

Higher Education: Learning Agreement form Student's name

Academic Year 2020/2021

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Last name (s)	First name (s)	
Date of birth	Nationality <sup>1</sup>	
Sex [ <i>M/F</i> ]	Academic year	2020/2021
Study cycle <sup>2</sup>	Field of education <sup>3</sup>	
Phone	E-mail	

Kommentar [u1]: Kod ISCED znajd ziesz na stronie BWZ: http://bwz.uw.edu.pl/wpcontent/uploads/2015/06/KODY\_DZIEDZI N\_BWZ4.pdf

### **The Sending Institution**

Name	University of Warsaw	Faculty	
Erasmus code 4	PL WARSZAW01	Department	
(if applicable)			
Address		Country	PL
Contact person name		Contact person  [E-mail / phone]	

**Kommentar [u2]:** Koordynator Eras mus jednostki macierzystej

Kommentar [u3]: E-mail i telefon do Koordynatora Erasmus z jednostki macierzystej

## The Receiving Organisation/Enterprise

Department	
	Public organisation: Yes ☐ No ☐
	Non profit: Yes □ No □
Size	☐ < 250 employees ☐ > 250 employees
Contact person	
e-mail / phone	
Mentor e-mail / phone	
	Size  Contact person e-mail / phone

Kommentar [u4]: Należy wpisać adres instytucji przyjmującej, adres strony www, symbol typu organizacji – wykaz typów organizacji na stronie: http://bwz.uw.edu.pl/wpcontent/uploads/2015/06/Typy\_organizacji.pdf

**Kommentar [u5]:** Imię i nazwisko osoby kontaktowej wraz z jej stanowiskiem

Kommentar [u6]: E-mail i telefon do osoby kontaktowej w instytucji przyjmującej

**Kommentar [u7]:** Imię i nazwisko mentora wraz ze stanowiskiem

Kommentar [u8]: E-mail i telefon do mentora w instytucji przyjmującej



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#### Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise						
Planned period of the mobility: from [day/month/year] to [day/month/year]						
Traineeship title: Number of working hours per week:						
Detailed programme of the traineeship:						
Traineeship in digital skills <sup>8</sup> : Yes □ No □						
Knowledge, skills and competences to be acquired by the en	nd of the traineeship (expected Learning Outcomes):					
(Monitoring plan):						
Evaluation plan:						
The level of language competence in[indicate her						
or agrees to acquire by the start of the mobility period is: A1						
Native sp	eaker 🗆					
Table B - Sending Institution						
Please use only one of the						
<ol> <li>The traineeship is embedded in the curriculum and uninstitution undertakes to:</li> </ol>	pon satisfactory completion of the traineeship, the					
	on: Traineeship certificate 🗆 Final report 🗆					
equivalent) <sup>11</sup> Interview  Record the traineeship in the trainee's Transcript of Record	eds and Diploma Supplement (or oquivalent) Vos 🗆 No					
Record the traineeship in the trainee's transcript of Record	us and Dipionia Supplement (of equivalent). res 🗀 No					
Record the traineeship in the trainee's Europass Mobility	Document: Yes □ No □					
2. [The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:]						
Award ECTS credits (or equivalent): Yes						
Give a grade: Yes □ If yes, please indicate if this will be based on: Traineeship certificate □ Final report □ Interview □						
Record the traineeship in the trainee's Transcript of Recor						
Record the traineeship in the trainee's Diploma Suppleme Record the traineeship in the trainee's Europass Mobility						
<ol><li>The traineeship is carried out by a recent graduate are institution undertakes to:</li></ol>	nd, upon satisfactory completion of the traineeship, the					
motication undertakes to j						

**Kommentar [u9]:** Daty praktyk, tj. pracy wykonywanej w instytucji przyjmującej. Daty praktyk nie są datami podróży.

Kommentar [u10]: Liczba godzin zgodna z prawem pracy kraju, do którego student wyjeżdża na praktykę. Praca w pełnym wy miarze godzin

Kommentar [DW11]: Należy zaznaczyć, czy praktyka ma na celu podnoszenie kompetencji cyfrowych

#### Kommentar [u12]: Plan

monitorowania powinien wskazywać, w jaki sposób i kiedy będą sprawdzane postępy praktyki przez: przed siębiostwo/organizację przyjmującą podczas jej trwania, uczelnię wysyłającą (Koordynator Erasmus z macierzystej jednostki) podczas jej trwania, imną (zewnętrzną) instytucję podczas jej trwania, jeżeli tak zostanie postanowione

Kommentar [u13]: Nale ży podać na jakiej podstawie będą oceniane efekty praktyki, w tym jakie czynniki/kryteria będą zastosowane do oceny przebiegu praktyki

Kommentar [u14]: Należy wpisać uzgodniony zalecany poziom biegłości językowej w zakresie głównego języka, którym praktykant będzie posługiwał się w pracy.

Kommentar [u15]: Należy wypełnić gdy praktyka jest integralną częścią programu kształcenia

Kommentar [u16]: Praktyka powinna zostać dopisana do toku studiów, tj. znaleźć się co najmniej w suplemencie do dyplomu

Kommentar [u17]: Należy wypełnić gdy praktyka nie jest obowiązkowa dla kierunku studiów

Kommentar [u18]: Praktyka powinna zostać dopisana do toku studiów, tj. znaleźć się co najmniej w suplemencie do dyplomu

Kommentar [u19]: Należy wypełnić w przypadku wyjazdu na praktykę absolwencką. Dokument Europass wystawiany opcjonalnie, na wyraźne życzenie absolwenta.



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The Receiving Organisation/Enterprise will provide financial support to the trainee   If yes, amount   (EUR/month):	Trainee			Trainee			 Kommentar [DW22]: Podpis stude
Is the trainee covered by the accident insurance (If not provided by the Receiving Organisation/Enterprise)? Yes Clx No □   1f, yes the accident insurance is provided by: - accidents on the way to work and back from work: Yes □ No □   - accidents on t		Name	Email		ate		
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes □ X No □  If, yes the accident insurance is provided by: - the sending institution: Yes □ No □ X - the trainee: Yes □ X No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □ X - the trainee: Yes □ X No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □ X - the trainee: Yes □ X No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □ X - the trainee: Yes □ X No □  If Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes □ No □  If Personal 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 or the trainee): Yes □ No □  The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes □ No □  The Receiving Organisation/Enterprise will provide a liability insurance to the trainee.  Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate	they approve the Learning Agree trainee and Receiving Organisati regarding the traineeship period. Erasmus+ grant agreement. The i	ment and that they on/Enterprise will The Sending Institu nstitution undertal os (or the principle:	y will comply we communicate ution and the takes to respect agreed in the	with all the arrangem to the Sending Instit trainee should also co all the principles of t e partnership agreem	ents agroution any ommit to he Erasn	eed by all parties. The y problem or changes o what is set out in the nus Charter for Higher institutions located in	
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/Enterprise)? Yes □ X No □			ion/Enterprise	e undertakes to issue	a Traine	eship Certificate	
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/Enterprise)? Yes □ x No □   If, yes the accident insurance is provided by: - the sending institution: Yes □ x No □ x - the trainee: Yes □ x No □   Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)? Yes □ x No □   If, yes the liability insurance is provided by: - the sending institution: Yes □ x No □ x - the trainee: Yes □ x No □    If yes the liability insurance is provided by: - the sending institution: Yes □ x No □ x - the trainee: Yes □ x No □      Table C - Receiving Organisation/Enterprise	Sending Institution or the traine The Receiving Organisation/Ente	e): Yes 🗌 No 🗌 erprise will provide	e appropriate s	support and equipme	nt to the	e trainee.	
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/Enterprise)? Yes □ x No □	The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution or the trainee): Yes □ No □  - accidents during travels made for work purposes: Yes □ No □  - accidents on the way to work and back from work: Yes □ No □				made for work work and back from		
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes □ x No □  If, yes the accident insurance is provided by: - the sending institution: Yes □ No □ x - the trainee: Yes □ x No □  Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □ x No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □ x - the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □ x No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □ x - the trainee: Yes □ x No □  Table C - Receiving Organisation/Enterprise  Kommentar [u21]: Tabela, kt powinien wypełnić pracodawca.	No □	erprise will provide	a contributio	n in kind to the traine	e for the	e traineeship: Yes 🗆	
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes □x No □  If, yes the accident insurance is provided by: - the sending institution: Yes □ No □x - the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □x No □  If, yes the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □x No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □x - the trainee: Yes □x No □  If 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 □  If 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 □  If 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 □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents on the way to work and back from work: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during travels made for work purposes: Yes ⋈ No □ - accidents during trave			e financial supp	port to the trainee			
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes □x No □  If, yes the accident insurance is provided by: - the sending institution: Yes □ No □x  Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □x No □  Is the trainee covered by the liability insurance (if not provided by the Receiving Organisation/Enterprise)?  Yes □x No □  If, yes the liability insurance is provided by: - the sending institution: Yes □ No □x		Table C - Receiv	ving Organisat	tion/Enterprise			 Kommentar [u21]: Tabela, którą powinien wypełnić pracodawca.
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/ Enterprise)? Yes □x No □  If, yes the accident insurance is provided by: - the sending institution: Yes □ No □x - the trainee: Yes □x No □	Yes □x No □  If, yes the liability insurance - the sending institution: Yes	is provided by:	nce (if not pro	vided by the Receivir	g Organi	isation/Enterprise)?	
Is the trainee covered by the accident insurance (if not provided by the Receiving Organisation/	Enterprise)? Yes □x No □  If, yes the accident insurance - the sending institution: Yes - the trainee: Yes □x No □	e is provided by: s □ No □x	- acci Yes ∑ - acci Yes ∑	☑ No □ idents on the way to ☑ No □	work and	d back from work:	
Accident insurance for the trainee	-	e accident insura	ance The a	accident insurance co			gdy pracodawca nie zapewnia
		Accident in	nsurance for t	he trainee			Kommentar [u20]: Należy wynełni
Record the traineeship in the trainee's Europass Mobility Document: Yes  No	Record the traineeship in the tra	ainee's Europass M	lobility Docum	nent: Yes 🗆 No 🗆			
Award ECTS credits (or equivalent): Yes  No  If yes, please indicate the number of credits:	Award ECTS credits (or equivale	ent): Yes 🗌 No 🗆	☐ If yes	s, please indicate the	number	of credits:	



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Responsible person <sup>12</sup> at the			ō
Sending Institution			
Supervisor <sup>13</sup> at the Receiving			
Organisation			<u>X</u>

Kommentar [u23]: Podpis wra z z pieczątką Koordynatora Erasmus z macierzystej jednostki

**Kommentar [u24]:** Podpis wraz z pieczątką firmową instytucji przyjmującej

- <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**: 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).
- <sup>3</sup> **Field of education:** The ISCED-F 2013 search tool available at <a href="http://ec.europa.eu/education/tools/isced-f\_en.htm">http://ec.europa.eu/education/tools/isced-f\_en.htm</a> 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.
- <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> **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
- <sup>10</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>11</sup> ECTS credits or equivalent: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a we blink to an explanation to the system should be added.
- <sup>12</sup> **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.
- <sup>13</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.