



Erasmus+

Learning Agreement

Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Alžbeta Fedorová
Academic Year 2023/2024

Trainee	Last name(s) Fedorová	First name(s) Alžbeta	Date of birth 04/02/2000	Nationality Slovak	Sex [M/F] F	Study cycle² EQF level 7	Field of education³ Medicine, 0912
Sending Institution	Name Palacký University Olomouc	Faculty/Department Faculty of Medicine and Dentistry	Erasmus code⁴ (if applicable) CZ OLOMOUC01	Address Křižkovské ho 511/8, 77900 Olomouc	Country Czech Republic, CZ	Contact person name⁶; e-mail; phone Ing. Petra Nakládalová, petra.nakladalova@upol.cz, +420 585 632 015	Traineeship guarantor name; e-mail; phone doc. MUDr. Eva Klásková, Ph.D., eva.klaskova@upol.cz, +420 588 444 493
Receiving organisation/enterprise	Name Universitätsklinikum Halle (Saale), AöR	Department Department of Internal Medicine II	Address; website Ernst-Grube-Straße 40, DE-06120 Halle (Saale), http://www.umh.de/	Country Germany	Size S6	Contact person⁶ name; position; e-mail; phone Prof. Dr. med. Matthias Girdt, Professor, matthias.girdt@uk-halle.de, +49 345 557 2717	Supervisor⁷ name; position; e-mail; phone Dr. med. Victor Walendy, Senior Physician, victor.walendy@uk-halle.de, +49 345 557 2717

Before the Mobility

<p align="center">Table A - Traineeship Programme at the Receiving Organisation/Enterprise</p> <p align="center">Planned period of the physical mobility: from 04/12/2023 to 16/02/2024</p> <p align="center">If applicable, planned period(s) of the virtual mobility: from - to -</p>	
Traineeship title: Medical Trainee	
Working hours: from 07:30 to 16:30, with a total of 40 hours/week	Traineeship in digital skills ⁵ : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Work at weekends and on public holidays: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<p>Detailed programme of the traineeship:</p> <ul style="list-style-type: none"> - Examination of patients on admission to the hospital - Planning of diagnostic and therapeutic strategies - Team meetings and clinical visits - Patient care in the fields of nephrology, hypertension and transplantation medicine - Diagnostic and therapeutic interventions including dialysis, immunosuppression and plasma therapy 	
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</p> <ul style="list-style-type: none"> - Professional competences – knowledge and skills in internal medicine incl. the ability to lead diagnostic examinations or basic treatment performances under the supervision of mentor, knowledge of diagnostic and therapeutic techniques, their indications, contraindications, possible side effects and complications, routine hygiene and aseptic rules at various procedures at all stages of care - Key competence – language skills (German), communication, computer skills (word processing, spreadsheets, databases), critical and analytical thinking, planning and organizing, problem solving and decision making, teamwork, interpersonal skills, intercultural perception, handling stress, adaptability/flexibility 	
<p>Monitoring and evaluation plan:</p> <p>1/ Parties involved shall monitor and evaluate the progress of the traineeship, check that the established training objectives are satisfactorily achieved and take appropriate action if required (e.g. suggesting an alteration of the programme) by the means of:</p> <p>a/ monitoring to be carried out and guidance to be given to Alžbeta Fedorová</p> <p>Responsible: Dr. med. Victor Walendy</p> <p>Deadline: on an ongoing basis</p> <p>Form: face-to-face discussion</p> <p>b/ Interim Report to be submitted to doc. MUDr. Eva Klásková, Ph.D.</p> <p>Responsible: Alžbeta Fedorová</p> <p>Deadline: 10/01/2024</p> <p>Form: e-mail</p> <p>c/ monitoring to be carried out and if appropriate, guidance to be given to Alžbeta Fedorová</p> <p>Responsible: doc. MUDr. Eva Klásková, Ph.D.</p> <p>Deadline: on an ongoing basis</p> <p>Form: e-mail/phone</p>	
<p>2/ To access and validate the acquisition of the training objectives/acquired skills, following steps will be taken at the end of the traineeship, with respect</p>	



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to clearly defined criteria foreseen for Alžbeta Fedorová:

a/ Traineeship Completion Certificate to be submitted to Alžbeta Fedorová

Responsible Dr med. Victor Walendy

Deadline: 16/02/2024

Form: as defined in the section to be completed after the mobility

Note: the trainee will submit its original to doc. MUDr. Eva Klásková, Ph.D. by 02/03/2024

b/ Final Report

Responsible Alžbeta Fedorová

Deadline: 02/03/2024

Form: on-line questionnaire to be filled in (access data shall be sent to the trainee's e-mail address)

c/ assessment of the Traineeship Completion Certificate + Final Report (2a+b) and recognition of the traineeship

Responsible doc. MUDr. Eva Klásková, prof. MUDr. Milan Kolář, Ph.D.

Deadline: 09/03/2024

Form: as defined under table B below

The level of language competence* in German 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 ☐

Table B – Sending Institution

Please use only one of the following three boxes: ¹⁰

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

Award 24 ECTS credits – IN0/VC041 (or equivalent)¹¹ ☐ Give a grade based on: Traineeship Completion Certificate ☒ Final Report ☒ Interview ☐

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 ☐ No ☒

2 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 Completion 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): ☐

Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐

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 ☐ No ☐ If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes ☐ No ☐

Accident Insurance for the trainee

The sending institution will provide an accident insurance to the trainee:

Yes ☒ No ☐

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 sending institution will provide a liability insurance to the trainee: Yes ☒ No ☐

Table C – Receiving Organisation/Enterprise

The receiving organisation/enterprise will provide financial support to the trainee for the traineeship:

Yes ☐ No ☒

If yes, amount (EUR/month):

The receiving organisation/enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☒ No ☐

If yes, please specify: meal allowance

The receiving organisation/Enterprise will provide an accident insurance to the trainee: Yes ☐ No ☒

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:

Yes ☐ No ☒

The receiving organisation/enterprise will provide appropriate support and equipment to the trainee:

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Completion Certificate by 16/02/2024

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise 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/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period. The sending institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to

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traineeships					
Commitment	Name	E-mail	Position	Date	Signature
Trainee	Alžbeta Fedorová	alzbeta.fedorova7@gmail.com	Trainee	16/11/2023	<i>Alžbeta Fedorová</i>
Responsible person ¹² at the sending institution	prof. MUDr. Milan Kolář, Ph.D.	milan.kolar@upol.cz	Professor	16/11/2023	<i>Milan Kolář</i>
Supervisor at the receiving organisation	Dr. med. Victor Walendy	victor.walendy@uk-halle.de	Senior Physician	16/11/2023	<i>Victor Walendy</i>

PALACKÝ UNIVERSITY OLOMOUC
Faculty of Medicine and Dentistry
International Relations Office
Hněvotínská 3, 775 15 Olomouc, Czech Republic
Phone: 00420 585 632 015
Fax: 00420 585 632 012
E-mail: v.walendy@uk-halle.de

- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **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).
- ³ **Field of education:** The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/iscsed-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 **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.
- ⁵ **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.
- ⁶ **Contact person at the receiving organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Supervisor (formerly mentor) 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 Completion Certificate. Further, the role of the supervisor 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.).
- ⁸ **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.
- ⁹ **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>
- ¹⁰ **There are two 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.
- ¹¹ **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.
- ¹² **Responsible person at the sending 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.