



LOGO OF THE UNIVERSITY WHERE  
THE TRAINEE IS ENROLLED

# LEARNING AGREEMENT FOR TRAINEESHIPS

## The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	
Study cycle <sup>2</sup>	EQF Level 8 (doctorate)		
E-mail			

## The Sending Institution

Name		Faculty	
Department			
Address		Country	
Contact person name		Contact person E-mail / phone	

## The Receiving Organisation

UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC)	EDUCATION	Department	Department of Materials Science and Engineering
Address, website	EEBE Campus Diagonal-Besòs Av. d'Eduard Maristany, 10- Edifici I 08019 BARCELONA <a href="https://eebe.upc.edu/ca">https://eebe.upc.edu/ca</a>	Country	SPAIN
Contact person <sup>3</sup> name / position	Montserrat Cornet Utg Campus Diagonal-Besòs Edifici C, despatx C2.16 AV. EDUARD MARTISTANY, 10- 08019 BARCELONA	Contact person e-mail / phone	montserrat.cornet@upc.edu tel. + 34 93 413.77.79
Mentor name <sup>4</sup> / position		Mentor e-mail / phone	



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## I. PROPOSED TRAINEESHIP PROGRAMME

<b>Planned period of the traineeship:</b> from [day/month/year] ..... till [day/month/year] .....  (Please kindly note that UPC remains closed during the first 3 weeks of august, and several days in Christmas and Eastern period)
<b>Number of working hours per week:</b>
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period</b>
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship</b>
<b>Monitoring plan</b>
<b>Evaluation plan</b>

<b>Language competence of the trainee</b>  The level of language competence in ..... [ <i>workplace main language</i> ] that the trainee already has or agrees to acquire by the start of the traineeship 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"/>
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### The trainee

<b>OCCUPATIONAL HEALTH AND SAFETY</b> While on the work placement, trainee shall be required to meet the UPC's internal standards (health and safety, control of access to buildings, etc.) and the timetable set out in the programme. UPC shall inform trainee, through the tutor or professor in charge, of the risks to which he/she may be exposed, methods of risk prevention and protection and measures to be taken in the case of an emergency. The trainee must be aware of and follow instructions.
<b>INSURANCE</b> To cover any accident, illness and civil liability at UPC, students must be able to prove that they are covered by insurance for the entire placement, including repatriation. The insurance scheme foreseen in employment laws is not applicable, as this is not an employment contract  <i>*The insurance is an essential requirement and a copy will be requested upon arrival. Not meeting this requirement will immediately invalidate this agreement.</i>
<b>CONFIDENTIALITY</b> Trainee is obliged to observe the duty of confidentiality in relation to any information gleaned from the university as a result of this agreement.



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### The sending institution

*[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]*

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

- Award ..... ECTS credits.
- Give a grade based on: Traineeship certificate  Final report  Interview
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Traineeship Document Yes  No

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

- Award ECTS credits: Yes  No   
If yes, please indicate the number of ECTS 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), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Traineeship Document Yes  No   
*This is recommended if the trainee will be a recent graduate.*

## UNIVERSITAT POLITÈCNICA DE CATALUNYA

### CONTRIBUTIONS

UPC does not give to the trainee any financial support, nor payment in kind, nor will cover any kind of insurance.

UPC Department or Institute undertakes to ensure that appropriate equipment and support is available to the trainee.

UPC undertakes to issue a Traineeship Certificate upon completion of the traineeship.

### TRANSPARENCY

In accordance with current legislation on transparency, public access to information and good governance, the UPC will, in relation to this agreement, publish information on the signatories, object, term and obligations of the parties, including their financial obligations, as well as any amendments made.



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## II. RESPONSIBLE PERSONS

### Responsible person<sup>5</sup> in the sending institution:

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Supervisor<sup>6</sup> in UPC:

Name: \_\_\_\_\_ Function: Supervisor  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and Universitat Politècnica de Catalunya, confirm that they approve the proposed 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 trainee

Trainee's signature \_\_\_\_\_ Date: \_\_\_\_\_

### The sending institution

Responsible person's signature \_\_\_\_\_ Date: \_\_\_\_\_

### Universitat Politècnica de Catalunya

Responsible person's signature \_\_\_\_\_ Date: \_\_\_\_\_

The director of the Doctoral School  
Mr. Josep Maria Font Llagunes

*By delegation of competence of the rector. Resolution 122/2020, of 28 January, on the delegation of powers (DOGC num. 8082 - 11.3.2020), modified by Resolution 038-2021-414 / 53, of 23 December (DOGC num. 8574 - 30.12.2021).*

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## Annex 2: End notes

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- <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) – for recent graduates, specify the latest study cycle.
- <sup>3</sup> **Contact person:** a person who can provide administrative information within the framework of traineeships.
- <sup>4</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>5</sup> **Responsible person in 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.
- <sup>6</sup> **Supervisor in UPC:** this person is responsible for supervising the trainee during the traineeship and signing the Traineeship Certificate.