

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone

### Before the mobility

<p><i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i></p> <p style="text-align: center;"><b>Planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....</b></p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
<p><b>Monitoring plan<sup>9</sup>:</b></p> <p>How will you be monitored and supervised during your internship? E.g.: By having meetings continually. Remember to elaborate.</p>	
<p><b>Evaluation plan<sup>10</sup>:</b></p> <p>How will your internship be evaluated during and after?</p>	
<p>The level of <b>language competence<sup>11</sup></b> 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p>	

*Table B - Sending Institution*  
(to be filled in by the student)

***Please use only one of the following three boxes:<sup>12</sup>***

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

Award ..... ECTS credits (or equivalent) <sup>13</sup>	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"/> <span style="color: red;">Please note that this is optional!</span>	

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"/> <span style="color: red;">Your traineeship will be recorded in your transcript, so please tick off "yes"</span>	
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  No

If yes, please indicate the number of credits: ....

Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes  No

Please note that this is optional

### Accident insurance for the trainee

**The University of Southern Denmark does NOT provide any kind of insurance to the trainee.**

**The Trainee MUST have all of the insurances mentioned below, if not provided by the receiving Organisation/Enterprise (see Table C)**

The trainee has **mandatory minimum health insurance** (i.e. the European blue card or travel health insurance): Yes  No

The trainee has **an accident insurance** (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 trainee has **a liability insurance** (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 (i.e. to housing, transport expenses or other expenses related to the traineeship) to the trainee for the traineeship: Yes  No

If yes, please specify: ....

(This agreement has to be in compliance with the relevant curriculum for the participant. Further this agreement has to be made in accordance with the academic supervisor agreement regarding the project-oriented placement, which has to be made between the participant and the academic supervisor from University of Southern Denmark. The participant undertaking the project oriented placement may not receive pay. The participant may receive compensation for verifiable expenses which the participant has had in relation to the project oriented placement. (Mandatory traineeships as part of M.A. in Journalism and professionally oriented bachelor degrees in Engineering are exempted).

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee: 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: 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. The Certificate must as a minimum include the following: Start and end date of traineeship. Traineeship title. Detailed programme of the traineeship including tasks carried out by the trainee. Knowledge, skills and competences acquired and evaluation of the trainee.

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 <sup>14</sup> at the Sending Institution	Will be filled out by SDU International	Will be filled out by SDU International	Will be filled out by SDU International	Will be filled out by SDU International	Will be signed by SDU International
Supervisor <sup>15</sup> at the Receiving Organisation					

**During the Mobility**
**Only to be filled out if there are changes during your mobility**
**E.g. changes in dates**

Trainee	<b>Last name(s)</b>	<b>First name(s)</b>	<b>Date of birth</b>	<b>Nationality<sup>16</sup></b>	<b>Gender</b> [Male/Female/ Undefined]	<b>Study cycle<sup>17</sup></b>	<b>Field of education<sup>18</sup></b>

**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 in the Receiving Organisation/Enterprise)

**Planned period of the mobility: from [day/month/year] ..... till [day/month/year] .....**

<b>Traineeship title: ...</b>	<b>Number of working hours per week: ...</b>
<b>Detailed programme of the traineeship period:</b>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b>	
<b>Monitoring plan:</b>	
<b>Evaluation plan:</b>	

<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
<b>Trainee</b>			<i>Trainee</i>		
Responsible person <sup>19</sup> at the Sending Institution	Will be filled out by SDU International	Will be filled out by SDU International	Will be filled out by SDU International	Will be filled out by SDU International	Will be signed by SDU International
<b>Supervisor<sup>20</sup> at the Receiving Organisation</b>					

**After the Mobility**  
**To be filled out after your mobility**

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
<b>Name of the trainee:</b>
<b>Name of the Receiving Organisation/Enterprise:</b>
<b>Sector of the Receiving Organisation/Enterprise:</b>
<b>Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:</b>
<b>Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....</b>
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b>

**Actual start and end dates for the period abroad**

Changes might have occurred, compared to *planned period of traineeship*

The actual start and end dates of the traineeship period will be according to the following definitions:

- The *start date* of the traineeship period is the first day the student has been present at the receiving organisation/enterprise.
- The *end date* of the traineeship period is the last day the student has been present at the receiving organisation/enterprise and not his or her actual date of departure.

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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **Study cycle:** Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm) available at [https://ec.europa.eu/assets/eac/education/tools/iscedf/codes\\_en.htm](https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_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 student by the Sending Institution. (In the field "find a code" you press the space bar and all the options appear).
- <sup>4</sup> **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.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **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.
- <sup>8</sup> **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.
- <sup>9</sup> **Monitoring Plan:** should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/ Enterprise and the Sending Institution.
- <sup>10</sup> **Evaluation Plan:** should describe the assessment criteria that will be used to evaluate the traineeship and learning outcomes.
- <sup>11</sup> **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>. If the language is English, you may mark it "C1" as all students admitted to university studies in Denmark must have at least this level (equivalent to English B from "Gymnasiet"/highschool).
- <sup>12</sup> **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.
- <sup>13</sup> **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.
- <sup>14</sup> **Responsible person at the sending institution:** is a staff member from SDU International and 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.
- <sup>15</sup> **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.
- <sup>16</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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<sup>17</sup> **Study cycle:** Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>18</sup> **Field of education:** The [ISCED-F 2013 search tool](https://ec.europa.eu/assets/eac/education/tools/iscdf/codes_en.htm) available at [https://ec.europa.eu/assets/eac/education/tools/iscdf/codes\\_en.htm](https://ec.europa.eu/assets/eac/education/tools/iscdf/codes_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 student by the Sending Institution. (In the field “find a code” you press the space bar and all the options appear).

<sup>19</sup> **Responsible person at the sending institution:** is a staff member from SDU International and 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.

<sup>20</sup> **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.