

**ZARZĄDZENIE NR 42/2023**  
**REKTORA**  
**AKADEMII KUJAWSKO-POMORSKIEJ**  
**Z DNIA 28 września 2023 roku**

**w sprawie: ustalenia zasad rekrutacji studentów Akademii Kujawsko-Pomorskiej na wyjazdy zagraniczne w roku akademickim 2023/2024 oraz ustalenia składu Komisji Kwalifikacyjnych przeprowadzających postępowania kwalifikacyjne studentów wyjeżdżających za granicę w ramach wymiany oraz praktyk i staży na okres roku akademickiego 2023/2024**

Na podstawie § 11 ust. 2 pkt. 4 Statutu Akademii Kujawsko-Pomorskiej, **zarządzam, co następuje:**

**§ 1.**

Ustalam zasady rekrutacji studentów Akademii Kujawsko-Pomorskiej na wyjazdy zagraniczne w roku akademickim 2023/2024, które stanowią załącznik do niniejszego Zarządzenia.

**§ 2.**

Ustalam następujący skład Komisji Kwalifikacyjnych przeprowadzających postępowanie kwalifikacyjne studentów wyjeżdżających za granicę w ramach wymiany oraz praktyk i staży na okres roku akademickiego 2023/2024:

1. Osoba odpowiedzialna na Uczelni za koordynowanie Programu Erasmus+ - Sekretarz Komisji.
2. Osoba odpowiedzialna na Uczelni za rozliczanie Programu Erasmus+.
3. Przedstawiciel Samorządu Studentów.
4. Dziekan danego wydziału Uczelni.
5. Prorektor ds. Kształcenia i Studentów.
6. Prorektor ds. Ekonomicznych i Współpracy Międzynarodowej – Przewodniczący Komisji.

**§ 4.**

Zarządzenie wchodzi w życie z dniem podjęcia.

**REKTOR**  
  
prof. AKP, dr Helena Czakowska

### **Zasady rekrutacji studentów Akademii Kujawsko-Pomorskiej na wyjazdy zagraniczne w roku akademickim 2023/2024**

1. Rekrutacji na wyjazdy na studia i praktyki zagraniczne dokonuje Centrum Współpracy z Zagranicą AKP.
2. O wyjazd na studia lub praktykę za granicą mogą ubiegać się osoby, które:
  - a. są studentami co najmniej drugiego roku studiów Akademii Kujawsko-Pomorskiej, z zastrzeżeniem ust. 3, i nie przebywają na urlopie dziekańskim (wymóg ten dotyczy wyjazdów na studia);
  - b. znają wymagany język obcy w stopniu umożliwiającym odbywanie studiów lub praktyki za granicą;
  - c. osiągnęły co najmniej dobrą średnią ocen z dotychczasowego toku studiów.
3. Wymóg, o którym mowa w ust. 2 pkt a. nie dotyczy studentów, którzy po ukończeniu studiów pierwszego stopnia w Akademii Kujawsko-Pomorskiej Szkole kontynuują naukę w AKP w celu uzyskania tytułu magistra. W takim przypadku student pierwszego roku studiów drugiego stopnia może ubiegać się o wyjazd na studia lub praktykę za granicą, o ile spełnia wszystkie przesłanki wymagane do zakwalifikowania studenta do wyjazdu, w tym przede wszystkim w zakresie znajomości języka obcego oraz dobrych wyników w nauce. Przy weryfikacji osiągnięć w nauce studenta pierwszego roku studiów magisterskich, bierze się pod uwagę również oceny uzyskane przez niego w ramach studiów pierwszego stopnia.
4. Osoby zainteresowane wyjazdem zobowiązane są złożyć w Centrum Współpracy z Zagranicą AKP następujące dokumenty:
  - a. wypełniony Formularz Zgłoszeniowy (dostępny na stronie internetowej Uczelni oraz w Centrum Współpracy z Zagranicą AKP), którego wzór stanowi załącznik nr 1 do niniejszych Zasad;
  - b. CV i list motywacyjny w wymaganym języku obcym w przypadku chęci wyjazdu na praktykę zagraniczną (wersja pisemna i elektroniczna przesłana na adres e-mail: [internationaloffice@AKP.edu.pl](mailto:internationaloffice@AKP.edu.pl));
  - c. odpowiedni certyfikat potwierdzający znajomość języka obcego (osoba, która nie posiada certyfikatu zobowiązana jest zdać test językowy podczas postępowania kwalifikacyjnego).
5. Kryteriami, które bierze się pod uwagę w postępowaniu kwalifikacyjnym są przede wszystkim:
  - a. średnia ocen za ostatni ukończony rok studiów,
  - b. znajomość właściwego języka obcego oraz poziom jego znajomości,
  - c. działalność organizacyjna (np. w ramach Samorządu Studenckiego).
6. Postępowanie kwalifikacyjne przeprowadza Komisja Kwalifikacyjna, która dokonuje preselekcji na podstawie dokumentów złożonych przez studenta oraz selekcji na podstawie

rozmowy kwalifikacyjnej. W przypadku większej liczby osób zakwalifikowanych niż przewidziana liczba miejsc, sporządza się listę rezerwową kandydatów. Protokół postępowania kwalifikacyjnego stanowi załącznik nr 2 do niniejszych zasad.

7. O zakwalifikowaniu na wyjazd kandydat informowany jest przez osobę odpowiedzialną w Uczelni za koordynację współpracy z zagranicą (sekretarz Komisji). W razie negatywnej decyzji, Studentowi przysługuje odwołanie od decyzji Komisji Kwalifikacyjnej w ciągu 7 dni od dnia jej doręczenia kandydatowi.
8. Terminy zgłoszeń na wyjazdy zagraniczne oraz lista uczelni partnerskich są dostępne na stronie internetowej Uczelni oraz w gablotach informacyjnych rozmieszczonych na terenie Uczelni.
9. Uczelnia prowadzi rekrutację na wyjazdy zagraniczne Studentów w trybie ciągłym do momentu wyczerpania się dostępnej puli wyjazdów z programu Erasmus+ na dany rok akademicki.
10. Wysokość kwoty przeznaczonej na realizację wyjazdu jest określana według stawek opublikowanych przez Narodową Agencję Programu Erasmus+ na dany rok akademicki.
11. W zakresie nieuregulowanym w niniejszych Zasadach zastosowanie znajdują regulacje ponad-uczelniane dotyczące programu Erasmus+, postanowienia umów międzyuczelnianych, w ramach których realizowany jest wyjazd studenta oraz umowa zawarta pomiędzy AKP w Bydgoszczy a studentem, który pomyślnie przeszedł proces rekrutacji



# AKADEMIA KUJAWSKO-POMORSKA

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## FORMULARZ ZGŁOSZENIOWY NA WYJAZD ZAGRANICZNY STUDENTA ROK AKADEMICKI 20\_\_/20\_\_

### Wyjazd w ramach:

- Programu Erasmus +
- Umowy Międzyuczelnianej
- Umowy Uczelnia - Przedsiębiorstwo
- Inne .....

Rok i semestr studiów, system (w czasie rekrutacji).....

Nr albumu studenta.....

Kierunek: .....

Specjalność: .....

### 1. DANE OSOBOWE STUDENTA (wypełniać pismem drukowanym)

Błąd: nie znaleziono źródła odwołania

### 2. DEKLARACJA UDZIAŁU W STUDIACH ZAGRANICZNYCH/PRAKTYCE ZAGRANICZNEJ

Błąd: nie znaleziono źródła odwołania

### 3. ZNAJOMOŚĆ JĘZYKÓW OBCYCH (proszę podać język i określić stopień jego znajomości)

.....  
.....  
.....

4. **CERTYFIKATY** (proszę wymienić posiadane certyfikaty językowe/ukończone kursy językowe)

.....  
.....

5. **DOTYCHCZASOWY PRZEBIEG STUDIÓW – DZIEKANAT**

Student/ka zaliczył/a ..... semestr w roku  
akademickim .....

	Semestr I	Semestr II	Semestr III	Semestr IV	Średnia łącznie
Oceny z języka					
Średnia ocen					

Bydgoszcz, dnia ..... Podpis/pieczęć pracownika dziekanatu: .....

6. **DOTYCHCZASOWE DOŚWIADCZENIA**

Studia/praca/ praktyka za granicą?..... Jeśli tak, to kiedy, jak długo i gdzie?(nazwa uczelni/przedsiębiorstwa i kraj)..... ..... ..... ..... .....
--

7. **AKTYWNOŚĆ STUDENTA**

Praca na rzecz środowiska akademickiego (koła naukowe, samorząd studencki, osiągnięcia sportowe); inne osiągnięcia (w tym pozauczelniane): ..... ..... ..... ..... .....
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Bydgoszcz, dnia ..... Pieczęć i podpis .....

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Oświadczam, że wszystkie podane w formularzu i pozostałych dołączonych dokumentach informacje są zgodne z prawdą i zobowiązuję się poinformować CWZ Kujawsko – Pomorskiej Szkoły Wyższej w Bydgoszczy o wszelkich zmianach.

Bydgoszcz, dnia .....

Podpis studenta .....

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Wyrażam zgodę na udostępnienie mojego adresu e-mail/numeru telefonu innym studentom Erasmusa wyjeżdżającym z ramienia KPSW.

Bydgoszcz, dnia .....

Podpis studenta.....

## Protokół postępowania rekrutacyjnego na wyjazdy zagraniczne studenta AKP

Imię i nazwisko kandydata:.....

Planowania do odwiedzenia uczelnia/organizacja: .....

Planowany okres pobytu: .....

### I. Opinia przedstawiciela Samorządu Studentów

.....  
.....

.....  
(podpis)

### II. Opinia Dziekana danego wydziału Uczelni

.....  
.....

.....  
(podpis)

### III. Decyzja Komisji Kwalifikacyjnej w sprawie wyjazdu

.....  
.....  
.....

.....  
(podpis)

<b>Student</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender: [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
<b>Sending Institution</b>	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
<b>Receiving Institution</b>	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

### Before the mobility

<i>Study Programme at the Receiving Institution</i>				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
<b>Table A Before the mobility</b>	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
Total: ...				
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

	The level of language competence <sup>9</sup> in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study 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"/>
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<i>Recognition at the Sending Institution</i>				
<b>Table B Before the mobility</b>	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
Total: ...				
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

<b>Commitment</b>
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them



towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

### During the Mobility

Exceptional changes to Table A (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 Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

### After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				<b>Total: ...</b>	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)

		Total: ...	
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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](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-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 student 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 Programme Countries.
- 5 **Contact person:** 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 works at the international relations office or equivalent body within the institution.
- 6 An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- 7 **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- 8 **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- 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 **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.
- 11 **Responsible person at the Receiving Institution:** 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.
- 12 **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

# Learning Agreement

## Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/ Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b> Planned period of the mobility: from [month/year] ..... to [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Traineeship in digital skills <sup>8</sup> : 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 <sup>9</sup> 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"/>	

<b>Table B - Sending Institution</b> Please use only one of the following three boxes: <sup>10</sup>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ..... ECTS credits (or equivalent) <sup>11</sup>	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 Europass 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 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"/>	
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 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 Organisation/Enterprise): Yes <input type="checkbox"/> No <input 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 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 type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input 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			Trainee		
Responsible person <sup>12</sup> at the Sending Institution					
Supervisor <sup>13</sup> at the Receiving Organisation					

### During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (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)  Planned period of the mobility: from [month/year] ..... till [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

### After the Mobility

*Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*

<b>Name of the trainee:</b>
<b>Name of the Receiving Organisation/Enterprise:</b>
<b>Sector of the Receiving Organisation/Enterprise:</b>
<b>Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:</b>
<b>Start date and end date of traineeship: from [day/month/year] ..... to [day/month/year] .....</b>
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b>





- 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](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-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 Programme Countries.
- 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.