

Trainee (osobní údaje uchazeče)	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
	Novák	Jan	1.1.1999	CZ	Male	Master	0311 Economics
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	The Prague University of Economics and Business	The Faculty of Economics		W. Churchil sq. 4, 13067 Prague 3	Czech republic	Ing. Barbora Růžicková, Ph.D., barbora.ruzickova@vse.cz	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	Embassy of the Czech Republic in Belgrade	Economics and Development Cooperation	Bulevar kralja Aleksandra 22, 11000 Belgrade, https://mzv.gov.cz/belgrade/cz/index.html	Republic of Serbia	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Anna Nováková. Head of Economics and Development Cooperation Section, xxx@mzv.gov.cz	Anna Nováková, Head of Economics and Development Cooperation Section, xxx@mcv.gov.ez

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the physical component: from [month/year] 09/2024 to [month/year] 12/2024 <- přesné datum stáže (na dny) If applicable, planned period of the virtual component: from [month/year] to [month/year]	
Traineeship title: trainee at The Embassy of the Czech Republic in Belgrade	Number of working hours per week: full time job
Detailed programme of the traineeship (including the virtual component, if applicable): Tasks mainly within Economic and Development Cooperation Section of the Embassy, work in accordance with the content of studies, i.e. regional development, Assistance to companies entering Serbian market or assistance to Czech Economic diplomats regarding the preparation of Economic Diplomacy projects. Fulfilment of tasks related to other section of Embassy, i.e. cultural, political cooperation with other Czech institutions in Belgrade and Serbia. Trainee will also spend at least two weeks working with the people of Czech origins in the Serbian region of Banat —approximately 2 hours drive from Belgrade.	
Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): <ol style="list-style-type: none"> 1) Getting to know the work environment of the Embassy, economic, cultural and political competences in the formal environment. 2) Introduction to Serbian and western Balkan's business and political environment; Introduction of the concept of the Czech economic diplomacy and the Czech Development Aid Programmes. 3) Understand of the agenda of the Czech cultural diplomacy, including the programmes of the Czech Culture Centres. 4) Team work in challenging environment, in foreign language and with different types of actors. 	
Monitoring plan: Monitoring will be done on a weekly bases in the form of regular weekly section meetings. During the meetings, trainee will receive feedback and another tasks.	
Evaluation plan: Supervisor at the receiving institution will have regular weekly interviews with the trainee where the future working programme will be discussed and modified based on performance of the trainee and preferences on both - the supervisor and the trainee.	
The level of language competence⁹ in English [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 checked="" type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

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 6 ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input checked="" 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"/>	

stáž pro financování z programu Erasmus+ musí být součástí curricula, takže sekce **voluntary** a **recent graduate** jsou přeškrtnuté!

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: 6
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 (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Pojištění VŠE jako sending institution nijak nezajišťuje a **pokud v sekci C i receiving institution uveden, že neposkytuje, má student povinnost doložit potvrzení o odpovědnosti a úrazové pojištění (samozřejmě doporučujeme i standardní pojištění léčebných výloh, ale to není nutné speciální dokládat).**

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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):
The Receiving Organisation/Enterprise 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 Organisation/Enterprise 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 checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise 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 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 5 weeks after the end of the traineeship.	

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.

Commitment	Name	Email	Position	Date	Signature
Trainee	Jan Novák	xname@vse.cz	Trainee	10.7.2024	
Responsible person ¹² at the Sending Institution Zde osoba být uvedena nemusí, pokud je stejná jako kontaktní osoba	Ing. Barbora Růžičková, Ph.D.	barbora.ruzickova@vse.cz	Vice dean for international relations of the Faculty of Economics		
Supervisor ¹³ at the Receiving Organisation	Anna Nováková	xxx@mzv.gov.cz	Head of section		

During the Mobility

<p>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p> <p style="text-align: center;">Planned period of the mobility: from [month/year] till [month/year]</p> <p style="text-align: center;">If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period (including the virtual component, if applicable):	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

<p>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</p>	
Name of the trainee:	
Name of the Receiving Organisation/Enterprise:	
Sector of the Receiving Organisation/Enterprise:	
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:	
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year]	
Start date and end date of physical component: from [day/month/year] to [day/month/year]	
Traineeship title:	
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):	

Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):

Evaluation of the trainee:

Date:

Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

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- 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](https://ec.europa.eu/education/tools/iscled-f_en.htm) available at http://ec.europa.eu/education/tools/iscled-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 EU Member States and third countries associated to the programme.
- 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 **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.
- ⁸ **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.
- ⁹ **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>
- ¹⁰ **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.
- ¹¹ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- ¹² **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.
- ¹³ **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.