

LEARNING AGREEMENT FOR TRAINEESHIPS GUIDELINES

(ENGLISH)

Name of the program

You should choose one of the following:

- Erasmus traineeships (for those who will apply for an Erasmus+ grant for traineeships and, therefore, will not register officially the final degree project at the host institution)
- UPC-Enterprise (for those who will not apply for an Erasmus+ grant and will not register officially the final degree project at the host institution)

For any other case, contact the vice-dean at cfis.sotsdireccio.mobilitat@upc.edu to ask about the correct program.

Information about the receiving organization

To complete this section, please contact the institution of destination in order to get all the information you need.

This section should be filled out before you send the documentation to the Assistant director of international mobility.

Table A

Planned period of the mobility: indicate the exact initial date (day/month/year) and end date (day/month/year) according to the dates indicated in acceptance letter (they must be the same)

Number of working hours per week

Each ECTS is approximately 25 to 30 hours, so the student needs to multiply the number of credits by this specific amount (between 25 and 30) and then divide the result by the number of weeks of the total period of stay. It is recommended to add the word “approximately” in case of potential variations.

Traineeship programme

You should describe of the research work including the field of study and the final goals.

You also need to indicate the name of your supervisor and the department and the University where the work will take place.

It is important to specify that your research work is the “Final degree project” of the study program you are presently enrolled in at the Interdisciplinary Higher Education Centre (CFIS) of Universitat Politècnica de Catalunya (UPC). Mention the two degrees that you are following.

Knowledge, skills and competences to be acquired

You should describe any prior knowledge that it is required considering the subject of your TFG. You can mention the related subjects you have previously completed, that you will carry out a review of the State of the Art (SOTA) and related publications, etc.

You will also need to indicate any specific programming language that could be necessary for the development of your work.

It is highly recommended to describe the new concepts and the methodologies that you expect to learn during the final degree project and how this knowledge will contribute to improve your current expertise and skillset. This is the most important part of this sub-section.

Monitoring plan

You need to mention that your supervisor at the destination is prepared to do a conscientious follow-up and that you will be continuously assessed through periodic meetings where the other undergrad, master and PhD students or postdocs working on that same department or laboratory will also be present.

Ask your advisor at the receiving institution if anything else should be added in this section.

You should also indicate that you are required to present a final technical report/dissertation of the work done during your stay.

Evaluation plan

It is important that you mention that you will be required to do an oral presentation/defense at the end of the traineeship and that you will be evaluated on your work as well as on your presentation skills. In case that the host institution is a University, you must indicate that the oral presentation will be done at the host institution. If this is not the case, the oral presentation will be done at UPC.

You should add that your supervisor at the destination will write a final assessment report that will be sent to the UPC. This assessment, together with the final report/dissertation, will be used by a UPC committee to grade. If your mobility program is done in a University, you will be required to do an oral presentation at that particular University. In those cases in which the mobility program takes place in a non-University institution, the final oral presentation will be done at the UPC and will be assessed by an UPC committee.

Main language of work

By default, it is assumed that it will be English. Indicate your English level.

Table B

Please, fill in section 1 “The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:”. **Include the total number of credits resulting from the summation of the number of credits of the final degrees projects of the two degrees that you are following. Do not fill in sections 2 and 3.**

Table C

It is mandatory that you fill in this section completely, that is, the two sub-tables, with the correct information. Please, ask your supervisor at the host institution about the information that is required in this Table. If this table is not filled in completely, the agreement will be denied.

Signatures section

Before signing the agreement, please send the agreement to the vice-dean by email at cfis.sotsdireccio.mobilitat@upc.edu to that it can be checked that everything is ok. If everything is ok, then you can proceed to collect the three signatures.