|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning Agreement**  **Student Mobility for Traineeships (compulsory)** | | | | | | | | | | | | | |
| **Trainee** | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality**[[1]](#endnote-2) | | | **Sex [M/F]** | **Study cycle**[[2]](#endnote-3) | | **Field of education**[[3]](#endnote-4) | |
| to be announced | | to be announced | to be announced | | to be announced | | | to be announced | to be announced | | to be announced | |
|  |  | |  |  | | **Seat of the programme** | | | **Study type** |  | | | |
|  |  | |  |  | | Budapest | | | Choose one option and delete the other : Full time / Part time |  | | | |
| **Sending Institution** | **Name** | | **Faculty** | **Erasmus code**[[4]](#endnote-5) (if applicable) | | **Address** | | | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** | | | |
| Corvinus University of Budapest | | to be announced | HU BUDAPES03 | | Fővám tér 8, 1093 Budapest | | | Hungary | Vattay Zsófia, [corvinus.erasmus@uni-corvinus.hu](mailto:corvinus.erasmus@uni-corvinus.hu); +3614825402 | | | |
|  | **Tax number** | | **Single statistical code** | **Institution identifier** | | **Name of legal representative** | | | **Position of legal representative** | **Name of the representative of this agreement** | | **Position of the representative of this agreement** | |
|  | 19156972-2-44 | | 19156972 8542 599 01 | FI 43814 | | Dr. Lajos György SZABÓ | | | Acting Rector | Katalin HORVÁTH | | head of compulsory internship | |
| **Receiving** **Organisation/Enterprise** | **Name** | | **Country** | **Address** | | **Website** | | | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | | **Mentor[[7]](#endnote-8) name; position;**  **e-mail; phone** | |
| to be annonunced | | to be announced | to be announced | | to be announced | | | < 250 employees  > 250 employees | to be announced | | to be announced | |
|  |  | |  | **Tax number** | | **Corporate registration number** | | | **Single statistical code (if available)** |  | |  | |
|  |  | |  | to be annonunced | | to be annonunced | | | to be annonunced |  | |  | |
| **Before the mobility** | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | |
| **Planned period of the mobility: from [day/month/year] to be announced to [day/month/year] to be announced**  **If applicable, planned period(s) of the virtual mobility: from [day/month/year] ……………. to [daymonth/year] …………….** | | | | | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | **Number of working hours per week: …** | | | | |
| **Detailed programme of the traineeship:** | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ | | | | | | | | | | | | | |
| **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[[9]](#endnote-10)** 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*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker* | | | | | | | | | | | | | |

GfNA-II.6-C-Annex -Erasmus+ HE Learning Agreement for traineeships 2016

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  **Planned period of the mobility: from [day/month/year] ……………. to [day/month/year] …………….**  **PLEASE SPECIFY THE PLANNED PERIOD:**   1. **The following part of the mobility will be considered as a compulsory traineeship from [day/month/year] ……………. to [day/month/year] …………….** This period **will be** **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[10]](#endnote-11) | Give a grade based on: Traineeship certificate  Final report  Interview | | 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  No | |  1. **The following part of the mobility will be considered as voluntary traineeship from [day/month/year] ……………. to [day/month/year] …………….** This **period will NOT be embedded in the curriculum** HOWEVER upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  |  | | --- | --- | --- | | Award ECTS credits (or equivalent): Yes  No | | If yes, please indicate the number of 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). | | | | Record the traineeship in the trainee's Europass Mobility Document: Yes  No | | |   **Planned date of obtaining the predegree certificate (absolutory) [day/month/year]:** …………….  If the Trainee does not complete his/her studies by the time specified here, he/she shall immediately inform the Erasmus+ Internship Coordinator of the Sending Institution. The Trainee is responsible for the negative consequences of failing to provide this information.  **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  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 | | The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: …. | | | | The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not 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 | | | The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):  Yes  No | | | | 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 within 5 weeks after the end of the traineeship. | | | | | | | | |
| ***Rights and obligations of Corvinus***   * Corvinus takes responsibility for the training of its students. A specific part thereof is the designation of an internship framework and the cooperation with internship venues. * Corvinus provides data and information necessary for professional practice to the internship venue. * Corvinus defines the basic assessment principles of the internship, and sends them to the internship venue. * Corvinus reserves the right to check the conditions and the circumstances of the professional practice without prior notification sent to the internship venue. * Corvinus assesses students' competences gained during professional practice based on the written assessment of the internship venue.   ***Rights and obligations of the internship venue***   * The internship venue learns and enforces the professional framework designated by Corvinus for the whole duration of the internship. * The internship venue specifies the principles of selecting students for the internship, and decides on the persona of interns. * For the full duration of the internship period, the internship venue continuously monitors the student and undertakes to transmit all the professional knowledge specified in the training requirements of the programme. It employs the student in jobs the student is qualified at, and keeps the professional practice activities under control. * For the duration of the internship, the internship venue appoints professional instructors with adequate qualifications, professional experience and no criminal record. * The internship venue concludes a work contract with the student in compliance with the regulations effective at the internship venue; * If the internship is temporarily organised outside the premises, the internship venue takes on all transportation fares. * For the full duration of the internship, the internship venue has to provide the intern safe and healthy working conditions that are the same as those provided to normal employees * For the full duration of the internship, the internship venue has to make knowledge, services, utensils and equipment available to the intern as required by law and the regulations of the internship venue to be necessary for the particular job the intern does. * As for daily training time schedule and recesses, respective provisions of the internship venue's regulations apply. * The internship venue makes an assessment in writing of the intern's professional skills and competences by filling out a questionnaire compiled by Corvinus, to be submitted on the last day of the internship period.   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). | | | | | |
| **Commitment** | **Name** | **E-mail** | **Position** | **Date** | **Stamp and signature** |
| Trainee | to be annonunced | to be annonunced | *Trainee* | to be annonunced |  |
| Supervisor[[11]](#endnote-12) at the Receiving Organisation | to be annonunced | to be anonunced | to be annonunced | to be annonunced |  |
| Head of compulsory internship of the Sending Institution[[12]](#endnote-13) | Katalin HORVÁTH | [katalin.horvath@uni-corvinus.hu](mailto:katalin.horvath@uni-corvinus.hu) | head of compulsory internship |  |  |

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***  (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 Organisation/Enterprise) | |
| **Planned period of the mobility: from [day/month/year] to be announced to [day/month/year] to be announced**  **If applicable, planned period(s) of the virtual mobility: from [day/month/year] ……………. to [daymonth/year] …………….** | | |
| **Traineeship title: …** | | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period:** | | |
| **Traineeship in digital skills[[13]](#endnote-14):** Yes ☐ No ☐ | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: | | |
| **Monitoring plan:** | | |
| **Evaluation plan:** | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **E-mail** | **Position** | **Date** | **Stamp and signature** |
| Trainee |  |  | *Trainee* |  |  |
| Supervisor[[14]](#endnote-15) at the Receiving Organisation |  |  |  |  |  |
| Head of compulsory internship of the Sending Institution[[15]](#endnote-16) | Katalin HORVÁTH | [katalin.horvath@uni-corvinus.hu](mailto:katalin.horvath@uni-corvinus.hu) | head of compulsory internship |  |  |

**After the Mobility**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **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 date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….**  **Start date and end date of physical mobility: 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 and stamp of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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). [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
4. **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. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
8. **Traineeship in digital skills**: any traineeship where trainees receive training and practice in at least one or more of the following activities: 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. [↑](#endnote-ref-9)
9. **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> [↑](#endnote-ref-10)
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 web link to an explanation to the system should be added. [↑](#endnote-ref-11)
11. **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. [↑](#endnote-ref-12)
12. **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. [↑](#endnote-ref-13)
13. **Traineeship in digital skills**: any traineeship where trainees receive training and practice in at least one or more of the following activities: 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. [↑](#endnote-ref-14)
14. **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. [↑](#endnote-ref-15)
15. **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. [↑](#endnote-ref-16)