**Mobility Agreement**

**Student Mobility for Traineeship**

**General information**

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| **Student** | | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality[[1]](#endnote-1)** | | | **Gender [Male/Female]** | | **Level of education (EQF level)**[[2]](#endnote-2) | | **Field of education**[[3]](#endnote-3) **(ISCED code)** | |
|  |  |  | |  | | |  | |  | |  | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | | **City** | | | **Country** | | **Contact person[[4]](#endnote-4) name; position; email** | | | |
| Corvinus University of Budapest  FI 43814 | | - | | Budapest | | | Hungary | | Loránd PAPP  team leader; corvinus.outgoing@uni-corvinus.hu | | | |
| **Receiving Institution/** **Organisation** | | **Name** | | **Faculty/ Department** | | **City** | | | **Country** | | **Contact person[[5]](#endnote-5) name; position; email** | | | |
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| **Before the mobility** | | | | | | | | | | | | | | |
| ***Table A - Mobility Programme at the Receiving Institution/Organisation*** | | | | | | | | | | | | | | |
| **Planned period of the mobility: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….** | | | | | | | | | | | | | | |
| **Type of mobility: Traineeship** | | | | | | | | | | | | | | |
| **Traineeship title:**  **Number of working hours per week:** | | | | | | | | | | | | | | |
| **Detailed programme of the mobility:** | | | | | | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the mobility (expected learning outcomes):** | | | | | | | | | | | | | | |
| **Monitoring plan:** | | | | | | | | | | | | | | |
| **Evaluation plan:** | | | | | | | | | | | | | | |
| The level of **language competence[[6]](#endnote-6)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work/research*] that the student already has or agrees to acquire by the start  of the mobility period is:  *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐ | | | | | | | | | | | | | | |
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| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[7]](#endnote-7)** | | | | | | | |
| 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the mobility, the institution undertakes to:  |  |  |  | | --- | --- | --- | | Award ……...… ECTS credits (or equivalent)[[8]](#endnote-8) | Give a grade based on: Traineeship/Research certificate ☐ Final report ☐ Interview ☐ |  | | Record the mobility in the student’s Transcript of Records and Diploma Supplement (or equivalent). | |  |  1. The traineeship is **voluntary** and, upon satisfactory completion of the mobility, the institution undertakes to:  |  |  |  |  | | --- | --- | --- | --- | | Award ECTS credits (or equivalent): Yes ☐ No ☐ | | If yes, please indicate the number of credits: …. |  | | Give a grade: Yes ☐ No ☐ | If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐ | |  | | Record the mobility in the student’s Transcript of Records: Yes ☐ No ☐ | | |  | | Record the mobility in the student’s Diploma Supplement (or equivalent). | | |  |  1. 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 ☐ No ☐ | If yes, please indicate the number of credits: …. |  |   **Accident insurance for the student**   |  |  | | --- | --- | | The sending institution will provide an accident insurance to the trainee (if not provided by the Receiving Institution/Organisation):  Yes ☐ No ☐ | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No ☐  - accidents on the way to work and back from work: Yes ☐ No ☐ | | The sending institution will provide a liability insurance to the trainee (if not provided by the Receiving Institution/Organisation): Yes ☐ No ☐ | | | | | | | | | |
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| ***Table C - Receiving Institution/Organisation*** | | | | | | | |
| The Receiving Institution/Organisation will provide financial support to the trainee for the traineeship: Yes ☐ No ☐ | | | | | | If yes, amount (EUR/month): ……….. | |
| The Receiving Institution/Organisation will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ | | | | | | If yes, please specify: ………. | |
| The Receiving Institution/Organisation will provide an accident insurance to the trainee (if not provided by the sending institution): Yes ☐ No ☐ | | | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No ☐  - accidents on the way to work and back from work: Yes ☐ No ☐ | | | | |
| The Receiving Institution/Organisation will provide a liability insurance to the trainee (if not provided by the sending institution): Yes ☐ No ☐ | | | | | | | |
| The Receiving Institution/Organisation will provide appropriate support and equipment to the trainee. | | | | | | | |
| Upon completion of the traineeship, the Receiving Institution/Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship. | | | | | | | |
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| By signing this document, the student, the sending institution and the receiving institution or organisation confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The student and the receiving institution or organisation will communicate to the sending institution any problem or changes regarding the mobility period. | | | | | | | |
| **Commitment** | **Name** | **Email** | | **Position** | **Date** | | **Signature** |
| Student |  |  | | *Student* |  | |  |
| Responsible person[[9]](#endnote-9) at the sending institution | Loránd PAPP | corvinus.outgoing@uni-corvinus.hu | | team leader |  | |  |
| Responsible person[[10]](#endnote-10) at the receiving institution/organisation |  |  | |  |  | |  |

**During the Mobility**

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| ***Table A2 - Exceptional Changes to the Mobility Programme at the Receiving Institution***/***Organisation***  (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 or organisation) | |
| **Planned period of the mobility: from [day (optional)/month/year] ……………. till [day (optional)/month/year] …………….** | |
| **Type of mobility: Traineeship** ☐ | |
| **Traineeship title:** |  |
| **Number of working hours per week:** |
| **Detailed programme of the mobility period:** | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes)**: | |
| **Monitoring plan:** | |
| **Evaluation plan:** | |
| **Rights and obligations of sending institution (Corvinus University of Budapest)** | |
| Corvinus University of Budapest:  -takes responsibility for the training of its students. A specific part thereof is the designation of an internship framework and the cooperation with internship venues (receiving institution/organisation).  -provides data and information necessary for professional practice to the internship venue.  -defines the basic assessment principles of the internship and sends them to the internship venue.  -reserves the right to check the conditions and the circumstances of the professional practice without prior notification sent to the internship venue.  -assesses students' competences gained during professional practice based on the written assessment of the internship venue. | |
| **Rights and obligations of the internship venue (receiving institution/organisation)** | |
| -The internship venue learns and enforces the professional framework designated by Corvinus for the whole duration of the internship.  -The internship venue specifies the principles of selecting students for the internship and decides on the persona of interns.  -For the full duration of the internship period, the internship venue continuously monitors the student. undertakes to transmit all the professional knowledge specified in the training requirements of the programme. It employs the student in jobs the student is qualified at and keeps the professional practice activities under control.  -For the duration of the internship, the internship venue appoints professional instructors with adequate qualifications, professional experience and no criminal record.  -The internship venue concludes a work contract with the student in compliance with the regulations effective at the internship venue.  -If the internship is temporarily organised outside the premises, the internship venue takes on all transportation fares.  -For the full duration of the internship, the internship venue must provide the intern safe and healthy working conditions that are the same as those provided to normal employees.  -For the full duration of the internship, the internship venue must make knowledge, services, utensils and equipment available to the in-tern as required by law and the regulations of the internship venue to be necessary for the job the intern does.  -As for daily training time schedule and recesses, respective provisions of the internship venue's regulations apply.  -The internship venue makes an assessment in writing of the intern's professional skills and competences by filling out a questionnaire compiled by Corvinus, to be submitted on the last day of the internship period. | |

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| By signing this document, the student, the sending institution and the receiving institution or organisation confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The student and the receiving institution or organisation will communicate to the sending institution any problem or changes regarding the mobility period. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person at the sending institution | Loránd PAPP | corvinus.outgoing@uni-corvinus.hu | team leader |  |  |
| Responsible person at the receiving institution/organisation |  |  |  |  |  |

**After the Mobility**[applicable only in case of traineeship][[11]](#endnote-11)

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| ***Table D – Traineeship Certificate by the Receiving Institution/Organisation*** |
| **Name of the student:** |
| **Name of the Receiving Institution/Organisation:** |
| **Sector of the Receiving Institution/Organisation:** |
| **Address of the Receiving Institution/Organisation** [street, city, country, e-mail address]**, website:** |
| **Start date and end date of the complete mobility: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title:** |
| **Detailed programme of the mobility period including tasks carried out by the student:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):** |
| **Evaluation of the student:** |
| **Date:** |
| **Name and signature of the responsible person at the Receiving Institution/Organisation:** |

1. **Nationality**: Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Level of education:** Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). EQF level codes 6 to 8 are equivalent to the ISCED levels 6 to 8. [↑](#endnote-ref-2)
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> 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. [↑](#endnote-ref-3)
4. **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 works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-4)
5. **Contact person at the receiving institution or organisation**: a person who can provide administrative information within the framework of the Pannónia Scholarship Programme. [↑](#endnote-ref-5)
6. **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> [↑](#endnote-ref-6)
7. **There are three different provisions for traineeships/research**:

   1. Traineeships/research embedded in the curriculum (counting towards the degree);

   2. Voluntary traineeships/research (not obligatory for the degree);

   3. Traineeships for recent graduates. [↑](#endnote-ref-7)
8. **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. [↑](#endnote-ref-8)
9. **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed 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. [↑](#endnote-ref-9)
10. **Responsible person at the receiving institution or organisation**: this person is responsible for signing the learning agreement, amending it if needed, supervising the student during the mobility and signing the Traineeship Certificate. 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. [↑](#endnote-ref-10)
11. **In case of student mobility for research purposes**: after the mobility period, the student must prepare a research report, which includes the activities and results of the mobility period. The report will be approved by the responsible person at the sending institution. The receiving institution/organisation shall only approve the actual mobility period. [↑](#endnote-ref-11)