|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Praktikant** | | **Prezime** | | **Ime**  **Ugovor o učenju**  **Mobilnost studenata u svrhu obavljanja stručne prakse** | **Datum rođenja** | | **Državljanstvo**[[1]](#endnote-2) | | **Pol:**  **[muški / ženski / bez navoda]** | | **Ciklus studija**[[2]](#endnote-3) | | **Oblast obrazovanja**[[3]](#endnote-4) | |
|  | |  |  | |  | |  | |  | |  | |
| **Ustanova pošiljalac** | | **Naziv** | | **Fakultet / odsek** | **Erazmus kod**[[4]](#endnote-5) (ako je primenljivo) | | **Adresa** | | **Država** | | **Ime kontakt osobe**[[5]](#endnote-6)**; imejl; telefon** | | | |
|  | |  |  | |  | |  | |  | | | |
| **Organizacija / preduzeće primalac** | | **Naziv** | | **Odsek** | **Adresa; vebsajt** | | **Država** | | **Veličina** | | **Ime kontakt osobe[[6]](#endnote-7); pozicija; imejl; telefon** | | **Ime mentora[[7]](#endnote-8); pozicija; imejl; telefon** | |
|  | |  |  | |  | | < 250 zaposlenih  > 250 zaposlenih | |  | |  | |
| **Pre mobilnosti** | | | | | | | | | | | | | | |
|  | ***Tabela A – Program studentske prakse u organizaciji/preduzeću primaocu*** | | | | | | | | | | | | | |
| **Planirani period fizičke mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………**  **Ako je primenljivo, planirani period(i) virtuelne mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………** | | | | | | | | | | | | | | |
| **Naziv prakse: …** | | | | | | | | | **Broj radnih sati nedeljno: …** | | | | | |
| **Detaljan program prakse:** | | | | | | | | | | | | | | |
| **Praksa u oblasti digitalnih veština [[8]](#endnote-9):** da ☐ ne ☐ | | | | | | | | | | | | | | |
| **Znanja, veštine i kompetencije koje treba steći tokom prakse (očekivani ishodi učenja):** | | | | | | | | | | | | | | |
| **Plan praćenja:** | | | | | | | | | | | | | | |
| **Plan evaluacije:** | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| Nivo **znanja[[9]](#endnote-10)** \_\_\_\_\_\_\_\_ **jezika** [*ovde navesti glavni jezik u radu*] koji je praktikant već dostigao ili se složio da će dostići do početka mobilnosti: *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Izvorni govornik* | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Tabela B – ustanova pošiljalac***  *Koristiti samo jedno od tri polja u nastavku:* **[[10]](#endnote-11)**   1. Studentska praksa je **integrisana u plan i program,** a po uspešno završenoj praksi, ustanova se obavezuje da će:  |  |  | | --- | --- | | Dodeliti …….. .…ESPB bodova (ili njihovih ekvivalenata)[[11]](#endnote-12) | Dati ocenu na osnovu: Uverenja o obavljenoj studentskoj praksi  Završnog izveštaja  Razgovora | | Uneti praksu u prepis ocena i dodatak diplomi praktikanta (ili ekvivalentni dokument). | | | Uneti praksu u Dokument o mobilnosti *Europass*: da  ne | |  1. Studentska praksa je **dobrovoljna** i nakon uspešnog završetka prakse ustanova se obavezuje da će:  |  |  |  | | --- | --- | --- | | Dodeliti ESPB bodove (ili njihove ekvivalente): da  ne | | U slučaju potvrdnog odgovora, navesti broj bodova: …. | | Dati ocenu: da  ne | U slučaju potvrdnog odgovora, ocena će se dati na osnovu: Uverenja o obavljenoj studentskoj praksi  Završnog izveštaja  Razgovora | | | Uneti praksu u prepis ocena praktikanta: da  ne | | | | Uneti praksu u dodatak diplomi praktikanta (ili ekvivalentni dokument). | | | | Uneti praksu u *Europass* dokument o mobilnosti praktikanta: da  ne | | |  1. Studentsku praksu obavlja **nedavno diplomirani student** i nakon uspešnog završetka prakse ustanova se obavezuje da će:  |  |  | | --- | --- | | Dodeliti ESPB bodove (ili njihove ekvivalente): da  ne | U slučaju potvrdnog odgovora, navesti broj bodova: …. | | Uneti praksu u *Europass* dokument o mobilnosti praktikanta *(veoma preporučljivo)*: da  ne | |   **Osiguranje od posledica nesrećnog slučaja za praktikanta**   |  |  | | --- | --- | | Ustanova pošiljalac će praktikantu obezbediti osiguranje od posledica nesrećnog slučaja (ako ga ne obezbeđuje organizacija/preduzeće primalac): da  ne | Osiguranje od posledica nesrećnog slučaja pokriva:  - nezgode tokom poslovnog putovanja: da  ne  - nezgode na putu do i od posla: da  ne | | Ustanova pošiljalac će praktikantu obezbediti osiguranje od odgovornosti (ako ga ne obezbeđuje organizacija/preduzeće primalac): da  ne | | | | | | | |
| ***Tabela C – Organizacija/preduzeće primalac***   |  |  |  | | --- | --- | --- | | Organizacija/preduzeće primalac će obezbediti finansijsku podršku praktikantu za obavljanje studentske prakse:  da  ne | | U slučaju potvrdnog odgovora, navesti iznos (EUR/mesečno): ……….. | | Organizacija/preduzeće primalac će obezbediti nematerijalnu pomoć praktikantu za obavljanje studentske prakse: da  ne  U slučaju potvrdnog odgovora, navesti koju: …. | | | | Organizacija/preduzeće primalac će praktikantu obezbediti osiguranje od posledica nesrećnog slučaja (ako ga ne obezbeđuje ustanova pošiljalac): da  ne | Osiguranje od posledica nesrećnog slučaja pokriva:  - nezgode tokom poslovnog putovanja: da  ne  - nezgode na putu do i od posla: da  ne | | | Organizacija/preduzeće primalac će praktikantu obezbediti osiguranje od odgovornosti (ako ga ne obezbeđuje ustanova pošiljalac):  da  ne | | | | Organizacija/preduzeće primalac će praktikantu obezbediti odgovarajuću podršku i opremu. | | | | Po završetku studentske prakse, organizacija/preduzeće primalac se obavezuje da će praktikantu izdati uverenje obavljenoj studentskoj praksi u roku od 5 nedelja nakon završetka prakse. | | | | | | | | |
| Potpisivanjem ovog dokumenta, praktikant, ustanova pošiljalac i organizacija/preduzeće primalac potvrđuju da su saglasni sa ugovorom o učenju i da će postupati u skladu sa zajedničkim dogovorima svih strana. Praktikant i organizacija/preduzeće primalac će obavestiti ustanovu pošiljaoca o problemima i izmenama vezanim za period obavljanja prakse. Ustanova pošiljalac i praktikant takođe treba da se pridržavaju odredaba ugovora o dodeli namenskih bespovratnih sredstava Erazmus+. Ustanova se obavezuje da će se pridržavati svih načela u Erazmus povelji za visoko obrazovanje vezanih za mobilnost u svrhu obavljanja studentske prakse. | | | | | |
| **Obaveza** | **Ime i prezime** | **Imejl** | **Pozicija** | **Datum** | **Potpis** |
| Praktikant |  |  | *Praktikant* |  |  |
| Odgovorno lice[[12]](#endnote-13) u ustanovi pošiljaocu |  |  |  |  |  |
| Supervizor[[13]](#endnote-14) u organizaciji primaocu |  |  |  |  |  |

**Tokom mobilnosti**

|  |  |  |
| --- | --- | --- |
|  | ***Tabela A2 - Izuzetne izmene programa studentske prakse u organizaciji/preduzeću primaocu***  (odobravaju ih student, odgovorno lice iz ustanove pošiljaoca i odgovorno lice iz organizacije/preduzeća primaoca putem imejla ili potpisom) | |
| **Planirani period mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………**  **Ako je primenljivo, planirani period(i) virtuelne mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………** | | |
| **Naziv prakse: …** | | **Broj radnih sati nedeljno: …** |
| **Detaljan program prakse:** | | |
| **Znanja, veštine i kompetencije koje treba steći tokom prakse (očekivani ishodi učenja):** | | |
| **Plan praćenja:** | | |
| **Plan evaluacije:** | | |

**Nakon mobilnosti**

|  |
| --- |
| ***Tabela D – Uverenje organizacije/preduzeća primaoca o obavljenoj studentskoj praksi*** |
| **Ime i prezime praktikanta:** |
| **Naziv organizacije/preduzeća primaoca:** |
| **Sektor organizacije/preduzeća primaoca:** |
| **Adresa organizacije/preduzeća primaoca** [ulica i broj, grad, država, telefon, imejl]**, vebsajt:** |
| **Datum početka i završetka celokupne prakse (uključujući virtuelnu celinu, ako je primenljivo): od [dan/mesec/godina] ……………. do [dan/mesec/godina] ……………. …………….**  **Datum početka i završetka fizičke mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………** |
| **Naziv prakse:** |
| **Detaljan program studentske prakse sa zadacima koje je praktikant obavljao:** |
| **Stečena znanja, veštine (intelektualne i praktične) i kompetencije (ostvareni ishodi učenja):** |
| **Evaluacija praktikanta:** |
| **Datum:** |
| **Ime i potpis supervizora u organizaciji/preduzeću primaocu:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Student Mobility for Traineeships** | **Date of birth** | | **Nationality**[[14]](#endnote-15) | | **Gender [Male/Female/Undefined]** | | **Study cycle**[[15]](#endnote-16) | | **Field of education**[[16]](#endnote-17) | |
|  | |  |  | |  | |  | |  | |  | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code**[[17]](#endnote-18) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[18]](#endnote-19)**; email; phone** | | | |
|  | |  |  | |  | |  | |  | | | |
| **Receiving** **Organisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[19]](#endnote-20) name; position; e-mail; phone** | | **Mentor[[20]](#endnote-21) name; position;**  **e-mail; phone** | |
|  | |  |  | |  | | < 250 employees  > 250 employees | |  | |  | |
| **Before the mobility** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the physical mobility: from [month/year] ……………. to [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:** | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[21]](#endnote-22):** 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[[22]](#endnote-23)** 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:* **[[23]](#endnote-24)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[24]](#endnote-25) | 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 | |   **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. | | | | | | | | |
| 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[[25]](#endnote-26) at the Sending Institution |  |  |  |  |  |
| Supervisor[[26]](#endnote-27) at the Receiving Organisation |  |  |  |  |  |

**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:** | | |
| **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 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 of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Nacionalnost:** država kojoj lice pripada u administrativnom smislu i koja izdaje ličnu kartu odnosno pasoš. [↑](#endnote-ref-2)
2. **Ciklus studija:** Kratki ciklus (EOK nivo 5) / Osnovne studije ili ekvivalentne studije prvog ciklusa (EOK nivo 6) / Master ili ekvivalentne studije drugog ciklusa (EOK nivo 7) / Doktorske ili ekvivalentne studije trećeg ciklusa (EOK nivo 8). [↑](#endnote-ref-3)
3. **Oblast obrazovanja:** Treba koristiti [alat za pretraživanje ISCED-F 2013](http://ec.europa.eu/education/tools/isced-f_en.htm) dostupan na

   <http://ec.europa.eu/education/tools/isced-f_en.htm> za pronalaženje detaljnih informacija o ISCED 2013 oblasti obrazovanja i obuke u koja je najsličnija studijskom programu praktikanta u ustanovi pošiljaocu. [↑](#endnote-ref-4)
4. **Erazmus kod**: jedinstveni identifikacioni broj koji dobija svaka visokoškolska ustanova koja ima Erazmus povelju za visoko obrazovanje (*ECHE*). Primenljivo je samo za visokoškolske ustanove u programskim zemljama. [↑](#endnote-ref-5)
5. **Kontakt osoba u ustanovi Pošiljaocu**: lice koje predstavlja vezu za administrativne informacije i može biti, zavisno od strukture visokoškolske ustanove, koordinator odseka, ili zaposleni u kancelariji za međunarodnu saradnju ili sličnom telu u okviru ustanove. [↑](#endnote-ref-6)
6. **Kontakt osoba u ustanovi Primaocu**: lice koje može da pruži administrativne informacije vezane za studentske prakse u okviru Erazmus+. [↑](#endnote-ref-7)
7. **Mentor**: uloga mentora je da podrži, podstakne i informiše praktikanta u pogledu života i iskustva u preduzeću (kultura preduzeća, neformalni kodeks i ponašanje, itd.). Po pravilu, mentor i supervizor ne bi trebalo da budu ista osoba. [↑](#endnote-ref-8)
8. **Studentska praksa u oblasti digitalnih veština:** svaka studentska praksa tokom koje učesnik obavlja jednu od sledećih aktivnosti ili više njih: digitalni marketing (npr. upravljanje društvenim mrežama, veb analitika); digitalni grafički, mehanički i arhitektonski dizajn; razvoj aplikacija, softvera, skripti i veb-sajtova; instalacija i održavanje IT sistema i mreža i upravljanje njima; informaciona bezbednost; analiza, traženje i predstavljanje podataka; programiranje i obuka robota i programiranje aplikacija koje koriste veštačku inteligenciju. Generička korisnička podrška, procesuiranje naloga, unos podataka i kancelarijski poslovi nisu uzeti u obzir za ovu kategoriju. [↑](#endnote-ref-9)
9. **Nivo znanja jezika**: Opis nivoa prema Evropskom okviru kompetencija za žive jezike nalazi se na: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. [↑](#endnote-ref-10)
10. **Postoje tri različita vida studentske prakse**:

    1. Studentske prakse integrisane u plan i program (koje su deo studija);

    2. Dobrovoljne studentske prakse (nisu obavezne za studije);

    3. Studentske prakse za nedavno diplomirane studente. [↑](#endnote-ref-11)
11. **ESPB bodovi ili njihovi ekvivalenti**: u zemljama u kojima se ne primenjuje sistem „ESPB”, „ESPB” treba u svim tabelama zameniti nazivom ekvivalentnog sistema koji se koristi i treba dodati link ka opisu tog sistema. [↑](#endnote-ref-12)
12. **Odgovorno lice u ustanovi Pošiljaocu**: ova osoba je zadužena za potpisivanje ugovora o učenju, unošenje izmena i dopuna po potrebi i priznavanje bodova i povezanih ishoda učenja u ime nadležnog akademskog organa shodno ugovoru o učenju. Ime i adresa elektronske pošte odgovornog lica mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta. [↑](#endnote-ref-13)
13. **Supervizor u organizaciji Primaocu**: ova osoba je zadužena za potpisivanje ugovora o učenju, unošenje izmena i dopuna po potrebi, nadgledanje praktikanta tokom studentske prakse i potpisivanje uverenja o obavljenoj studentskoj praksi. Ime i adresa elektronske pošte supervizora mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta. [↑](#endnote-ref-14)
14. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-15)
15. **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-16)
16. **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-17)
17. **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-18)
18. **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-19)
19. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-20)
20. **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-21)
21. **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-22)
22. **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-23)
23. **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-24)
24. **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-25)
25. **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-26)
26. **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-27)