

Higher Education LEARNING AGREEMENT FOR TRAINEESHIPS



KUJIP01FA2GM

Academic Year 2019/2020

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
				Czech		EQF level 6	Political sciences and civics, 0312
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; e-mail; phone	Traineeship guarantor name; e-mail; phone
	Palacký University Olomouc	Faculty of Arts/ Department of Politics and European Studies	CZ OLOMOUC 1	Křížkovského 8, CZ-77147 Olomouc	Czech Republic, CZ	Mgr. Hynek Melichar, Ph.D., hynek.melichar@upol.cz, +420 585 633 304	Mgr. Hynek Melichar, Ph.D., hynek.melichar@upol.cz, +420 585 633 304
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Supervisor ⁷ name; position; e-mail; phone
	Vysočina Region	Representation of the Vysočina Region in Brussels, 31, Place de Jamblinne de Meux, BE-1030 Brussels – Schaerbeek, Belgium	Žižkova 57, CZ-58733 Jihlava, www.kr-vysocina.cz	Czech Republic	S5	Jan Skála, Representative in Brussels, skala.j@kr-vysocina.cz, +420 724 650 265	Jan Skála, Representative in Brussels, skala.j@kr-vysocina.cz, +420 724 650 265

Before the Mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from 10/09/2019 to 09/12/2019

Traineeship title: -	Number of working hours per week: 40
Detailed programme of the traineeship: - Activity 1: Gathering information regarding the work of the EU institutions and other regions represented in Brussels temporal frame: on an ongoing basis tasks: analyses on regional policy related topics, information materials for regional officials on specific tasks, business correspondence, press releases, translation from English to Czech and vice versa, daily information reports - Activity 2: Participating in meetings of different kind with regional organisations and EU institutions (conferences, seminars and sessions of regional politicians) temporal frame: on an as-needed basis tasks: taking notes, writing reports, presenting the attitude of the Representative of the Vysočina Region in Brussels when he is not present - Activity 3: Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (European Week of Regions and Cities and other conferences, Echoes of the Jihlava International Documentary Film Festival, high school excursions etc.) temporal frame: on an as-needed basis tasks: distribution of invitations, reception of guests and other supporting tasks, preparing programme and helping with the organization of business trips	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): - Professional competences – understanding of daily operation of the host organisation, knowledge of EU public affairs with focus on regional policy related topics, research skills, monitoring skills, report writing skills, PR skills, translation skills, administrative skills, event management skills - Key competences – language skills (English, Czech), communication, computer skills (word processing, spreadsheets, presentation, web browsing and communication), professionalism, etiquette, critical and analytical thinking, time management, teamwork, interpersonal skills, intercultural perception, responsibility, adaptability/flexibility	
Monitoring and evaluation plan: 1/ Parties involved shall monitor and evaluate the progress of the traineeship, check that the established training objectives are satisfactorily achieved and take appropriate action if required (e.g. suggesting an alternation of the programme) by the means of: a/ monitoring to be carried out and guidance to be given to Responsible: Jan Skála	

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Deadline: on an ongoing basis
Form: face-to-face discussion

b/ brief interim report to be submitted to Mgr. Hynek Melichar, Ph.D.
Responsible: _____
Deadline: 25/10/2019
Form: email

c/ monitoring to be carried out and if appropriate, guidance to be given to
Responsible: Mgr. Hynek Melichar, Ph.D.
Deadline: on an ongoing basis
Form: email/phone

2/ To access and validate the acquisition of the training objectives/acquired skills, following steps will be taken at the end of the traineeship, with respect to clearly defined criteria foreseen for:

d/ Traineeship Certificate to be submitted to

Responsible: Jan Skála

Deadline: 09/12/2019

Form: as defined in the section to be completed after the mobility

Note: the trainee will submit its original to Mgr. Hynek Melichar, Ph.D. by 24/12/2019

e/ Final Report

Responsible: _____

Deadline: 24/12/2019

Form: on-line questionnaire to be filled in (access data shall be sent to the trainee's email address)

f/ final assessment of the report + Traineeship Certificate (2d+e) and recognition of the traineeship

Responsible: Mgr. Hynek Melichar, Ph.D.

Deadline: 31/12/2019

Form: as defined under point I below

The level of language competence⁸ in English, Czech 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 ☒

Table B - Sending Institution

Please use only one of the following three boxes:⁹

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award 6 ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the number of credits:	
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate if this will be based on:	Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>

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

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, amount (EUR/month):
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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 by 09/12/2019.

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).

This Agreement comes into force upon its being signed by the authorized representatives of the contracting parties and becomes effective upon its being published in the Public Administration Information System, the Register of Contracts.

The contracting parties hereby expressly agree that the entire text of the Agreement, including signatures, will be published in the Public Administration Information System, the Register of Contracts. The contracting parties have agreed that the statutory obligation under Section 5(2) of Czech Act No. 340/2015 Coll., on the Register of Contracts, will be met by the Receiving Organisation/Enterprise.

This Agreement was discussed at the session of the Council of the Vysočina Region on 27/08/2019 and approved by a resolution Nr 1405/24/2019/RK.

Commitment	Name	E-mail	Position	Date	Signature
Trainee			Trainee	4/9 2019	
Responsible person ¹¹ at the Sending Institution	Mgr. Hynek Melichar, Ph.D.	hynek.melichar@upol.cz	Senior Lecturer	3.9. 2019	
Supervisor at the Receiving Organisation	MUDr. Jiří Běhounek	behounek.j@kr-vysocina.cz	President of the Vysočina Region	09-09-2019	

POWER OF ATTORNEY

I, the undersigned, MUDr. Jiří Běhounek, President of the Vysočina Region, do hereby authorize Mr Jan Skála, a representative of the Vysočina Region in Brussels, to act as the supervisor of the traineeship and to assign, accept and evaluate the work of the trainee.

Date: 09-09-2019 Signature:

I, the undersigned, Jan Skála do hereby accept this power of attorney.

Date: 09-09-2019 Signature:

¹ Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

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).

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.

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.



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Αριθμός Πρωτοκόλλου
Academic

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.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Supervisor (formerly mentor) 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. Further, the role of the supervisor 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.).

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>

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.

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.

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.