|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality**[[1]](#endnote-1) | | **Sex [M/F]** | | **Study cycle**[[2]](#endnote-2) | | **Field of education**[[3]](#endnote-3) | |
| Numele dvs. | | Prenumele dvs. | Data nașterii dvs. | | Consultați nota 1 din anexa fromularului | | Sexul dvs. | | Consultați nota 2 din anexa fromularului | | Consultați nota 3 din anexa fromularului | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[5]](#endnote-5)**; email; phone** | | | |
| Alexandru Ioan Cuza University of Iași | | Facultatea dvs. | RO IASI02 | | Carol I Blvd, Nr.11, 700506 Iasi | | Romania | | Petronela SPIRIDON-URSU  [petronela.spiridon@uaic.ro](mailto:petronela.spiridon@uaic.ro)  +40 232 20 18 12 | | | |
| **Receiving** **Organisation/Enterprise** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[6]](#endnote-6) name; position; e-mail; phone** | | **Mentor[[7]](#endnote-7) name; position;**  **e-mail; phone** | |
| Numele instituției gazdă | | Numele departamentului in care veți face practică | Adresa institutiei gazda | | Tara unde veti efectua stagiul | | < 250 employees  > 250 employees | | Consultați nota 6 din anexa fromularului | | Consultați nota 7 din anexa fromularului | |
| **Before the mobility** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | | |
| **Planned period of the mobility: from [month/year] luna/201x to [month/year] ] luna/201x** | | | | | | | | | | | | | | |
| **Traineeship title: Intership in xxx Department (numele departamentului)** | | | | | | | | | **Number of working hours per week: xx hours/week**  **(completați cu numărul de ore de practică pe săptămână)** | | | | | |
| **Detailed programme of the traineeship:**   * **Completați cu programul de lucru, respectiv cu activitățile ce urmează să le desfășurați la instituția gazdă** | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**   * **Completați cu competențele, abilitățile și cunoștințele ce urmează să le dobândiți în urma desfășurării activităților ce urmează să le desfășurați la instituția gazdă** | | | | | | | | | | | | | | |
| **Monitoring plan:**   * Se precizează modul în care activitatea dvs. va fi monitorizată de către supervizorul pe care îl veți avea la instituția gazdă | | | | | | | | | | | | | | |
| **Evaluation plan:**   * Se specifică planul de evaluare a activității dvs. ca stagiar ( evaluare săptămânală/lunară/finală) | | | | | | | | | | | | | | |
|  |  | |  | | |  | |  | |  |  |  | |  |
| The level of **language competence[[8]](#endnote-8)** in English (sau limba instituției gazdă) [*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* | | | | | | | | | | | | | | |
| I confirm that during the mobility I will use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the *main language of work*. Trainee signature: ………………………………………………………. | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[9]](#endnote-9)**  **!!!Atenție se va completa doar unul din cazurile de mai jos, în funcție de situația dvs.**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award … de indicat numarul de credite ..ECTS credits (or equivalent)[[10]](#endnote-10)  Relevant for ECTS credits at the following UAIC Courses:  Se precizeaza si disciplinele pentru care va fi recunoscut numărul de credite precizat la finalizarea cu success a stagiului.  Erasmus+ coordinator signature: semnătura coordonatorului Erasmus+ | During the mobility:  Seminar projects are covered Yes  No  Seminar tests are covered Yes  No  Practical courses are covered Yes  No  Laboratory activities are covered Yes  No  Give a grade based on: Traineeship certificate  Final report  Interview  Erasmus+ coordinator signature: | | 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 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: 5 (sau alt număr în funcție de caz) | | 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***  ***!!! Acest tabel se competeaza se către reprezentanții institției gazdă***   |  |  |  | | --- | --- | --- | | 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* | data | **semnatura** |
| Responsible person[[11]](#endnote-11) at the Sending Institution | Numele și prenumele coordonatorului ERASMUS+ de la facultatea dvs. | Adresa email coordonator ERASMUS+ | ERASMUS+ Coordinator | Data | **semnatura** |
| Supervisor[[12]](#endnote-12) at the Receiving Organisation | Consultați nota 12 din anexa fromularului | Adresa email supervizor | Funcția supervizorului | data | **semnatura** |

**During the Mobility**

**!!!Această secțiune se completează doar dacă apar modificări pe perioada desfășurării stagiului**

|  |  |  |
| --- | --- | --- |
|  | ***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] …………….** | | |
| **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**

**!!!Această secțiune se completează la finalul stagiului de către supervizorul dvs. de la instituția gazdă**

|  |
| --- |
| ***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 traineeship: 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. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **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-2)
3. **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-3)
4. **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-4)
5. **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-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
7. **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-7)
8. **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-8)
9. **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-9)
10. **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 weblink to an explanation to the system should be added. [↑](#endnote-ref-10)
11. **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-11)
12. **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-12)