

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³

Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone
	South-West University "Neofit Rilski"			BG BLAGOEVO2	66 Ivan Mihaylov Street, 2700 Blagoevgrad, Bulgaria	Bulgaria (BG)

Start by filling in your **last name, first name, date of birth, and nationality.**

When filling in your **"study cycle"** you must choose one of the following:

Bachelor or equivalent first cycle (EQF level 6)

Master or equivalent second cycle (EQF level 7)

Doctorate or equivalent third cycle (EQF level 8)

When filling in **"the field of education"** section, please, consult the International Standard Classification of Education [here](#).

Lastly, **specify your home faculty here at SWU in the "faculty / department" section.**

Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
						<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	

In the **"receiving organization / enterprise"** section, you must fill in information related to your employer, which includes:

The legal name of his/her company / enterprise

The specific department in which your employer conducts business

The physical address (if applicable) of his / her administrative office

The country in which your employer has registered his / her firm / company / organization

The size of the firm / company / organization

The main contact person in charge of the firm / company / organization (**PLEASE SPECIFY HIS NAME(S), POSITION, EMAIL, AND PHONE**)

The name(s), position, email, and phone number of the **mentor**, who will supervise you in your traineeship activity.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the physical component: from [month/year] to [month/year]	
If applicable, planned period of the virtual component: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...

The planned period of the physical component of your mobility indicates the **official beginning and end dates** of your Erasmus+ traineeship. These dates should be determined prior to the beginning of your traineeship with your employer.

The **traineeship title** (i.e. the official position which you will taking during your practice) must be coordinated with your employer.

The **number of working hours per week** must also be coordinated with your employer.

Detailed programme of the traineeship (including the virtual component, if applicable):
Traineeship in digital skills ⁸ : Yes <input type="checkbox"/> No <input type="checkbox"/>
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):
Monitoring plan:
Evaluation plan:
The level of language competence ⁹ in _____ [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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>

The **detailed programme of the traineeship** period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing. If applicable, the added value of the virtual component of the traineeship should be clearly described.

If the traineeship can be considered a **Traineeship in digital skills** it should be indicated by checking "yes" in the relevant field.

The Traineeship Programme should indicate which **knowledge, intellectual and practical skills and competences (learning outcomes)** will be acquired by the end of the traineeship, e.g. **academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.**

The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

A recommended **level of language competence** in the main language of work should be agreed with the Receiving Organisation/Enterprise to ensure a proper integration of the trainee in the Organisation/Enterprise. The level of language competence in the main language of work, which the trainee already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement.

Table B - Sending Institution
Please use only one of the following three boxes: ¹⁰

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

Award ECTS credits (or equivalent) ¹¹	Give a grade 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 and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input 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 <u>Europass</u> 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 <u>Europass</u> 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 <u>Organisation/Enterprise</u>): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving <u>Organisation/Enterprise</u>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

The Sending Institution commits to recognise the learning outcomes acquired by the trainee upon satisfactory completion of the traineeship. There are three different provisions for traineeships and Table B should be filled in accordingly:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

Please choose the most relevant for the purpose of your traineeship and delete the rest.

It is highly recommended that either the Sending Institution or the Receiving Organisation/Enterprise provide insurance coverage to the trainee, and fill in the information in Table B or C accordingly. The trainee must be covered at least by an accident insurance (damages caused to the trainee at the workplace) and by a liability insurance (damages caused by the trainee at the workplace).

Table C - Receiving Organisation/Enterprise

The Receiving <u>Organisation/Enterprise</u> will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving <u>Organisation/Enterprise</u> will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving <u>Organisation/Enterprise</u> will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving <u>Organisation/Enterprise</u> will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving <u>Organisation/Enterprise</u> will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the <u>Organisation/Enterprise</u> undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

The Receiving Organisation/Enterprise should provide appropriate support, including mentoring, supervision and equipment, to the trainee. The Receiving Organisation/Enterprise should also specify whether it will provide financial support and/or a contribution in kind for the trainee, on top of the Erasmus+ grant. The Receiving Organisation/Enterprise commits to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.