

LEARNING AGREEMENT FOR TRAINEESHIPS (UGOVOR O STRUČNOJ PRAKSI)

UPUTE ZA POPUNJAVANJE

Learning Agreement for Traineeships (za dugoročne i kratkoročne prakse) popunjava se u word dokumentu dostupnom na stranici natječaja na koji se prijavili (www.unios.hr).

Learning Agreement popunjava se na engleskom jeziku.

Learning Agreement popunjava student uz pomoć koordinatora na fakultetu.

Da bi dokument bio valjan, moraju ga potpisati tri osobe: student, koordinator na matičnom fakultetu/odjelu te koordinator, odnosno odgovorna osoba na prihvatnoj instituciji. Tek kada je potpisan, na temelju njega pravi se ugovor za financiranje.

Popunjava se samo dio **Before the Mobility**. During the Mobility se popunjava samo ako u izvođenju prakse dođe do većih promjena poput produživanja trajanja prakse. After the Mobility popunjava prihvatna institucija pred kraj mobilnosti kao dio završne dokumentacije.

Detaljne upute za popunjavanje Learning Agreementa nalaze se na stranici: <https://erasmus-plus.ec.europa.eu/resources-and-tools/mobility-and-learning-agreements/learning-agreements/traineeships-agreement-guidelines-ka131>

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 20.../20...

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
Beneficiary organisation ⁵	Name	Faculty/ Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
Sending Institution <small>[only if different from Beneficiary Organisation]</small>	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

U gornjem desnom kutu na svakoj stranici dokumenta obavezno je navesti akademsku godinu u kojoj će se mobilnost održati. Na prvoj stranici pišu se osobni podaci studenta i razina obrazovanja (potrebno je pogledati predzadnju i zadnju stranicu Learning Agreementa za ispravno tumačenje kodova prilikom upisivanja razine obrazovanja).

Podatke o matičnom sveučilištu potrebno je popuniti u kategoriji *Beneficiary organisation*, dok *Sending institution* ostaje prazno. Pod *Contact person* potrebno je upisati podatke koordinatora koji potpisuje dokument. Aktualni popis koordinatora na svim sastavnicama uvijek se nalazi na stranici natječaja, na zadnjoj stranici dokumenta Upute za studente.

Podatke o prihvatnoj instituciji potrebno je upisati pod *Receiving institution*, kontakt osoba je potpisnik dokumenta, a mentor osoba koja će nadgledati vaš rad u prihvatnoj instituciji. Ako je riječ o istoj osobi, samo ponovite ime i prezime. Obavezno je navesti točnu adresu prihvatne institucije, nije dovoljno samo zalijepiti link na mrežnu stranicu.

Before the mobility	
<i>Table A - Traineeship Programme at the Receiving Organisation</i>	
Planned period of the physical component: from [day (optional)/month/year] to [day (optional)/month/year]	
If applicable, planned period of the virtual component: from [day (optional)/month/year] to day (optional)/month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ¹¹ 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"/>	

U tablici A obavezno je upisati točne datume boravka na mobilnosti i za fizičku i za virtualnu komponentu, ako je primjenjivo.

Sve prakse moraju imati minimalno 30 radnih sati tjedno.

Ako tijekom prakse razvijate digitalne vještine (rad na računalu i sl.) obavezno označite *Traineeship in digital skills*.

Obavezno je navesti i jezik i označiti razinu jezika koja je potrebna za odrađivanje stručne prakse.

Table B - Sending Institution	
<i>Please use only one of the following three boxes:¹²</i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
AwardECTS credits (or equivalent) ¹³	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	

1

**Higher Education:
Erasmus+
Learning Agreement form**
Student's name
Academic Year 20.../20...

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 <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"/>	
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 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"/>	

U tablici B potrebno je označiti jednu od 3 ponuđene vrste mobilnosti i popuniti samo jednu, druge dvije ostaju prazne. Prva opcija odnosi se na prakse koje su dio studijskog programa i za koje će se prilikom povratka dodijeliti ECTS bodovi. U tom slučaju ocjena se dodjeljuje na temelju potvrde o praksi (*Traineeship certificate*).

Druga opcija odnosi se na dobrovoljnu praksu koja se odrađuje dok je student u statusu studenta, ali koja nije dio studijskog programa, odnosno, nije obvezna. Tu je potrebno označiti da će se praksa upisati u prijepis ocjena, ali se neće izdati *Europass Mobility Document*.

Treća opcija odnosi se na prakse koje odrađuju osobe koje su nedavno diplomirale. Ovdje je isto potrebno označiti da sveučilište neće izdati *Europass Mobility Document*.

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

Sveučilište studentu ne pruža osiguranja tijekom mobilnosti tako da je ovdje potrebno sve kućice označiti s ne.

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 an accident insurance to the trainee (if not provided by the beneficiary organisation): 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 Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): 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 Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.	

Tablicu C popunjava prihvatna inozemna institucija ili student u dogovoru s prihvatnom inozemnom institucijom.

<p>By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.</p>					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹⁴ at the beneficiary organisation					
[Responsible person ¹⁵ at the sending institution, if different from the beneficiary organisation]					
Supervisor ¹⁶ at the receiving organisation					

Nakon što student potpiše Learning Agreement, šalje ga dalje koordinatorima na potpis. Dokument se na potpisivanje šalje mailom. Potpisnici mogu staviti svoj elektronički potpis ili skenirani potpis, a mogu i potpisati rukom, nakon čega dokument skeniraju i šalju dalje. Dokument je važeći tek kada ima sva tri potpisa (trainee, responsible person at the beneficiary organisation i responsible person at the receiving organisation).