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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | | **First name(s)**  **Learning Agreement**  **Student Mobility for Traineeships** | **Date of birth** | | **Nationality**[[1]](#endnote-2) | | **Gender [Male/Female/Undefined]** | | **Study cycle**[[2]](#endnote-3) | | **Field of education**[[3]](#endnote-4) | |
|  | |  |  | |  | |  | | Bachelor | | Nursing | |
| **Sending Institution** | **Name** | | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | | **Address** | | **Country** | | **Contact person name**[[5]](#endnote-6)**; email; phone** | | | |
| University of Agder | | Health and Sport Sciences | N KRISTIA01 | | Universitetet i Agder  Postboks 422  4604 Kristiansand | | Norway | | Marthe Lillefjære Andersen,  [Marthe.l.andersen@uia.no](mailto:Marthe.l.andersen@uia.no)  Tlf: +47 37 23 31 84 | | | |
| **Receiving** **Organisation/Enterprise** | **Name** | | **Department** | **Address; website** | | **Country** | | **Size** | | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | | **Mentor[[7]](#endnote-8) name; position;**  **e-mail; phone** | |
|  | |  |  | |  | | ☐ < 250 employees  x > 250 employees | |  | |  | |
| **Before the mobility** | | | | | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | | | | | |
| **Planned period of the physical mobility: from [month/year] 01/2024. to [month/year] 03/2024** | | | | | | | | | | | | | |
| **Traineeship title:** Clinical studies in community health services - Complex patient conditions | | | | | | | | **Number of working hours per week: 30 (appr. 270 hours in total)** | | | | | |
| **Detailed programme of the traineeship:**  Supervised clinical studies – appr. 270 hours  Compulsory attendance requirements (90%)  Written assignments  The student workload is estimated to 405 hours | | | | | | | | | | | | | |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No **x** | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**  Knowledge   * Is familiar with measures to preserve life and health during major accidents and in crisis- and disaster situations * Has knowledge of management and organization of the nursing service * Has knowledge of relevant methods for teaching and guidance   Skills   * Is able to apply and document nursing to people with complex needs, and contribute to the safe transfer of patients between different units and levels of the health services to ensure good patient care * Has insight into the nurse's function and responsibility for safeguarding quality and patient safety, preventing patient injury and adverse incidents, as well as reducing and being able to document and record non-conformities in the health service * Is able to adapt teaching and guidance to patient, relatives, students and other relevant personnel * Is able to take care of and follow up on prescribed medical treatment, including sound drug handling, in collaboration with the patient and relatives * Is able to to master technology, digital tools and medical-technical equipment used at the practice site * Is able to apply knowledge about health-promoting and preventive measures * Is able to participate in interdisciplinary and interprofessional interaction to ensure good patient care   General competence   * Is able to use communication and guidance skills in meeting with users, patients and relatives * Is able to apply ethical principles, professional ethical guidelines and relevant legislation and adjust own nursing practice * Is able to reflect on routines and methods and initiate dialogue on implementation of new knowledge and new working methods * Is able to lead, prioritize and delegate tasks in nursing practice * Has insight into the development and use of technology and digital solutions at the individual and system level | | | | | | | | | | | | | |
| **Monitoring plan:**  The student will be monitored by staff from XXXXXXXXXXXX as well as registered nurses from the placement institution. | | | | | | | | | | | | | |
| **Evaluation plan:**  XX weeks of supervised, clinical studies. There is a requirement of 90% attendance for simulation practice (if relevant) and clinical practice combined.  If so required by XXXXX participation in group meetings, written work and/or oral presentations must be approved in order for the clinical  studies to be assessed as a pass. | | | | | | | | | | | | | |
|  |  |  | | |  | |  | |  |  |  | |  |
| The level of **language competence[[9]](#endnote-10)** in Danish/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* X** *C1* ☐ *C2* ☐ *Native speaker* ☐ | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[10]](#endnote-11)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award ……15.. .…ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate **X** Final report ☐ Interview ☐ | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes X | | | Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐X | |  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 Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No **X** | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No X  - accidents on the way to work and back from work: Yes ☐ No X | | 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***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No **X** | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No **X**  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. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |  |  |  |  |  |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation |  |  |  |  |  |

**During the Mobility**

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| --- | --- | --- |
|  | ***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] …………….**  **If applicable, planned period(s) of the virtual mobility: from [month/year] ……………. to [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**

|  |
| --- |
| ***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 the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….**  **Start date and end date of physical mobility: 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-2)
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-3)
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-4)
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-5)
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-6)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
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-8)
8. **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-9)
9. **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-10)
10. **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-11)
11. **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-12)
12. **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-13)
13. **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-14)