



## HIGHER EDUCATION LEARNING AGREEMENT FOR TRAINEESHIPS

### The Trainee

<b>Last name (s)</b>	Buisan Bernal	<b>First name (s)</b>	Pau	
<b>Date of birth</b> [dd/mm/yyyy]	13/10/2003	<b>Nationality<sup>1</sup></b>	Spanish	
<b>Sex</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<b>Trainee status</b>	<input checked="" type="checkbox"/> UdG student <input type="checkbox"/> UdG recent graduate	
<b>Study cycle<sup>2</sup></b>	<input type="checkbox"/> EQF Level 6 (grau) <input checked="" type="checkbox"/> EQF Level 7 (màster) <input type="checkbox"/> EQF Level 8 (doctorat)	<b>Field of education<sup>3</sup></b>	0 2 8 8	Find the code here : <a href="#">ISCED-F 2013 Search Tool</a>
<b>Mobile phone</b>	+34 644794921	<b>E-mail</b>	paubuisan03@gmail.com	

### The Sending Institution

<b>Name</b>	Universitat de Girona (UdG)	<b>Erasmus code<sup>4</sup></b>	E GIRONA 02
<b>Faculty/School</b>	Facultat de Lletres	<b>Department</b>	Filologia i Comunicació
<b>Address</b>	Pça Ferrater Mora, 1.	<b>Country</b>	Spain
<b>Contact person name<sup>5</sup></b>	Ramon Girona	<b>Position</b>	Faculty Responsible for International Relations
<b>Email</b>	Vicedegllletres.estudiants@udg.edu	<b>Telephone</b>	0034972418201

### The Receiving Organisation/Enterprise

<b>Name</b>	Università per Straniere di Siena / CAT	<b>VAT number</b>	IT00980510523
<b>Address</b>	Piazzale Carlo Rosselli 27/28	<b>City</b>	Siena
<b>Postal Code</b>	53100	<b>Country</b>	Itàlia
<b>Website</b>	<a href="https://cat.unistrasi.it/">https://cat.unistrasi.it/</a>	<b>Size</b>	<input type="checkbox"/> less than 250 employees <input type="checkbox"/> more than 250 employees
<b>Contact person<sup>6</sup> name</b>	Cèlia Nadal Pasqual	<b>Contact person position</b>	Professora titular
<b>Contact person e-mail</b>	nadal@unistrasi.it	<b>Contact person phone</b>	3441649102
<b>Mentor<sup>7</sup> name</b>	Cèlia Nadal Pasqual	<b>Mentor position</b>	Professora titular
<b>Mentor e-mail</b>	nadal@unistrasi.it	<b>Mentor phone</b>	3441649102
In case the Receiving Organisation is a higher education institution, please indicate the <b>ERASMUS CODE</b> : ...			

For end notes to help you fill this form please look at the end of the document.

**BEFORE THE MOBILITY**

<b>TABLE A - Traineeship Programme at the Receiving Organisation/Enterprise</b>
<b>Planned period of the mobility (dd/mm/yyyy):</b> from 02/03/2026 to 12/06/2026
<b>Number of working hours per week:</b> 10
<b>Traineeship title:</b> Teaching Catalan as a Foreign Language
<b>Detailed programme of the traineeship:</b> <ul style="list-style-type: none"> <li>• Teaching observation (observe a range of teaching in their specialist subject: Catalan)</li> <li>• Discussions of trainee teachers' progress with the professional mentor</li> <li>• Discussion and analysis of methods and strategies employed</li> <li>• Opportunities to teach</li> <li>• Lesson plans and material design</li> <li>• Use of technologies in teaching and learning second language, per example, self-assessment</li> <li>• Attend appropriate staff meeting</li> <li>• Other teaching duties as required</li> </ul>
<b>Traineeship in digital skills<sup>8</sup>:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):</b> <ul style="list-style-type: none"> <li>• To increase competence in second language teaching and learning strategies</li> <li>• To develop their understanding of teaching second languages in Higher Education.</li> <li>• To become familiar with departmental policies and procedures.</li> </ul>
<b>Monitoring plan:</b> The host institution's coordinator is going to monitor the trainee's performance along the different stages the traineeship consists of. The sending institution's coordinator may ask for periodical reports and/or a final assessment of the traineeship.
<b>Evaluation plan:</b> To evaluate the training, the final report from the host coordinator and the student's final report will be taken into consideration.
<b>Language competence of the Trainee</b> The level of language competence <sup>9</sup> in Catalan [ <i>indicate here the main language of work</i> ] 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 checked="" type="checkbox"/>



### TABLE B - Sending Institution (UdG)

(please use only 1 of the following 3 boxes<sup>10</sup>)

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) <sup>11</sup>	
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"/>	

#### Insurances for the trainee

The trainee is a: UdG student  UdG recent graduate  and is covered by:

a **health insurance** provided by: Private (UdG mobility insurance)  Private (others)

a **liability insurance** provided by: Private (UdG mobility insurance)  Private (others)  Sending institution (UdG)

an **accident insurance** provided by: Private (UdG mobility insurance)  Private (others)

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

### TABLE C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes  No

If yes, amount (EUR/month): .....

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

If yes, 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 a maximum of 5 weeks after the end of the traineeship.**





- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) 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.
- <sup>4</sup> **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.
- <sup>5</sup> **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. **At the UdG this person is the Faculty/School Academic Responsible for International Relations.**
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</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>8</sup> **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.
- <sup>9</sup> **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>
- <sup>10</sup> **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.
- <sup>11</sup> **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.
- <sup>12</sup> **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. **At the UdG this person is the academic responsible or studies' coordinator.**
- <sup>13</sup> **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.