



## ERASMUS + PROGRAMME FOR TRAINEESHIPS 2015-16 APPLICATION FORM

**The Trainee (only degree):** .....

Last name (s)		First name (s)	
Date of birth		Nationality <sup>i</sup>	
Number identity card			
Sex [M/F]		Academic year	20../20..
Study cycle <sup>ii</sup>		Subject area, Code <sup>iii</sup>	
Phone		E-mail	

### The Receiving Organisation/Enterprise

Name Sector <sup>iv</sup>		Department	
Tradename			
Type of organization			
Public / Private			
Address, website		Country	
Region			
VAT number			
Size of enterprise <sup>v</sup>			
Contact person <sup>vi</sup> name / position		Contact person e-mail / phone	
Mentor <sup>vii</sup> name / position		Mentor e-mail / phone	



**Responsible person<sup>viii</sup> in the receiving organisation/enterprise (supervisor):**

Name: \_\_\_\_\_ Function: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPOSED MOBILITY PROGRAMME**

<b>Planned period of the mobility:</b> from [month/year] ..... till [month/year] .....
<b>Number of working hours per week:</b> ...
<b>Traineeship title:</b> ...
<b>Detailed programme of the traineeship period...</b>
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...</b>
<b>Monitoring plan ...</b>
<b>Evaluation plan ...</b>

**Language competence of the trainee**

The level of language competence<sup>ix</sup> in ..... [*workplace main language*] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1  A2  B1  B2  C1  C2

<sup>i</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>ii</sup> **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) – for recent graduates, specify the latest study cycle.

<sup>iii</sup> 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.

<sup>iv</sup> The list of top-level **NACE sector codes** is available at: [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN).

<sup>v</sup> The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.



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<sup>vi</sup> **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

<sup>vii</sup> **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.

<sup>viii</sup> **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

<sup>ix</sup> For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>