



Escuela Superior  
de Diseño  
de Aragón

ESDA™



Departamento de Educación,  
Cultura y Deporte



Erasmus+

## ERASMUS+ TRAINEESHIPS FOR STUDENTS ACCEPTATION DOCUMENT

**This document will be an integral part of the learning agreement for the traineeship**

### Trainee NAME:

Organisation name:

Department:

Address:

Country:

Website:

Industrial Sector<sup>i</sup>

Size of enterprise:  < 250 employees;  > 250 employees

<b>Contact person<sup>ii</sup></b> Name: Position: e-mail / phone :	<b>Mentor<sup>iii</sup></b> Name: Position: e-mail / phone :
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### Responsible person<sup>iv</sup> in the receiving organisation/enterprise (supervisor):

Name:

Function:

Phone number:

E-mail:

**Planned period of the ERASMUS mobility:** from ..... till .....

**Number of working hours per week:** ...

**Detailed programme of the traineeship period...**

**Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...**

### Monitoring plan

The student will have a follow-up and evaluation document with all activities performed; this will be supervised by a person from the collaborating entity together with an ESDA supervising professor.

### Evaluation plan

The evaluation system is a continuous process throughout the placement. The following criteria will be taken into consideration: teamwork skills, adaptability, initiative, communication skills, software skills.

1. The student will do a final report, explaining the development of the practices and some final conclusions.
2. The tutor of the company will complete a final assesment of the student.



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### Language competence of the trainee

The level of language competence<sup>v</sup> in ..... [*workplace main language*] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1  A2  B1  B2  C1  C2

The trainee will receive a financial support for his/her traineeship: Yes  No

If yes, amount in EUR/month: .....

The trainee will receive a contribution in kind for his/her traineeship: Yes  No

If yes, please specify: ....

Is the trainee covered by the accident insurance? 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 trainee will be covered by a liability insurance

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

**Place and date**

**Signature and stamp**

<sup>i</sup> The list of top-level **NACE sector codes** is available at:

[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN).

<sup>ii</sup> **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

<sup>iii</sup> **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.

<sup>iv</sup> **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

<sup>v</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>