**Ugovor o učenju**

**Mobilnost studenata u svrhu obavljanja studentske prakse**

**između programskih i partnerskih zemalja**

*Iz programskih u partnerske zemlje*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Praktikant** | **Prezime** | **Ime** | **Datum rođenja** | **Nacionalnost [[1]](#footnote-1)** | **Pol:**  **[muški / ženski / bez navoda]** | **Ciklus studija[[2]](#footnote-2)** | **Oblast obrazovanja[[3]](#footnote-3)** |
|  |  |  |  |  |  |  |
| **Ustanova iz programske zemlje** | **Naziv** | **Fakultet / odsek** | **Erazmus kod[[4]](#footnote-4)** | **Adresa** | **Država** | **Ime kontakt osobe[[5]](#footnote-5); imejl; telefon** | |
|  |  |  |  |  |  | |
| **Organizacija primalac** | **Naziv** | **Odsek** | **Adresa; vebsajt** | **Država** | **Veličina** | **Ime kontakt osobe[[6]](#footnote-6) pozicija; imejl; telefon** | **Ime mentora[[7]](#footnote-7) pozicija; imejl; telefon** |
|  |  |  |  | < 250 zaposlenih  > 250 zaposlenih |  |  |

**Pre mobilnosti**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Tabela A - Program studentske prakse u organizaciji primaocu*** | | | | | | | | |
| **Planirani period mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………** | | | | | | | | | |
| **Naziv prakse: …** | | | | | | | | | |
| **Broj radnih sati nedeljno: …** | | | | | **Praksa u oblasti digitalnih veština[[8]](#footnote-8):** da ☐ ne ☐ | | | | |
| **Detaljan program prakse:** | | | | | | | | | |
| **Znanja, veštine i kompetencije koje treba steći tokom prakse (očekivani ishodi učenja):** | | | | | | | | | |
| **Plan praćenja:** | | | | | | | | | |
| **Plan evaluacije:** | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |
| Nivo **znanja[[9]](#footnote-9)** \_\_\_\_\_\_\_\_ **jezika** *[ovde navesti glavni jezik u radu] koji je praktikant već dostigao ili se složio da će dostići do početka mobilnosti* is: *A1*  *A2*  *B1*  *B2*  *C1*  *C2*  *Izvorni govornik* | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Tabela B – Obaveze ustanove pošiljaoca u pogledu priznavanja studentske prakse***  *Koristiti samo jedno od polja u nastavku:*   1. Studentska praksa je **integrisana u kurikulum,** a po uspešno završenoj praksi, ustanova se obavezuje da će:  |  |  | | --- | --- | | Dodeliti …….. .…ESPB bodova | | | Dati ocenu na osnovu: Uverenja o obavljenoj studentskoj praksi  Završnog izveštaja  Razgovora | | | Uneti praksu u | Prepis ocena: da ☐ (obavezno) | | Dodatak diplomi da ☐ (obavezno) | | Dokument o mobilnosti *Europass*: da  ne |  1. Studentska praksa je **dobrovoljna** i nakon uspešnog završetka prakse ustanova se obavezuje da će:  |  |  |  | | --- | --- | --- | | Dodeliti ESPB bodove (ili njihove ekvivalente): da  ne | | U slučaju potvrdnog odgovora, navesti broj bodova: …. | | Dati ocenu: da  ne | U slučaju potvrdnog odgovora, ocena će se dati na osnovu: Uverenja o obavljenoj studentskoj praksi  Završnog izveštaja  Razgovora | | | Uneti praksu u | | Prepis ocena: da  ne  Dodatak diplomi da  (obavezno u svim slučajevima)  Dokument o mobilnosti *Europass*: da  ne | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Obaveze ustanove pošiljaoca po pitanju***  ***osiguranja za praktikanta od posledica nesrećnog slučaja***   |  |  | | --- | --- | | Ustanova u programskoj zemlji će praktikantu obezbediti osiguranje od posledica nesrećnog slučaja (ako ga ne obezbeđuje organizacija primalac): da  ne | Osiguranje od posledica nesrećnog slučaja pokriva:  - nezgode tokom poslovnog putovanja: da  ne  - nezgode na putu do i od posla: da  ne | | Ustanova u programskoj zemlji će praktikantu obezbediti osiguranje od odgovornosti (ako ga ne obezbeđuje organizacija primalac): da  ne | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Tabela C – Organizacija primalac***   |  |  |  | | --- | --- | --- | | Organizacija primalac će obezbediti finansijsku podršku praktikantu za obavljanje studentske prakse: da  ne | | U slučaju potvrdnog odgovora, navesti iznos (EUR/mesečno): ……….. | | Organizacija primalac će obezbediti nefinansijsku pomoć praktikantu za obavljanje studentske prakse: da  ne  U slučaju potvrdnog odgovora, navesti koju: …. | | | | Organizacija primalac će praktikantu obezbediti osiguranje od posledica nesrećnog slučaja (ako ga ne obezbeđuje ustanova iz programske zemlje): da  ne | Osiguranje od posledica nesrećnog slučaja pokriva:  - nezgode tokom poslovnog putovanja: da  ne  - nezgode na putu do i od posla: da  ne | | | Organizacija primalac će praktikantu obezbediti osiguranje od odgovornosti (ako ga ne obezbeđuje ustanova iz programske zemlje): da  ne | | | | Organizacija primalac će praktikantu obezbediti odgovarajuću podršku i opremu. | | | | Po završetku studentske prakse, organizacija se obavezuje da će praktikantu izdati uverenje oobavljenoj studentskoj praksi u roku od 5 nedelja nakon završetka prakse. | | | |

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| Potpisivanjem ovog dokumenta, praktikant, ustanova iz programske zemlje i organizacija primalac potvrđuju da su saglasni sa ugovorom o učenju i da će postupati u skladu sa zajedničkim dogovorima svih strana. Praktikant i organizacija primalac će obavestiti ustanovu iz programske zemlje o problemima i izmenama vezanim za period obavljanja prakse. Ustanova iz programske zemlje i praktikant takođe treba da se pridržavaju odredaba ugovora o dodeli namenskih bespovratnih sredstava Erazmus+. Ustanova iz programske zemlje se obavezuje da će se pridržavati svih načela u Erazmus povelji za visoko obrazovanje vezanih za studentsku praksu. | | | | | |
| **Obaveza** | **Ime i prezime** | **Imejl** | **Pozicija** | **Datum** | **Potpis** |
| Praktikant |  |  | *Praktikant* |  |  |
| Odgovorno lice[[10]](#footnote-10) u ustanovi iz programske zemlje |  |  |  |  |  |
| Supervizor[[11]](#footnote-11) u organizaciji primaocu |  |  |  |  |  |

**Tokom mobilnosti**

|  |  |  |
| --- | --- | --- |
|  | ***Tabela A2 - Izuzetne izmene programa studentske prakse u organizaciji primaocu***  (odobravaju ih student, odgovorno lice iz ustanove u programskoj zemlji i odgovorno lice iz organizacije primaoca) | |
| **Planirani period mobilnosti: od [mesec/godina] ……………. do [mesec/godina] ……………** | | |
| **Naziv prakse: …** | | **Broj radnih sati nedeljno: …** |
| **Detaljan program prakse:** | | |
| **Znanja, veštine i kompetencije koje treba steći tokom prakse (očekivani ishodi učenja)**: | | |
| **Plan praćenja:** | | |
| **Plan evaluacije:** | | |

**Nakon mobilnosti**

|  |
| --- |
| ***Tabela D – Uverenje organizacije primaoca o obavljenoj studentskoj praksi*** |
| **Ime i prezime praktikanta:** |
| **Naziv organizacije primaoca:** |
| **Sektor organizacije primaoca:** |
| **Adresa organizacije primaoca** [ulica i broj, grad, država, telefon, imejl]**, vebsajt:** |
| **Datum početka i završetka prakse: od [dan/mesec/godina] ……………. do [dan/mesec/godina] …………….** |
| **Naziv prakse:** |
| **Detaljan program studentske prakse sa zadacima koje je praktikant obavljao:** |
| **Stečena znanja, veštine (intelektualne i praktične) i kompetencije (ostvareni ishodi učenja):** |
| **Evaluacija praktikanta:** |
| **Datum:** |
| **Ime i potpis supervizora u organizaciji primaocu:** |

**Learning Agreement**

**Student Mobility for Traineeships**

**Between Programme and Partner Countries**

*From Programme to Partner Countries*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[12]](#footnote-12)** | **Gender: [Male/Female/Undefined]** | **Study cycle[[13]](#footnote-13)** | **Field of education[[14]](#footnote-14)** |
|  |  |  |  |  |  |  |
| **The Programme Country Institution** | **Name** | **Faculty/ Department** | **Erasmus code[[15]](#footnote-15)** | **Address** | **Country** | **Contact person name[[16]](#footnote-16); email; phone** | |
|  |  |  |  |  |  | |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[17]](#footnote-17) name; position; e-mail; phone** | **Mentor[[18]](#footnote-18) name; position;**  **e-mail; phone** |
|  |  |  |  | < 250 employees  > 250 employees |  |  |

**Before the mobility**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Table A - Traineeship Programme at the Receiving Organisation*** | | | | | | | | |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** | | | | | | | | | |
| **Traineeship title: …** | | | | | | | | | |
| **Number of working hours per week: …** | | | | | **Traineeship in digital skills[[19]](#footnote-19):** Yes ☐ No ☐ | | | | |
| **Detailed programme of the traineeship:** | | | | | | | | | |
| **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[[20]](#footnote-20)** 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*  *A2*  *B1*  *B2*  *C1*  *C2*  *Native speaker* | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Commitment of the Sending Institution regarding recognition***  *Please use only one of the following boxes:*   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits | | | Give a grade based on: Traineeship certificate  Final report  Interview | | | Record the traineeship in the trainee's | Transcript of Records Yes ☐ (mandatory) | | Diploma Supplement Yes ☐ (mandatory) | | Europass Mobility Document: Yes  No |  1. The traineeship is **voluntary** 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: …. | | Give a grade: Yes  No | If yes, please indicate if this will be based on: Traineeship certificate  Final report  Interview | | | Record the traineeship in the trainee's | | Transcript of Records: Yes  No  Diploma Supplement Yes  (mandatory in all cases)  Europass Mobility Document: Yes  No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Commitment of the Sending Institution regarding***  **Accident insurance for the trainee**   |  |  | | --- | --- | | The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation ): Yes  No | The accident insurance covers:  - accidents during work-related travel: Yes  No  - accidents on the way to or from work: Yes  No | | The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table C - Receiving Organisation***   |  |  |  | | --- | --- | --- | | The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes  No | | If yes, amount (EUR/month): ……….. | | The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: …. | | | | The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes  No | The accident insurance covers:  - accidents during work-related travel: Yes  No  - accidents on the way to or from work: Yes  No | | | The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution):  Yes  No | | | | The Receiving Organisation will provide appropriate support and equipment to the trainee. | | | | Upon completion of the traineeship, the 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 trainee, the Programme Country Institution and the Receiving Organisation 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 will communicate any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country 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[[21]](#footnote-21) at the Programme Country Institution |  |  |  |  |  |
| Supervisor[[22]](#footnote-22) at the receiving organisation |  |  |  |  |  |

**During the Mobility**

|  |  |  |
| --- | --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***  (to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution and the responsible person in the Receiving Organisation) | |
| **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*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation:** |
| **Sector of the Receiving Organisation:** |
| **Address of the Receiving Organisation** [street, city, country, phone, e-mail address]**, website:** |
| **Start date and end date of traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** |
| **Evaluation of the trainee:** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation:** |

1. **Nacionalnost:** država kojoj lice pripada u administrativnom smislu i koja izdaje ličnu kartu odnosno pasoš. [↑](#footnote-ref-1)
2. **Ciklus studija:** Kratki ciklus (EOK nivo 5) / Osnovne studije ili ekvivalentne studije prvog ciklusa (EOK nivo 6) / Master ili ekvivalentne studije drugog ciklusa (EOK nivo 7) / Doktorske ili ekvivalentne studije trećeg ciklusa (EOK nivo 8). [↑](#footnote-ref-2)
3. **Oblast obrazovanja:** Treba koristiti [alat za pretraživanje ISCED-F 2013](http://ec.europa.eu/education/tools/isced-f_en.htm) dostupan na:<http://ec.europa.eu/education/tools/isced-f_en.htm> za pronalaženje detaljnih informacija o oblasti obrazovanja i obuke u *ISCED* 2013 koja je najsličnija studijskom programu praktikanta u ustanovi pošiljaocu. [↑](#footnote-ref-3)
4. **Erazmus kod**: jedinstveni identifikacioni broj koji dobija svaka visokoškolska ustanova koja ima Erazmus povelju za visoko obrazovanje (*ECHE*). Primenljivo je samo za visokoškolske ustanove u programskim zemljama. [↑](#footnote-ref-4)
5. **Kontakt osoba u ustanovi pošiljaocu**: lice koje predstavlja vezu za administrativne informacije i može biti, zavisno od strukture visokoškolske ustanove, koordinator odseka, ili zaposleni u kancelariji za međunarodne odnose ili sličnom telu u okviru ustanove [↑](#footnote-ref-5)
6. **Kontakt osoba u organizaciji primaocu**: lice koje može da pruži administrativne informacije vezane za studentske prakse u okviru Erazmus+. [↑](#footnote-ref-6)
7. **Mentor**: uloga mentora je da podrži, podstakne i informiše praktikanta u pogledu života i iskustva u preduzeću (kultura preduzeća, neformalni kodeks i ponašanje, itd.). Po pravilu, mentor i supervizor ne bi trebalo da budu ista osoba. [↑](#footnote-ref-7)
8. **Studentska praksa u oblasti digitalnih veština:** ovakvom praksom se smatra svaka studentska praksa tokom koje učesnik obavlja jednu od sledećih aktivnosti ili više njih: digitalni marketing (npr. upravljanje društvenim mrežama, veb analitika); digitalni grafički, mehanički i arhitektonski dizajn; razvoj aplikacija, softvera, skripti i vebsajtova; instalacija i održavanje IT sistema i mreža i upravljanje njima; informaciona bezbednost; analiza, traženje i predstavljanje podataka; programiranje i obuka robota i programiranje aplikacija koje koriste veštačku inteligenciju. Generička korisnička podrška, procesiranje naloga, unos podataka i kancelarijski poslovi nisu uzeti u obzir za ovu kategoriju. [↑](#footnote-ref-8)
9. **Nivo znanja jezika**: Opis nivoa prema Evropskom okviru kompetencija za žive jezike nalazi se na <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-9)
10. **Odgovorno lice u ustanovi iz programske/partnerske zemlje:** osoba koja je zadužena za potpisivanje ugovora o učenju, za izmene u izuzetnim slučajevima ako je potrebno, i za priznavanje bodova i povezanih ishoda učenja u ime nadležnog akademskog organa u skladu sa ugovorom o učenju. Ime i adresa elektronske pošte odgovornog lica mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta. [↑](#footnote-ref-10)
11. **Supervizor u organizaciji primaocu**: ova osoba je zadužena za potpisivanje ugovora o učenju, unošenje izmena i dopuna po potrebi, nadgledanje praktikanta tokom studentske prakse i potpisivanje uverenja o obavljenoj studentskoj praksi. Ime i adresa elektronske pošte supervizora mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta. [↑](#footnote-ref-11)
12. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-12)
13. **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). [↑](#footnote-ref-13)
14. **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. [↑](#footnote-ref-14)
15. **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. [↑](#footnote-ref-15)
16. **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. [↑](#footnote-ref-16)
17. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-ref-17)
18. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#footnote-ref-18)
19. **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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. [↑](#footnote-ref-19)
20. **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> [↑](#footnote-ref-20)
21. **Responsible person at the Programme/Partner Country 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. [↑](#footnote-ref-21)
22. **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. [↑](#footnote-ref-22)