**SWISS EUROPEAN MOBILITY PROGRAMME**

**Student Mobility for Traineeships**

**Learning Agreement for Traineeships**

**2018-2019**

*Please fill in accurately the document (NO hand-writing), before printing and signing it!*

*You can fill in the document* ***in English, French or German****, but please choose a language that all three parties who have to sign this document understand.*

1. **DETAILS OF THE STUDENT**

|  |  |
| --- | --- |
| **Name of the student** |  |
| **Subject area** |  |
| **Academic year** | Academic year: 2018-2019 |
| **Degree** |  |
| **Sending institution** | Université de Fribourg – Universität Freiburg |

1. **DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

|  |  |  |
| --- | --- | --- |
| **Host organisation** |  | |
| Planned dates of start and end of the placement period | from       till | |
| Knowledge, skills and competences to be acquired |  | |
| Detailed programme of the training period |  | |
| Tasks of the trainee |  | |
| Working language(s) and the minimum level of language competence expected from the trainee to be able to perform the tasks | |  |
| Is this traineeship fully integrated in the curriculum of the trainee's degree | | Yes No |
| Monitoring and evaluation plan |  | |

1. **INFORMATION on THE ORGANISATION in the HOST COUNTRY**

|  |  |
| --- | --- |
| **The contact person in the host organisation is** | |
| **Name** |  |
| **Function** |  |
| **Phone number** |  |
| **E-mail** |  |
| **Address** |  |

1. **COMMITMENT OF THE THREE PARTIES**

*By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles.*

|  |  |
| --- | --- |
| **The student** | |
| **Student’s signature** |  |
| **Date** |  |
| **The sending institution** | |
| We confirm that this proposed training programme agreement is approved. | |
| The traineeship is part of the curricula | Yes No |
| On satisfactory completion of the training programme the institution will : | |
| * award ECTS credits | Yes No **.** If yes: number of ECTS credits: |
| * record the training period in the Diploma Supplement | Yes No |
| * or if not possible record it in the student's transcript of records | Yes No |
| **Coordinator’s name and function** |  |
| **Coordinator’s signature** |  |
| **Date** |  |
| **The host organisation** | |
| The student will receive a financial support for his/her traineeship | Yes No |
| The student will receive a contribution in kind for his/her traineeship | Yes No |
| Name and position of the mentor (if not available, the name shall be communicated to the student upon his/her arrival ) |  |
| Normal working hours/week (overtime should not be the rule) |  |
| Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace)? | Yes  (optional: accident insurance nr:       / insurer:      ) No |
| **If yes**, please specify if it covers also: |  |
| * accidents during travels made for work purposes | Yes  No |
| * accidents on the way to work and back from work | Yes  No |
| Is the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace) | Yes  (optional: liability insurance nr:       / insurer:      ) No |
| We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a **certificate** to the student (Transcript of Work). | |
| **Coordinator’s name and function** |  |
| **Coordinator’s signature** |  |
| **Date** |  |

**QUALITY COMMITMENT**

**THE SENDING HIGHER EDUCATION INSTITUTION UNDERTAKES TO:**

Define the **learning outcomes** of the traineeship in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and traineeship content to achieve these learning outcomes

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **traineeship contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Learning Agreement for Traineeships

**Evaluate** with each student the personal and professional development achieved

**THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

Negotiate and agree a tailor-made **Learning Agreement for Traineeships** (including the programme of the traineeship and the recognition arrangements) for each student and the adequate mentoring arrangements

**Monitor** the progress of the traineeship and take appropriate action if required

**THE HOST ORGANISATION UNDERTAKES TO:**

Assignto students **tasks and responsibilities** (as stipulated in the Learning Agreement for Traineeships) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw **a contract or equivalent document** for the traineeship in accordance with the requirements of the national legislation

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

**THE STUDENT UNDERTAKES TO:**

Comply with all **arrangements** negotiated for his/her traineeship and to do his/her best to make the traineeship a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the traineeship

**Submit a report** in the specified format and any required supporting documents at the end of the traineeship