

Erasmus+ placements/traineeships at USC

INSTRUCTIONS

1. The student must be eligible for this programme at the home university
2. The home university has to formally grant the Erasmus+ placement scholarship to the student before arriving at USC.
3. According to Erasmus Plus regulations, the two universities do NOT need a bilateral institutional Erasmus agreement.
4. USC External Relations Service erasmus.practicas@usc.es can advise on procedures but does not coordinate applications for incoming traineeships.
5. Students from universities in Erasmus+ programme countries (EU+ EEEA) must apply individually directly to the area or service of interest, requesting acceptance.
6. USC staff reserve the right to accept or refuse applications. If a trainee is accepted, the supervisor must be a member of USC permanent staff.
7. The trainee's Learning Agreement- Student Mobility for Traineeships/*Acuerdo de aprendizaje Movilidad de estudiantes para prácticas* must be fully completed in the section "before the mobility", especially the section concerning recognition - to be completed by the home university, see English and Spanish versions, below.
8. Insurance: this section should be completed as follows:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes

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 Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes No

9. On arrival at USC, the student must present the Learning Agreement for Traineeships at the nearest Academic Registry Office/ *Unidad de Xestión Académica* where they will pay the 18,95€ charge for this insurance cover.
10. For USC administrative purposes, the student traineeship will be registered at that same office, according to USC criteria based on the completed detail of the Learning Agreement Student Mobility for Traineeships.
11. In the case of Student Mobility for Traineeships, USC academic registry offices will not under any circumstances issue any academic certificate of ECTS at the end of the stay. The student will receive the signed, stamped Traineeship Certificate (Erasmus model) within 5 weeks after the end of the traineeship as stated on the Learning Agreement Student Mobility for Traineeships. The sending institution will be responsible for the recognition established at Table B of that document.

Tabla B – Institución de envío
Escoja **una** de las tres opciones siguientes:ⁱ

1. Las prácticas **forman una parte integrante del plan de estudios**. Una vez concluidas satisfactoriamente, la institución:

Concederá.....créditos ECTS (o equivalentes) ⁱⁱ	Otorgará una calificación basada en: Certificado de prácticas <input type="checkbox"/> Informe final <input type="checkbox"/> Entrevista <input type="checkbox"/>
Hará constar la realización de las prácticas en el Certificado académico del estudiante y en el Suplemento Europeo al Título (o equivalente) del estudiante.	
Hará constar la realización de las prácticas en el Documento de Movilidad Europass: Sí <input type="checkbox"/> No <input type="checkbox"/>	

2. Las prácticas son **voluntarias** (extracurriculares). Una vez concluidas satisfactoriamente, la institución:

Concederá créditos ECTS (o equivalentes): Sí <input type="checkbox"/> No <input type="checkbox"/>	En caso afirmativo, indique el número de créditos:
Otorgará una calificación: Sí <input type="checkbox"/> No <input type="checkbox"/>	En caso afirmativo, indique en qué se basará: : Certificado de prácticas <input type="checkbox"/> Informe final <input type="checkbox"/> Entrevista <input type="checkbox"/>
Hará constar la realización de las prácticas en el Certificado académico del estudiante: Sí <input type="checkbox"/> No <input type="checkbox"/>	
Hará constar la realización de las prácticas en el Suplemento Europeo al Título (o equivalente) del estudiante	
Hará constar la realización de las prácticas en el Documento de Movilidad Europass: Sí <input type="checkbox"/> No <input type="checkbox"/>	

3. Las prácticas las realiza **un recién graduado**. Una vez concluidas satisfactoriamente, la institución:

Concederá créditos ECTS (o equivalentes): Sí <input type="checkbox"/> No <input type="checkbox"/>	En caso afirmativo, indique el número de créditos:
Hará constar la realización de las prácticas en el Documento de Movilidad Europass (<i>se aconseja expedir este documento</i>): Sí <input type="checkbox"/> No <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes:ⁱⁱⁱ

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

AwardECTS credits (or equivalent) ^{iv}	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. 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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

ⁱ **Existen tres tipos de prácticas:**

1. Prácticas que forman una parte integrante del plan de estudios (curriculares, obligatorias en la titulación)
2. Prácticas voluntarias (extracurriculares, no obligatorias en la titulación)
3. Prácticas realizadas por recién titulados

ⁱⁱ **Créditos ECTS o equivalentes:** en aquellos países donde no está implantado el sistema ECTS, la denominación "ECTS" se remplazará en todas las tablas por el sistema equivalente que corresponda. Se incluirá un enlace a la página web donde se explique el funcionamiento de dicho sistema.

ⁱⁱⁱ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

^{iv} **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.