

Read carefully TA and tick/fill in all important information in the yellow boxes.

Traineeship Agreement / Learning Agreement for Traineeships

Bachelor - (EQF level 6)
 Master - (EQF level 7)
 Doctorate - (EQF level 8)

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
			ie. 1.1.1990				
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Mendel University in Brno	Faculty of Business and Economics	CZ BRNO02	Zemědělská 1, Brno	Czech Republic	Ing. Katerina Mlejnkova katerina.mlejnkova@mendelu.cz +420 545 132 725	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
			www		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	ask the receiving institution if you do not know (has to be an official email)	ask the receiving institution if you do not know (has to be an official email)

Choose the code at:
https://ec.europa.eu/education/international-standard-classification-of-education-isced_en

Official email domain of the enterprise- NOT @gmail.com, @hotmail.com etc.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

Traineeship title: ...full title

Number of working hours per week: ... according to the rules of the country

Detailed programme of the traineeship:
 Has to be very specific

Traineeship in digital skills⁸: Yes No

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

Monitoring plan:
 Explain the monitoring during the internship

Evaluation plan:
 Explain how they will evaluate you

No shorter than 60 days!

Traineeship Agreement / Learning Agreement for Traineeships

Fill in the language of traineeship and the level that you have now.

The level of **language competence**⁹ 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

Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

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

Award ECTS credits (or equivalent) ¹¹	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).	
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 (highly recommended): 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 checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>	

You are obligated to pay the university insurance, which covers everything. Tick YES everywhere.

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise 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/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	

Fill in case the enterprise will provide you with something (insurance, financial support, accommodation etc.)

For every month (30 days) you receive 4 ECTS
(total amount of ECTS = number of months * 4)

Fill in how the internship will be recognised:

1. Practical training (Bc. 6 ECTS, Mgr. 8 ECTS) + rest of ECTS
fill as following **X + Y**
...where **X** is the amount of ECTS for Practical training (Bc. 6 ECTS, Mgr. 8 ECTS)
...and **Y** is the remaining ECTS of the total amount:
Calculation [(number of months * 4) – (Bc. 6 or Mgr. 8)]
I.e. 3-months internship at bachelor degree:
Award **6 + 4 ECTS credits (or equivalent)**

Traineeship Agreement / Learning Agreement for Traineeships

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 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/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input 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 within 5 weeks after the end of the traineeship.	

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.

Commitment	Name	Email	Position	Date	Signature
Trainee	Your name + surname	Your email	Trainee		Sign here
Responsible person ¹² at the Sending Institution	Ing. Bc. Martin Machay, Ph.D.	martin.machay@mendelu.cz	Vice-dean		
Supervisor ¹³ at the Receiving Organisation					

Once completely filled-in, bring the TA to faculty IRO (we require **student's original** signature)

After the vice dean's confirmation you have to get the signature of receiving enterprise. Once the document has all three signatures, send it to the faculty coordinator (katerina.mlejnkova@mendelu.cz)