Πρώτα από όλα- για να μην ξεχαστείτε-, αποθηκεύετε το αρχείο με συγκεκριμένο όνομα που έχει μέσα το επώνυμό σας, π.χ.: Petrakis\_Traineeship.

**Erasmus+ Learning Agreement**

**Student Mobility for Traineeships**

Αρχικά, πατάτε διπλό αριστερό κλικ στην κεφαλίδα (πάνω δεξιά). Στη θέση του ‘student’s name’ βάζετε το ονοματεπώνυμο σας και στο ‘Academic year’ βάζετε το ακ. Έτος μέσα στο οποίο γίνεται η μετακίνηση.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Gender [Male/Female/Undefined]** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
| Technical University of Crete |  | G KRITIS09 | Kounoupidiana, 73100 Chania | Greece | Lefteris Maragkoudakis, emaragkoudakis1@tuc.gr, =302821037246 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
|  |  |  |  | ☐ < 250 employees☐ > 250 employees |  |  |
| **Στον παραπάνω πίνακα συμπληρώνετε ΟΛΑ τα πεδία του πίνακα. Πιο αναλυτικά:****Trainee: Συμπληρώνετε τα πεδία. Στο ‘study cycle’ αν πάτε το ποντίκι στον εκθέτη ‘2' σας βγάζει οδηγίες για το τι πρέπει να βάλετε ανάλογα τον κύκλο σπουδών που ανήκετε. Αντίστοιχα στο field of education. Για ευκολία ακολουθήστε το λινκ:** [**https://www.tuc.gr/fileadmin/users\_data/erasmus/\_uploads/ISCED-2013-Fields-of-education.pdf**](https://www.tuc.gr/fileadmin/users_data/erasmus/_uploads/ISCED-2013-Fields-of-education.pdf) **και συμπληρώστε το πεδίο με τον κωδικό που ταιριάζει καλύτερα με τις σπουδές σας.****Sending Institution: Συμπληρώνετε όπως παραπάνω και προσθέτετε την ΣΧΟΛΗ σας.****Receiving Organisation/Enterprise: Συμπληρώνετε όλα τα πεδία. Αν τα γνωρίζετε ή μπορείτε να τα βρείτε, τα συμπληρώνετε οι ίδιοι, διαφορετικά ζητάτε από τον φορέα που σας έχει δεχτεί να τα συμπληρώσει.****Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the physical component: from [month/year] ……………. to [month/year] …………….****If applicable, planned period of the virtual component: from [month/year] ……………. to [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[[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* ☐ |

**Στον παραπάνω πίνακα, Table A θα πρέπει εσείς να συμπληρώσετε τα πεδία:**

**Planned period of the physical component -> βάζετε το διάστημα υλοποίησης της κινητικότητας. Αν η κινητικότητά σας έχει και εικονική υλοποίηση (από την Ελλάδα) τότε συμπληρώνετε στο If applicable, planned period of the virtual component το αντίστοιχο διάστημα. Συμπληρώνετε τίτλο της πρακτικής καθώς και συνολική εβδομαδιαία απασχόληση σε ώρες (τουλάχιστον 30, μέγιστο 40). Traineeship in digital skills -> Τοποθετείτε το ποντίκι στον εκθέτη ‘8’ και ακολουθείτε τις οδηγίες. Στη συνέχεια επιλέγετε μία από τις 2 επιλογές. Στο πεδίο:** The level of **language competence επιλέγετε το επίπεδο γλώσσας που έχετε στην γλώσσα εργασίας καθώς και την γλώσσα εργασίας (συνήθως τα αγγλικά).**

**Ο φορέας θα πρέπει να συμπληρώσει ή να σας πει τι να συμπληρώσετε στα πεδία:**

**- Detailed programme of the traineeship (including the virtual component, if applicable):**

**- Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**

**- Monitoring plan:**

**- Evaluation plan:**

 **Όσο πιο αναλυτικά σας τα συμπληρώσει, τόσο το καλύτερο γιατί έτσι ολοκληρώνεται και πιο γρήγορα η υπογραφή του εγγράφου. Αν τα πεδία αυτά είναι γενικόλογα και πολύ περιεκτικά, μπορεί να καθυστερήσει η υπογραφή του εγγράφου καθώς ο Συντονιστής Erasmus της Σχολής σας που θα το υπογράψει, μπορεί να σας ζητήσει διευκρινήσεις πριν το υπογράψει. Οδηγίες συμπλήρωσης αυτών των πεδίων μπορείτε να βρείτε και να στείλετε στον φορέα σας, στο συνοδευτικό έγγραφο με τίτλο : Guidelines to the Learning Agreement.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[10]](#endnote-11)**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]](#endnote-12) | 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 traineeship is **voluntary** and, 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 ☐  |

1. 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 ☐ No ☐  | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☐ |

**Στον παραπάνω πίνακα, Table B, η πρακτική σας θα γίνει είτε ως ‘voluntary’ -δηλαδή, θα πάτε ως φοιτητές (επιλογή 2), είτε ως ‘recent graduate’ (επιλογή 3). Αν ισχύει η επιλογή 2, θα πρέπει να συμπληρώσετε τα πεδία. Στο πεδίο : Award ECTS credits, οι Σχολές ΗΜΜΥ και ΑΡΜΗΧ , δίνουν 5 ECTS ανά μήνα, άρα οι φοιτητές αυτών των Σχολών επιλέγουν ‘YES’ και στη δεξιά στήλη βάζουν τον αριθμό των ECTS ανάλογα τους μήνες που θα πάνε. Στο πεδίο ‘**Give a grade**’ όλοι οι φοιτητές, επιλέγετε το ‘ΝΟ’. Στο πεδίο ‘**Record the traineeship in the trainee's Transcript of Records**’ επιλέγετε το ‘ΝΟ’.****Στο πεδίο ‘**Record the traineeship in the trainee's Europass Mobility Document**’ επιλέγετε το ‘ΝΟ’. Αν πάτε σαν πρόσφατα απόφοιτοι, τότε στην επιλογή ‘3’ επιλέγετε παντού το ‘ΝΟ’****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 ☐ |

**Στον συγκεκριμένο πίνακα, επιλέγετε παντού το ‘ΝΟ’** |
| ***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. |

**Στον παραπάνω πίνακα ΄Table C’, θα πρέπει να ζητήσετε από τον φορέα σας να συμπληρώσει τα πεδία.**  |
| 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 |   |  | *Trainee* |   |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |   |   |   |   |  |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation |   |   |   |   |  |

**Αφού το learning agreement συμπληρωθεί πλήρως, υπογράφεται (συμπληρώνονται όλα τα πεδία) από εσάς, τον Συντονιστή Erasmus της Σχολής σας και τον υπεύθυνο σας στον φορέα υποδοχής. Αφού το έχουμε ελέγξει, το υπογράφετε, ζητάτε από τον υπεύθυνο στον φορέα υποδοχής να το υπογράψει και μου το στέλνετε για να το προωθήσω στον Erasmus Coordinator της Σχολής σας.**

**Στη φάση προετοιμασίας ΠΡΙΝ την κινητικότητα, δεν ασχολούμαστε με το ‘During the mobility ή/και το After the mobility. Άρα αγνοείτε τις παρακάτω φάσεις “During the mobility” & “After the mobility”**

**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 [month/year] ……………. till [month/year] …………….****If applicable, planned period(s) of the virtual mobility: from [month/year] ……………. to [month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

**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 component: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title:**  |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):**  |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):**  |
| **Evaluation of the trainee:**  |
| **Date:** |
| **Name and signature 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 EU Member States and third countries associated to the programme. [↑](#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. **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. [↑](#endnote-ref-11)
11. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "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-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. **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-14)