

# Higher Education Learning Agreement for Traineeships

**Sushko Mariia**  
Academic Year 2023/2024

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
	Sushko	Mariia	20.09.2003	Ukrainian	Female	Bachelor (EQF level 6)	0413: Management and administration (04.4 - 345)
Sending Institution	Name	Faculty	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Simon Kuznets Kharkiv National University of Economics	Management and Marketing	S. KUZNETS KhNUE - 941523323	Kharkiv, ave. Nauki, 9-A, 61166 Ukraine	Ukraine	Luliia Dobroskok; <a href="mailto:international@hneu.net">international@hneu.net</a> ; +380962282878	
Receiving Organisation/ Enterprise	Name	Department	Location (address) and website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone
	Riga Technical University	International Cooperation Department International Mobility Unit	12 Azenes Street, Riga, LV-1048 <a href="https://www.rtu.lv/">https://www.rtu.lv/</a>	Latvia	<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees	Evita Miščuka; Head of International Mobility Unit; <a href="mailto:evita.miscuka@rtu.lv">evita.miscuka@rtu.lv</a> ; +37129484664	Sintija Sadovska; Erasmus outgoing students' coordinator; <a href="mailto:sintija.sadovska@rtu.lv">sintija.sadovska@rtu.lv</a> ; +37122411922

### Before the mobility

**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

Planned period of the mobility: from 29.01.2024 to 30.04.2024

Traineeship title: Erasmus+ coordinator assistant

Number of working hours per week: 30

#### Detailed programme of the traineeship:

- Get an overview of the Erasmus+ program.
- Assist in creating and maintaining documentation related to Erasmus+ mobilities, such as mobility agreements, financial agreements, nomination letters, etc.
- Providing assistance and responding to emails and inquiries from students or staff participating in the Erasmus+ program.
- Managing data related to Erasmus+ mobilities, including participant details, program statistics, and feedback.
- Collaborate with colleagues from other International Cooperation Department units on specific tasks.
- Participate in regular International Mobility Unit meetings to assess personal and program progress.

#### Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

- Acquire practical skills in project planning, coordination, and management.
- Acquire proficiency in handling administrative tasks related to the Erasmus+ program, such as document preparation, data management, and record-keeping.
- Develop skills in using ICT tools and platforms relevant to the Erasmus+ program, including databases, online communication tools, and project management software (*Beneficiary Module, Online Linguistic Support (OLS), Erasmus Dashboard, outgoingexchange.rtu.lv*).

#### Monitoring plan

The monitoring process will involve:

- providing regular feedback on the trainee's deliverables;
- check-in meetings between the trainee and a mentor to discuss progress, address any challenges, or provide guidance.

#### Evaluation plan:

- The trainee will be evaluated based on her competence in carrying out assigned tasks on time, with a focus on successful completion and attention to detail.
- Trainee's proficiency in using Erasmus+ ICT tools and platforms will be a basis for assessment.
- Feedback from colleagues and effective teamwork will serve as indicators of the trainee's overall contribution to the International Mobility Unit team.

The level of **language competence** 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  A2  B1  B2  C1  C2  Native speaker

**Table B - Sending Institution**

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

Award 19.5 ECTS credits (or equivalent)  Give a grade based on: Traineeship certificate  Final report  Interview

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  No





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### 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 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 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 checked="" 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 checked="" 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 checked="" 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 by the last day 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name, surname	Email	Position	Date	Signature
Trainee	Mariia Sushko	sushkomariya20@gmail.com	Trainee	19.01.2024	
Responsible person at the Sending Institution	Iuliia Dobroskok	<a href="mailto:international@hneu.net">international@hneu.net</a>	Head of international relations office		
Supervisor at the Receiving Organisation	Evita Miščuka	<a href="mailto:evita.miscuka@rtu.lv">evita.miscuka@rtu.lv</a>	Head of International Mobility Unit	19.01.2024	

