

ANNEX I

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

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

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ⁴	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation/Enterprise

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility:
Number of working hours per week: 40
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 Post-placement home institution evaluation of the acquired knowledge, skills and competences according to the student's report, result presentation and Certificate provided by the host company.

Language competence of the trainee

The level of language competence in XXXXXX 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.

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

- Award 12 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

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

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 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 the last traineeship day.
II. RESPONSIBLE PERSONS
Responsible person in the sending institution:

Name:

Function:

Phone number:

E-mail:

Responsible person 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:

VISPĀRĪGIE NOTEIKUMI

Pielikums II

1: Atbildība

Katra līgumslēdzēja puse atbrīvo otru no jebkādas civilās atbildības zaudējumu gadījumā, kas radušies, pildot šā Līguma saistības. Šādi zaudējumi nedrīkst būt radušies nopietnas un apzināti nepareizas vadības dēļ otrās puses vai tās personālā vārdā.

Valsts izglītības attīstības aģentūra, Eiropas Komisija vai to personāls nevar tikt saukti pie atbildības, ja Līguma noteikumu ietvaros tiek izvirzītas pretenzijas par jebkādu kaitējumu, kas radies mobilitātes perioda īstenošanas laikā. Līdz ar to, ne Valsts izglītības attīstības aģentūra, ne Eiropas Kopiena neizskatīs nekādus šādām pretenzijām pievienotus pieprasījumus par zaudējumu kompensāciju vai līdzekļu atmaksu.

2: Līguma izbeigšana

Ja Dalībnieka vainas dēļ netiek izpildītas Līgumā noteiktās saistības, un neatkarīgi no sekām, ko paredz piemērojami tiesību akti, Nosūtošajai iestādei/organizācijai ir tiesības izbeigt līgumu bez tālākām tiesas procedūrām, ja Dalībnieks mēneša laikā pēc reģistrētā vēstulē saņemtā paziņojuma nav veicis atbilstošu rīcību.

Ja Dalībnieks izbeidz līgumu pirms tā darbības ilguma beigām vai, ja Dalībnieks nevar izpildīt Līgumā noteiktās saistības, Dalībniekam ir jāveic visa izmaksātā mobilitātes finansējuma atmaksa.

Ja Dalībnieks izbeidz līgumu *force majeure* apstākļu dēļ, proti, jebkādu neparedzamu ārkārtas situāciju vai notikumu, kas ir ārpus Dalībnieka kontroles un kas nav saistītas ar Dalībnieka kļūdu vai nevērību, gadījumā Dalībnieks ir tiesīgs saņemt finansējumu par faktisko mobilitātes perioda ilgumu, kas noteikts Līguma 2.2 punktā. Atlikušais finansējums ir jāatmaksā.

3: Datu aizsardzība

Visiem personas datiem, kas atrodami šajā Līgumā, ir jābūt apstrādātiem saskaņā ar Eiropas Parlamenta un Padomes Regulu (EC) Nr. 45/2001 par fizisku personu aizsardzību attiecībā uz personas datu apstrādi Kopienas iestādēs un struktūrās, un par šādu datu brīvu apriti. Nosūtošā iestāde/organizācija, Valsts izglītības attīstības aģentūra un Eiropas Komisija apstrādā šos datus tikai saistībā ar šā Līguma īstenošanu un Līguma izpildes pārraudzību, neierobežojot iespējas nodot šos datus institūcijām, kas saskaņā ar Kopienas normatīvajiem aktiem ir atbildīgas par pārbaužu un revīziju veikšanu (Revīzijas Palātai vai Eiropas Birojam krāpšanas apkarošanai (OLAF)).

Iesniedzot rakstisku pieprasījumu, Dalībnieks var iegūt piekļuvi saviem personas datiem un izlabot jebkuru neprecīzu vai nepilnīgu informāciju. Dalībniekam ir tiesības vērsties Nosūtošajā iestādē/organizācijā un/vai Valsts izglītības attīstības aģentūrā ar jebkādiem jautājumiem par viņa/viņas personas datu apstrādi. Dalībnieks var vērsties ar sūdzību Datu valsts inspekcijā gadījumā, ja Nosūtošā iestāde/organizācija vai Valsts izglītības attīstības aģentūra pārkāpusi Dalībnieka tiesības, veicot Dalībnieka personas datu apstrādi. Eiropas Datu aizsardzības uzraugam var tikt iesniegta sūdzība par Eiropas Komisijas pārkāpumiem, kas saistīti ar Dalībnieka personas datu apstrādi.

4: Pārbaudes un revīzijas

Līgumslēdzējas puses apņemas sniegt jebkādu detalizētu informāciju, ko pieprasa Eiropas Komisija, Valsts izglītības attīstības aģentūra vai jebkura cita Eiropas Komisijas vai Valsts izglītības attīstības aģentūras pilnvarota ārēja institūcija, lai pārbaudītu mobilitātes perioda un Līguma nosacījumu pienācīgu īstenošanu

ERASMUS STUDENTA HARTA

ANNEX III

Erasmus Student Charter

This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving organisation at each step of your mobility.

- Higher education institutions participating in Erasmus+ have been awarded an Erasmus Charter for Higher Education by the European Commission where they commit to support, facilitate and recognise your mobility activities.
- On your side, you commit to respect the rules and obligations of the Erasmus+ grant agreement that you have signed with your sending institution.

I. Before your mobility period

- Once you have been selected as Erasmus+ student, you are entitled to guidance regarding the partner institutions or enterprises where you can carry out your mobility period and the activities that you can undertake there.
- You have the right to receive information on the distribution of grades at the receiving institution and to receive information in securing a visa, obtaining insurance and finding housing by your sending and receiving institution/enterprise. You can find the respective contacts points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.
- You will sign a Grant Agreement with your sending institution (even if you do not receive a financial support from EU funds), and a Learning Agreement with your sending and receiving institution/enterprise. A good preparation of your Learning Agreement is key for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).
- After you have been selected, you will undertake an on-line language assessment (if available in your main language of instruction/work abroad) that will allow your sending institution to offer you the most appropriate linguistic support, if necessary. You should take full advantage of this support to improve your language skills to the recommended level.

II. During your mobility period

- You should take full advantage of all the learning opportunities available at the receiving institution/enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.
- You can request changes to the Learning Agreement only in exceptional situations and within the deadline decided by your sending and receiving institutions. In that case, you must ensure that these changes are validated by both the sending and receiving institutions/enterprise within a two-week period after the request and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible as well.
- Your receiving institution/enterprise commits to treat you in the same way as their home students/employees and you should make all necessary efforts to integrate in your new environment.
- Your receiving institution will not ask you to pay fees for tuition, registration, examinations, access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.
- You are invited to take part in associations existing at your receiving institution/enterprise, such as networks of mentors and buddies organised by student organisations such as "Erasmus Student Network".
- Your student grant or student loan from your home country must be maintained while you are abroad.

III. After your mobility period

- You are entitled to receive full academic recognition from your sending institution for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.
- If you are studying abroad, your receiving institution will give you a Transcript of Records recording your results with the credits and grades achieved (normally in less than five weeks after the end of your evaluation). Upon reception of this document, your sending institution will provide you all the information on their recognition in a maximum period of five weeks. The recognised components (for example, courses) will appear in your Diploma Supplement.
- If you are doing a traineeship, your enterprise will give you a Traineeship Certificate summarising the tasks carried out and an evaluation and, when it was foreseen in your learning agreement, your sending institution will also give you a Transcript of Records. If the traineeship was not part of the curriculum, the period will at least be recorded in your Diploma Supplement and, if you wish, in your Europass Mobility Document. If you are a recent graduate you are encouraged to request the Europass Mobility Document.
- You should undergo an on-line language assessment, if available in your main language of instruction/work abroad, to monitor linguistic progress during your mobility.
- You must fill in a questionnaire to provide feedback on your Erasmus mobility period to your sending and receiving institution, the National Agency of the sending and receiving country and the European Commission.
- You are invited to join the "Erasmus+ student and alumni association" and you are encouraged to share your mobility experience with your friends, other students, staff in your institution, journalists and let other people benefit from your experience, including young pupils.

If you have a problem, at any time:

- *You should identify the problem clearly and check your rights and obligations according to your grant agreement.*
 - *Several people work in your sending and receiving institutions to help Erasmus students. Depending on the nature of the problem and when it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.*
 - *Use the formal appeal procedures in your sending institution if necessary.*
 - *If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you can contact the related National Agency.*
-