un seguro de accidentes relacionado con las tareas del estudiante en el lugar de trabajo (que cubrirá al menos los daños causados al estudiante en el lugar de trabajo).

Quienes, tras aceptar la ayuda dentro de los plazos estipulados para tal fin, deseen renunciar a ella habrán de comunicarlo por escrito, exponiendo las causas, al Observatorio Ocupacional. Si no existiera causa de fuerza mayor, la renuncia implicaría que el alumno no podría participar en el programa Erasmus Prácticas en el curso académico siguiente.

CUARTA – CUANTÍA DE LA AYUDA

El importe de la ayuda será de 2.000 euros brutos para cada una de las becas, con cargo al proyecto denominado "Campus del Emprendedor Innovador" de la Universidad Miguel Hernández de Elche.

La realización del viaje deberá justificarse con originales de tarjetas de embarque, billetes de tren, o por cualquier otro medio.

QUINTA – REQUISITOS

- Ser nacional o residente permanente en algún estado miembro de la UE. El estudiante debe poseer la nacionalidad de uno de los países participantes en el programa ERASMUS + o de terceros países, en cuyo caso deberá acreditar que está en posesión de un permiso válido para residir en España durante el periodo de realización de la movilidad.



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- Ser estudiante de la UMH durante el presente curso académico.
- Haber superado, en el momento de la solicitud, un mínimo de 60 créditos del plan de estudios conducente al título para el que solicita la movilidad (los estudiantes de Master y Doctorado están exentos de este requisito).
- No haber sido beneficiario con anterioridad de una beca Leonardo da Vinci de prácticas en el extranjero o de una movilidad ERASMUS prácticas o fines de estudios y que la duración total de todas ellas haya sido de más de 10 meses en el mismo ciclo académico (diplomatura/licenciatura/grado, máster o doctorado).
- Para la concesión de la ayuda será requisito imprescindible presentar un certificado de aceptación de la empresa donde se vayan a realizar las prácticas, que como muy tarde deberán haber finalizado antes del mes de noviembre de 2015. Asimismo, los candidatos seleccionados deberán realizar un curso de formación a distancia sobre la llegada al país de destino, así como sobre emprendimiento en un entorno internacional. Esta formación será impartida a través del Observatorio Ocupacional en colaboración con la Universitat Jaume I.
- Los candidatos seleccionados deberán documentar su experiencia, de forma que pueda servir de elemento motivador para otros estudiantes/titulados.

SEXTA – CRITERIOS DE SELECCIÓN.

La adjudicación de plazas se realizará según el siguiente baremo de méritos:

Mérito	Criterios	Puntuación
Perfil emprendedor	Formación en creación de empresas (0.04 puntos por cada hora, hasta un máximo de 50 horas).	2
	Asistencia a jornadas o eventos dirigidos a emprendedores (0.1 puntos por cada jornada, hasta un máximo de 10 jornadas).	1
	Participación en premios o concursos para emprendedores (0.33 puntos por cada premio o concurso en el que haya participado, hasta un máximo de 3 premios o concursos).	1
	Desarrollo de plan de empresa	1
Conocimientos de Inglés*	Certificación B2.3 de la UMH o superior	1.5
	Certificación B2.2 de la UMH	1.25
	Certificación B2.1 de la UMH	1
	Certificación B1.4 de la UMH	0.75
	Certificación B1.3	0.25
Conocimientos del idioma de destino	Certificación B2.2 de la UMH o superior	1.5
	Certificación B1.2 de la UMH	1.25
	Certificación B1.1 de la UMH o inferior	1
Movilidad previa	No haber disfrutado con anterioridad de un programa de movilidad.	0.5
Adecuación de la práctica valorada por la Comisión de Selección	La Comisión de Selección valorará el interés de las prácticas para el desarrollo del perfil emprendedor del estudiante y la adecuación del programa de formación de las mismas.	1.5

*Los estudiantes que certifiquen su nivel de inglés con cualquier otro tipo de certificado deberán de consultar la equivalencia de niveles de la UMH en <http://internacional.umh.es/idiomas/ingles-2/>



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La Comisión de Selección estará formada por el Vicerrector de Economía y Empresa de la UMH y el Vicerrector de Relaciones Internacionales (o personas en quienes deleguen).

SÉPTIMA – PROCEDIMIENTO Y PLAZO DE PRESENTACIÓN DE SOLICITUDES

La solicitud podrá descargarse desde la página web del Observatorio Ocupacional <http://observatorio.umh.es/files/2015/05/Solicitud-Erasmus-Prácticas-UJIE-2015.doc> y deberá presentarse a través del Registro General de la UMH o de los Auxiliares de los CEGECAS, dirigido al Observatorio Ocupacional, antes de las 14:00 horas del 1 de junio de 2015.

El plazo de presentación de solicitudes será del 12 de mayo de 2015, hasta las 14 horas del 1 de junio de 2015.

Junto a la solicitud de participación en el programa deberá presentarse la siguiente documentación:

1. Certificado de aceptación de la entidad
2. Fotocopia del DNI, pasaporte o permiso de residencia.
3. Currículum vitae
4. Copia de certificados o documentos acreditativos de conocimientos de idiomas.
5. Documentación acreditativa de los méritos aportados relativos al perfil emprendedor.
6. En caso de no haber disfrutado de un programa de movilidad internacional anteriormente, declaración jurada indicando esta circunstancia.
7. Acuerdo de formación y compromiso de calidad firmado por el solicitante y la empresa de acogida, disponible en: <http://observatorio.umh.es/files/2014/06/ERASMUS-practicas-1415-Training-Agreement.doc>

OCTAVA – RESOLUCIÓN DE LAS AYUDAS

La lista de solicitudes admitidas y excluidas se publicará en la página web del Observatorio Ocupacional <http://observatorio.umh.es> el día **5 de junio** de 2015 dándose un plazo de 10 días hábiles para las posibles subsanaciones.

La lista provisional de ayudas asignadas se publicará en la página web <http://observatorio.umh.es> una vez finalizado el plazo de subsanación.

El periodo de alegaciones y aceptación y renuncia de ayudas, será de 5 días hábiles a contar a partir del día siguiente a la fecha de publicación.

El listado definitivo de ayudas adjudicadas saldrá publicado en la página web <http://observatorio.umh.es>.



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En caso de recibir ninguna solicitud de participación, se habilitará un plazo adicional en el que las becas se adjudicarán a las tres primeras candidaturas presentadas que reúnan los requisitos de participación.

NOVENA – PAGO DE LAS AYUDAS

Los beneficiarios deberán suscribir el documento de Aceptación de Ayuda Erasmus prácticas que pondrá a su disposición el Observatorio Ocupacional de la UMH y enviar el Convenio financiero firmado en el plazo de un mes desde la adjudicación de la beca. Este documento deberá ser remitido al Observatorio Ocupacional.

Se percibirá el 70% de la ayuda tras el envío del Certificado de Inicio de estancia firmado y sellado (suscrito por Universidad/entidad de acogida) y el 30% restante previa presentación en el Observatorio Ocupacional del certificado de realización de prácticas firmado por la empresa de acogida (Anexo V), el informe final elaborado y firmado por la empresa (Anexo VI) y el informe del estudiante. Estos documentos se facilitarán desde el Observatorio Ocupacional.

DÉCIMA – RESCISIÓN DE LA BECA

El incumplimiento de las obligaciones de aceptación y entrega de la documentación requerida por la UMH así como el regreso anticipado, salvo causa de fuerza mayor no justificado formalmente, supondrá el inmediato reintegro de los importes adjudicados en virtud de la presente convocatoria.

MÁS INFORMACIÓN:

Universidad Miguel Hernández
Observatorio Ocupacional
Avda. de la Universidad, s/n – 03202 – Elche (Alicante)
Tf: 96.665.8773 – observatorio.autoempleo@umh.es
<http://observatorio.umh.es>



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SOLICITUD DE PARTICIPACIÓN EN EL PROGRAMA ERASMUS PRÁCTICAS

(Photograph)

STUDENT APPLICATION FORM ACADEMIC YEAR ____/____.

(This application should be completed in BLACK for copying or sending by fax)

SENDING INSTITUTION: Universidad Miguel Hernández/ ERASMUS CODE: E Elche01

STUDENT'S PERSONAL DETAILS:

DEGREE:

Family name:		First name(s)	
D.N.I.:		Date of birth:	
Current address:	Postal Code: City :		
Phone:	Mobile Phone	e-mail:	
Permanent address (if different):			
Postal Code: City			

LANGUAGE COMPETENCE:

Language	Official Certificate
English	Yes ☐ No ☐
German	Yes ☐ No ☐
French	Yes ☐ No ☐
Other:	Yes ☐ No ☐

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

HOST ORGANISATION (EMPRESA):

NAME:

TUTOR'S NAME: _____

POSITION:

ORGANISATION

FULL ADDRESS:

PHONE: _____ E-MAIL: _____

DATES: FROM _____ TO _____ N° MONTHS _____

STUDENT'S SIGNATURE

Date:

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**ANEXO II
ERASMUS PROGRAMME 2014/2015
TRAINING AGREEMENT AND QUALITY COMMITMENT**

Ver documento adjunto.



LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	20../20..
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name	Universidad Miguel Hernandez de Elche	Faculty	
Erasmus code (if applicable)	E ELCHE01	Department	
Address	Avda. de la Universidad, s/n. 03202 – Elche (Alicante)	Country, Country code ⁴	
Contact person name	Prof. Manuel Miguel Jordan Vidal	Contact person E-mail / phone	movilidad@umh.es

The Receiving Organisation/Enterprise

Name Sector ⁵		Department	
Address, website		Country	
Size of enterprise ⁶			
Contact person ⁷ name / position		Contact person e-mail / phone	
Mentor ⁸ name / position		Mentor e-mail / phone	

 For guidelines, please look at Annex 1, for end notes please look at Annex 2.



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship...
Monitoring plan ...
Evaluation plan ...

Language competence of the trainee

The level of language competence⁹ in [workplace main language] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

The sending institution

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

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

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

- Award ECTS credits.
- Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☐

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

- Award ECTS credits: Yes ☐ No ☐
If yes, please indicate the number of ECTS credits:
- Give a grade: Yes ☐ No ☐
If yes, please indicate if this will be based on:
Traineeship certificate ☐ Final report ☐ Interview ☐
- Record the traineeship in the trainee's Transcript of Records Yes ☐ No ☐



- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☐ *This is recommended if the trainee will be a recent graduate.*

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes ☐ No ☐
If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes ☐ No ☐
If yes, please specify:

Is the trainee covered by the accident insurance? Yes ☐ No ☐

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes ☐ No ☐

The accident insurance covers:

- accidents during travels made for work purposes: Yes ☐ No ☐
- accidents on the way to work and back from work: Yes ☐ No ☐

Is the trainee covered by a liability insurance? Yes ☐ No ☐

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

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by [*maximum 5 weeks after the traineeship*].

II. RESPONSIBLE PERSONS**Responsible person¹⁰ in the sending institution:**

Name: _____ Function: _____
Phone number: _____ E-mail: _____

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

Name: _____ Function: _____
Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period.

The trainee	
Trainee's signature	Date:
The sending institution	
Responsible person's signature	Date:
The receiving organisation/enterprise	
Responsible person's signature	Date:

**Section to be completed DURING THE MOBILITY**

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship...
Monitoring plan ...
Evaluation plan ...

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.
Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name:	Function:
Phone number:	E-mail:

New responsible person in the receiving organisation/enterprise:

Name:	Function:
Phone number:	E-mail:

Section to be completed AFTER THE MOBILITY

TRAINEESHIP CERTIFICATE

Name of the trainee:**Name of the receiving organisation/enterprise:****Sector of the receiving organisation/enterprise:****Address of the receiving organisation/enterprise** *[street, city, country, phone, e-mail address], website:***Start and end of the traineeship:**from *[day/month/year]* till *[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 (learning outcomes achieved):****Evaluation of the trainee:****Date:****Name and signature of the responsible person at the receiving organisation/enterprise:**

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

After the mobility, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills,



teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this **level of language competence** by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document, is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the section before the mobility**; however, 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.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the mobility programme arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns an extension of the duration of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a Traineeship Certificate within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must 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 enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
- The end date of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

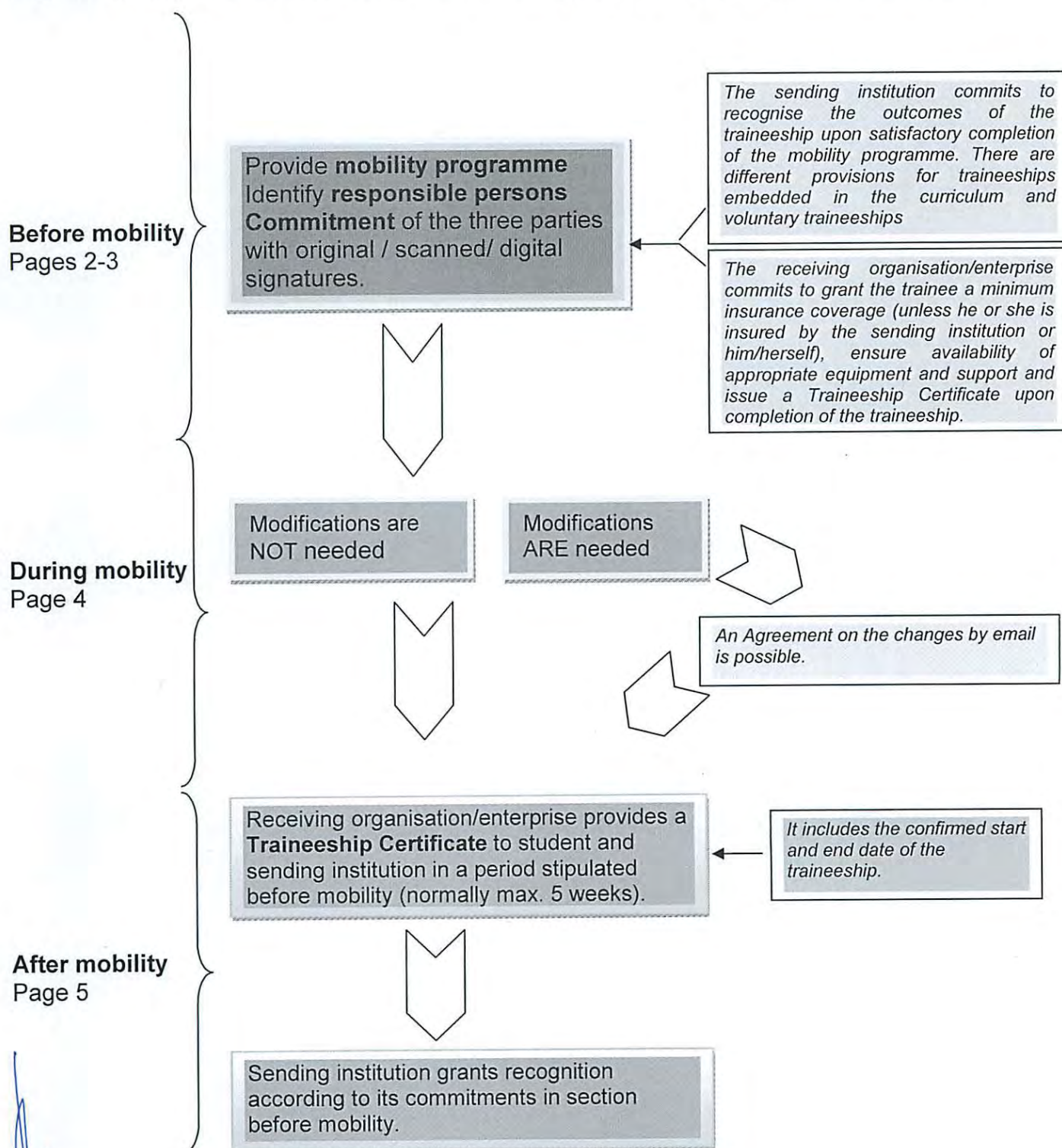
The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.



Steps to fill in the Learning Agreement for Traineeships

Page 1 – Information on the student and the sending and receiving organisation/enterprise





Annex 2: End notes

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8) – for recent graduates, specify the latest study cycle.

³ The **ISCED-F 2013 search tool** available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ The list of top-level **NACE sector codes** is available at:
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_R_EV2&StrLanguageCode=EN.

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

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

⁸ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

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

¹⁰ **Responsible person in the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement.

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