



Medizinische Universität Wien

Forschungsservice
**International Office
for Student & Staff Affairs**

Spitalgasse 23, 1090 Wien
T: +43 (0)1 40160-21023
internationalmobility@
meduniwien.ac.at
www.meduniwien.ac.at/
internationalmobility

Dr. Human Salemi
Hochschulkoordinator für
Internationale Mobilitätsprogramme

NAME:

VORNAME:

Matrikelnummer:

ANSUCHEN UM ABSOLVIERUNG EINES AUSLANDS KPJ

KPJA	16	Wochen
KPJA	8	Wochen
KPJA	8	Wochen
KPJB	16	Wochen
KPJB	8	Wochen
KPJB	8	Wochen
KPJC	16	Wochen
KPJC	8	Wochen
KPJC	8	Wochen

Im Fach laut KPJ-Liste <https://kpj.meduniwien.ac.at/>:

von

(tt/mm/JJJJ)

bis:

(tt/mm/JJJJ)

**Mindestaufenthalt für ERASMUS Praktika:
2 KALENDERMONATE!**

Die Bestätigung des erfolgten Auslandsaufenthaltes auf dem einzureichenden Testatblatt darf NICHT vor dem offiziellen Ende datiert sein!

Dieses Ansuchen ist ELEKTRONISCH AUSGEFÜLLT gemeinsam mit dem nachstehenden von der aufnehmenden Einrichtung zu unterzeichnenden Agreement per Mail, per Einwurf oder zu den Sprechstunden im International Office for Student & Staff Affairs einzureichen!

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ⁴	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation/Enterprise

Name Sector ⁵		Department	
Address, website		Country	
Size of enterprise ⁶			
Contact person ⁷ name / position		Contact person e-mail / phone	
Mentor ⁸ name / position		Mentor e-mail / phone	

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility

from [DD/MM/YY]

till [DD/MM/YY]

Number of working hours per week:

Traineeship title (KPJ A, KPJ B oder KPJ C & FACH!)

Detailed programme of the traineeship period

Clinical Practical Year students will have the opportunity to participate regularly in the following events:

- Routine meetings/reviews of an educational nature (morning reviews, ward rounds, radiological reviews, tumor boards, case reviews, midday reviews etc.)
- Hospital in-house training and professional development (e.g. intern training, journal clubs, conference reports etc.)

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

Fulfilment of the learning objectives contained in the enclosed "Austrian Competence Level Catalogue for Medical Skills" (in the scope defined by MedUni Vienna for the relevant subject of the Clinical Practical Year (CPY). <http://www.meduniwien.ac.at/internationalmobility>

Monitoring plan

- Performance and assessment of oral examinations (Mini-CEX and DOPS), including feedback.
- Holding of a personal introductory meeting defining the realisation of a training plan.
- Holding of a personal mid-term meeting with the student after 4 or 8 weeks.
- Holding of a personal final meeting with the student at the end of the training.

Evaluation plan

- Confirmation of learning objectives achieved in the log book.
- Confirmation of learning progress in the portfolio.

Language competence of the trainee

The level of language competence⁹ in [workplace language] that the trainee already has or agrees to acquire by the start of the mobility period (for the above-mentioned dates) is:

A1 A2 B1 B2 C1 C2

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

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.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes No

The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes No
If yes, please indicate the number of ECTS 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
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes No If the trainee is a recent graduate this is recommended.

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes No

If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes No

If yes, please specify:

Is the trainee covered by the accident insurance (covering at least damages caused to the trainee at the workplace)? Yes No

If yes, please specify if it also covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

If not, please specify whereas the trainee is covered by an accident insurance provided by the sending institution: Yes No

If yes, please specify if it also covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

Is the trainee covered by a liability insurance (covering damages caused by the trainee at the workplace)? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate to the Certificate by [*maximum 5 weeks after the traineeship*].

II. RESPONSIBLE PERSONS**Responsible person¹⁰ in the sending institution:**

Name:

Function:

Phone number:

E-mail:

Responsible person¹¹ in the receiving organisation/enterprise (supervisor):

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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 mobility period.

The trainee

Trainee's signature

Date:

The sending institution

Responsible person's signature & stamp

Date:

The receiving organisation/enterprise

Responsible person's signature & stamp

Date:

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

II. CHANGES IN THE RESPONSIBLE PERSONS, if any

New responsible person in the sending institution:

Name:

Function:

Phone number:

E-mail:

New responsible person in the receiving organisation/enterprise:

Name:

Function:

Phone number:

E-mail:

**Section to be completed AFTER THE MOBILITY
TRAINEESHIP CERTIFICATE**

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise *[street, city, country, phone, e-mail address], website:*

Start and end of the traineeship:
from *[day/month/year]* till *[day/month/year]*

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:
see Training Agreement/Portfolio!

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved): *see Training Agreement/Portfolio!*

Evaluation of the trainee: *see Training Agreement/Portfolio!*

Date:

Name and signature of the responsible person at the receiving organisation/enterprise:

Annex: End notes

- ¹ Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² 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) - specify the latest study cycle for recent graduates.
- ³ 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.
- ⁴ Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- ⁵ For the list of top-level NACE sector codes, see : http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN.
- ⁶ For instance: 1-50 / 51-500 / more than 500 employees.
- ⁷ A person who can provide administrative information within the framework of Erasmus traineeships.
- ⁸ 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.
- ⁹ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.
- ¹⁰ The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement.
- ¹¹ The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate.