**GENERAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant** | **Last name(s)** |  | | | | |
| **First name(s)** |  | | | **Sex** | Male Female |
| **Date of birth** |  | | | **Nationality** |  |
| **Study Cycle [[1]](#endnote-1)** | |  | **Field of education [[2]](#endnote-2)** | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sending Institution** | **Universitat Politècnica de Catalunya (UPC)** | | | | | | | |
| **Faculty/ Department** | |  | | | | | |
| **Address** | |  | | | | **Country** |  |
| **Contact person name** | | |  | | | | |
| **Position** |  | | | | | | |
| **Phone** | |  | | **e-mail:** |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Receiving Organization/ Enterprise** | **Name of host institution** | |  | | | | | | |
| **Address** |  | | | | | | | |
| **City** |  | | | | | **Country** | |  |
| **website** |  | | | | | | | |
| **Size of organisation/enterprise** | | | | | <250 employees >250 employees | | | |
| **Departament** | |  | | | | | | |
| **Contact person name[[3]](#endnote-3)** | | | |  | | | | |
| **Position** | | |  | | | | | |
| **Phone** | | |  | | | **e-mail:** |  | |
| **Mentor name [[4]](#endnote-4)** | | |  | | | | | |
| **Position** | | |  | | | | | |
| **Phone** | | |  | | | **e-mail:** |  | |

**DURING THE MOBILIY**

**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 Institution/Enterprise)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned period of the mobility** | From: | to: | Number of working hours per week |  |
| (month/year) | (month/year) |
| **Traineeship programme** | | | | |
|  | | | | |
| **Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)** | | | | |
|  | | | | |
| **Monitoring plan (brief description)** | | | | |
|  | | | | |
| **Evaluation plan (brief description)** | | | | |
|  | | | | |

**Commitment**

By signing this document, the applicant, 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 applicant and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution, the Receiving Organisation/Enterprise and the applicant should also undertake to respect all the principles agreed in the partnership agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant** | Name |  | signature |
| e-mail |  |
| Position | Applicant |
| Date |  |
| **Responsible person [[5]](#endnote-5) at the Sending Institution** | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Thesis Director**  (in case Pdh level) | Name |  | signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Doctoral program coordinator**  (in case Pdh level) | Name |  | Signature |
| e-mail |  |
| Position |  |
| Date |  |
| **Supervisor [[6]](#endnote-6) at the receiving organisation /enterprise** | Name |  | Signature |
| e-mail |  |
| Position |  |
| Date |  |

1. **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-1)
2. **Field of education:** The ISCED-F 2013 search tool 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 student by the Sending Institution. [↑](#endnote-ref-2)
3. **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of traineeships. [↑](#endnote-ref-3)
4. **Mentor:** the role of the mentor is to provide support, encouragement and information to the applicant 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-4)
5. **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-5)
6. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the applicant 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-6)