**Erasmus+ Learning Agreement**

**Student Mobility for Traineeships[[1]](#endnote-1)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | | **Last name(s)** | | **First name(s)** | **Date of birth** | | **Nationality[[2]](#endnote-2)** | | **Gender [Male/Female/Undefined]** | | **Level of education (EQF level)**[[3]](#endnote-3) | | **Field of education**[[4]](#endnote-4) | |
| NUME | | PRENUME | ZZ.LL.AAAA | | *ROMANIAN* | | *M / F* | | Bachelor / Master | | 0710 | |
| **Beneficiary organisation[[5]](#endnote-5)** | | **Name** | | **Faculty/ Department**  (if applicable) | **Erasmus code**[[6]](#endnote-6) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[7]](#endnote-7)**; email** | | | |
| ’Mircea cel Batran’’ Naval Academy | | ERASMUS OFFICE | RO CONSTAN01 | | Fulgerului street, no.1 | | ROMANIA | | Marius CUCU, [erasmus@anmb.ro](mailto:erasmus@anmb.ro/)  tel/fax: +40241/643096 | | | |
| **Receiving** **Organisation** | | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[8]](#endnote-8) name; position; email** | | **Mentor[[9]](#endnote-9) name; position;**  **email** | |
| NUME COMPANIE  EUROPA | | NUMELE NAVEI / IMO number | ADRESA COMPANIE DIN EUROPA | | **TARA** | | ☐ ≤250 employees  ☐ > 250 employees | | NUME COMANDANT NAVA | |  | |
| **Before the mobility** | | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation*** | | | | | | | | | | | | | |
| **Planned period of the physical component: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….**  **If applicable, planned period of the virtual component: from [day (optional)/month/year] ……………. to day (optional)/month/year] …………….** | | | | | | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | **Number of working hours per week: …** | | | | | |
| **Detailed programme of the traineeship (including the virtual component, if applicable):**   * daily on-watch programs in the field of activity (navigation, electric services); * regular on duty activities onboard – administrative activities, maintenance operations of equipment’s; * dealing with emergency and rescue life procedures, identifying of common failure factors and emergency procedures; * engage in group activities onboard; * participate at regular emergency exercises, engine breakdown, fire-fighting exercises required by international convention; * work under the supervision of qualified officers, developing practical operation skills helping to put academic theory into practice * knowledge of control of navigation and electronic systems, including propulsion control, radio communications and electronic navigation aids; * knowledge of fault diagnostics and repair of range of navigation and electronic equipment’s; * training and practice in digital naval architectural design using the onboard software for developing the respective digital skills; * practice in working with onboard IT equipment (communication networks) and software maintenance and upgrading operations; * training and practice using online systems for digital documents transfer, digital notifications and online commercial and technical forms filling and exchange for naval and port operations, including data basis management on dedicated software; * basic instruction in regard of cybersecurity issues in naval operations, using the onboard ITC equipment; * training and practice in regard of data exchange interface onboard systems, ECDIS system and GMDSS communication. | | | | | | | | | | | | | | |
| **Traineeship in digital skills[[10]](#endnote-10):** Yes **☒** No ☐ | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**   * develop skills for group activities and perform own abilities of taking charge, identifying solutions and work under pressure; * perform language skills by interacting with other members of the crew and learn work-related expressions and technical language; * increase abilities of applying all theoretical notions in practice; * develop IT and digital skills for supporting the online digital transfer and communication, including software maintenance; * update known engineering procedures and identify new traits of working with updated equipment’s and modern technologies; * undertaking deck room watchkeeping duties, learning to operate the specific measurement, monitoring, surveillance. | | | | | | | | | | | | | | |
| **Monitoring plan:**   * keep up with the objectives from the cadetship practice booklet; * taking daily notes as well as learning new information every day; * currently reporting to the supervisor. | | | | | | | | | | | | | | |
| **Evaluation plan:**   * the final result should be in accordance with the traineeship’s aims and objectives, achieving an improvement of specialty knowledge and language skills | | | | | | | | | | | | | | |
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| The level of **language competence[[11]](#endnote-11)** in English [*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* ☐ | | | | | | | | | | | | | | |

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| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[12]](#endnote-12)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award ……...…ECTS credits (or equivalent)[[13]](#endnote-13) | 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 beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation):  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 beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No **☒** | | | | | | | |
| ***Table C - Receiving Organisation***   |  |  |  | | --- | --- | --- | | The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes **☒** No ☐ | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐  If yes, please specify: …. | | | | The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): 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 will provide a liability insurance to the trainee (if not provided by the beneficiary organisation):  Yes ☐ No ☐ | | | | The Receiving Organisation will provide appropriate support and equipment to the trainee. | | | | Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship. | | | | | | | | |
| By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee | NUME PRENUME | *EMAIL* | *Trainee* | data ambarcare |  |
| Responsible person[[14]](#endnote-14) at the beneficiary organisation | Marius CUCU | erasmus@anmb.ro | Institutional Coordinator |  |  |
| Supervisor[[15]](#endnote-15) at the receiving organisation | NUME COMANDANT | EMAIL |  | Data ambarcare |  |

**During the Mobility**

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|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***  (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) | |
| **Planned period of the mobility: from [day (optional)/month/year] ……………. till [day (optional)/month/year] …………….**  **If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….** | | |
| **Traineeship title: …** | | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):** | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes)**: | | |
| **Monitoring plan** | | |
| **Evaluation of the trainee:** | | |

**After the Mobility**

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| ***Table D - Traineeship Certificate by the Receiving Organisation*** |
| **Name of the trainee: NUME PRENUME STUDENT** |
| **Name of the Receiving Organisation: NUME COMPANIE** |
| **Sector of the Receiving Organisation: 0710** |
| **Address of the Receiving Organisation** [street, city, country, e-mail address]**, website: ADRESA COMPANIE EUROPA** |
| **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 component: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title: Cadet training programme** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):**   * training stiped is based on the normal working week and in compliance with STCW convention as amended; * daily on-watch programs in the field of activity (navigation, electric services); * regular on duty activities onboard – administrative activities, maintenance operations of equipment’s; * dealing with emergency and rescue life procedures, identifying of common failure factors and emergency procedures; * engage in group activities onboard; * participate at regular emergency exercises – man over board, engine breakdown, fire-fighting exercises required by international convention; * work under the supervision of the officers, developing practical operation skills helping to put academic theory into practice; * knowledge of engineering and electronic systems, propulsion control, radio communications and electronic navigation aids;   knowledge of fault diagnostics and repair of range of navigation and electronic equipment’s. |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):**   * skills for group activities, crew interaction on multicultural environment * responsibility, responsiveness and stress reliability, * skills for identifying solutions and work under pressure; * digital skills for supporting the online digital transfer and data communication working with onboard IT equipment (communication networks) and software maintenance; * language skills by interacting with other members of the crew and learned work-related expressions and technical language; * technical abilities and working knowledge on specific equipment’s, following up the safety procedures; * skills on commercial operations of the ships (ship documents, book log, B/L). |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Evaluation of the trainee:** | Poor | Satisfactory | Good | Very good | Excellent | | Professional knowledge |  |  |  |  |  | | Behavior and conduct |  |  |  |  |  | | Team work and adaptability |  |  |  |  |  | | Innovative and creative skills |  |  |  |  |  | | Competency in digital skills |  |  |  |  |  | | Foreign language skills |  |  |  |  |  | | Overall performance |  |  |  |  |  | |
| **Date: \_\_ / \_\_ / \_\_\_\_** |
| **Name and signature of the Supervisor at the Receiving Organisation:**  **NUME PRENUME COMANDANT + SEMNATURA + STAMPILA NAVA** |

1. In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types. [↑](#endnote-ref-1)
2. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
3. **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8. [↑](#endnote-ref-3)
4. **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-4)
5. In the case of outgoing mobility, the beneficiary organisation is the sending institution. [↑](#endnote-ref-5)
6. **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 EU Member States and third countries associated to the programme. [↑](#endnote-ref-6)
7. **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-7)
8. **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-8)
9. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-9)
10. **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-10)
11. **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-11)
12. **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-12)
13. **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-13)
14. **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for 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-14)
15. **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-15)