Completing the Erasmus+
Training Agreement

For all Erasmus+ documentation, please complete all fields on the form using Microsoft Word. Electronic signatures are acceptable.

Before the Mobility – Parts 1-3

This document must be completed before your placement begins.

Please complete this document in the following way:

1. Complete your sections using Microsoft Word. Save and email the completed document to your host institution/employer.
2. Ask them to complete the relevant fields using Microsoft Word and send you back the document signed. Electronic signatures are acceptable.
3. Sign the Training Agreement and return it to your UCL Department contact person for signature and approval (if your traineeship is compulsory and embedded in the curriculum) or the central UCL Study Abroad Office (if your traineeship is voluntary during the summer).
4. Submit your completed Training Agreement (signed UCL, you and your host institution) to the UCL Study Abroad Team via studyabroad@ucl.ac.uk before your placement begins.

If your host institution cannot or will not sign it before your placement, you will then need to obtain the final signature from your host institution within one week of arriving at your host institution. If your Training Agreement is late, your Erasmus+ mobility may be deemed ineligible and you will not receive a grant.

Please complete all of the details in Part 1:

- **The Trainee**: These are your personal details
- **The Sending Institution**: the majority of these details have been completed for you – they shouldn’t need to change. You will need to complete: Faculty (Choose from dropdown), Department (Choose from dropdown), UCL Department contact person name, e-mail/phone. Please click here to find your UCL Department contact person.
- **The Receiving Organisation**: You should do your best to complete these with the information you have about your host organisation. If you cannot complete them entirely, please ask your host organisation to fill in anything missing.

Part 2a (Table A)

- **Planned period of the Mobility**: Your intended start and end date (DD/MM/YYYY). The dates should match those recorded on your Erasmus+ Grant Agreement. The minimum duration of your placement must be 2 months. *If your actual mobility is less than the minimum*
required by Erasmus+ regulations, your placement will be deemed ineligible and your grant will be recovered.

- **Traineeship title:** e.g. Communications Intern
- **Number of hours per week:** Hours you are expected to be in the office e.g. 35
- **Job description:** Your responsibilities and duties.
- **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.
- **Knowledge, skills and competencies to be acquired:** What you are expected to learn during the placement (e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.)
- **Monitoring plan:** How and when you will be monitored during the traineeship. Your host employer may add additional information if they wish.
- **Evaluation plan:** It should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.
- **Language competence:** This is to be agreed with your host organisation and your department at UCL (if applicable).

**Part 2b (Tables B&C)**

- **Sending Institution:** This information is completed for you and should not need altering
- **Receiving Organisation/Enterprise:** This section should be completed by your host organisation in Word.

**Part 3**

- **Responsible person in the sending institution:** The name of UCL Department contact person (if your traineeship is compulsory and embedded in the curriculum) or your contact person from UCL Study Abroad Office (if your traineeship is voluntary during the summer).
- **Responsible person in the receiving intuitions:** You should ensure this section is completed with the information of the signatory

**During the Mobility – Part 4 (Table A2) - Exceptional Changes to Training Agreement**

This form should only be completed during your placement in the event that there are significant changes to your original study plan – for example, if you are moving to a different team within the same organisation/department and will have significantly different responsibilities. Any changes should be discussed in the first instance with your department at UCL (if your traineeship is
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compulsory and embedded in the curriculum) or the Study Abroad Office (if your traineeship is voluntary during the summer).

- **Planned period of the Mobility:** Your intended start and end date. These should be the exact dates that you expect to start and end your placement. The dates should match those recorded on your Erasmus+ Grant Agreement. If they are changing, you need to alert the Study Abroad Team on studyabroad@ucl.ac.uk.
- **Traineeship title:** e.g. Communications Intern
- **Number of hours per week:** hours you are expected to be in the office e.g. 35
- **Job description:** Your responsibilities and duties.
- **Knowledge, skills and competencies to be acquired:** What you are expected to learn during the placement (e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.)

Use your original Training Agreement as a basis. All the required details should be filled in, even if they are not changing from the original document. Ask your employer to sign the new agreement and send it to your **UCL Department contact person** (if your traineeship is compulsory and embedded in the curriculum) or the central UCL Study Abroad Office (if your traineeship is voluntary during the summer) to be signed.

**After the Mobility – Part 5 – Traineeship Certificate**

This should be completed by your host organisation at the end of the traineeship to recognise your work with them. Your host organisation should complete this within 5 weeks after the end of your traineeship.

- **Start date and end date of the training period:** Your actual start and end dates – these should match the dates recorded on your Erasmus+ Grant Agreement. If the period of your traineeship is significantly shorter than planned, your Erasmus+ grant may be reduced accordingly. No additional funding will be provided for longer stays except where agreed with the study abroad team at least 1 month in advance of the planned end date.

You or your host organisation should use Microsoft word to complete all the other relevant fields on the form. Use your most recent Training Agreement as a basis. Ask your employer to print and sign it for you, then scan it and send to studyabroad@ucl.ac.uk

**UCL STUDY ABROAD TEAM**

**MAY 2018**