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| **Trainee** | |
| Last Name |  |
| First Name |  |
| Date of birth |  |
| Email |  |
| Nationality |  |
| University |  |
| EMOS programme |  |

*Note:* *Arrangements related to travel, accommodation, health and accident insurance (in case it is not provided by the sending or the receiving institution) are to be made by the trainee, and all related costs and fees are to be covered by the trainee.*

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| **Sending Institution**  **Administrative data and recognition of the learning outcomes** | |
| Name of University |  |
| Faculty/Department |  |
| Country |  |
| Administrative contact person[[1]](#footnote-1) | Name:  Position:  Email:  Phone number (optional): |
| Academic mentor[[2]](#footnote-2)(if different from the administrative contact person) | Name:  Position:  Email:  Phone number (optional): |
| The academic mentor will evaluate the traineeship (and if applicable, give a grade) based on | Internship report prepared by the student  Traineeship certificate  Evaluation report of the receiving institution  Personal interview  Other (please specify): |
| Upon satisfactory completion of the traineeship | The institution undertakes to record the traineeship in the trainee’s Diploma Supplement (or equivalent).  The institution undertakes to record the traineeship in the trainee’s Europass Mobility Document |
| The sending institution will provide a liability insurance to the trainee | Yes  No |
| The sending institution will provide financial support or a contribution in-kind to the trainee for the traineeship | Yes (if yes, please specify amount of the financial support or the type of contribution in kind):  No |

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| **Receiving Institution (Host)** | |
| Name of the receiving institution |  |
| Type of organisation | National Statistical Institute (NSI)  Regional Statistical Office  National Central Bank  Other producer of Official Statistics (please specify):  Other National Authority (please specify): |
| Address |  |
| Country |  |
| Traineeship title |  |
| Number of working hours per week |  |
| Scheduled dates (dd/mm/yyyy) | Start:  End: |
| Administrative contact person[[3]](#footnote-3) | Name:  Position:  Email:  Phone number (optional): |
| Traineeship mentor[[4]](#footnote-4) | Name:  Position:  Email:  Phone number (optional): |
| Authorised person to sign this agreement on behalf of the receiving institution (if different from the traineeship mentor)[[5]](#footnote-5) | Name:  Position: |
| The receiving institution will provide financial support or a contribution in-kind to the trainee for the traineeship | Yes (if yes, please specify amount of the financial support or the type of contribution in kind):  No |
| Detailed programme of the traineeship, including the tasks/deliverables to be carried out by the trainee. |  |
| Knowledge, skills, and competences to be acquired by the end of the traineeship. Please refer (as much as possible) to the [EMOS learning outcomes](https://cros-legacy.ec.europa.eu/content/learning-outcomes-emos-programmes_en). |  |
| Evaluation plan, with the assessment criteria that will be used to evaluate the traineeship and the learning outcomes |  |

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| **Signatures** | | | | |
| By signing this document, the trainee, the sending institution, and the receiving institution agree that the traineeship is to be performed. Likewise, the parties agree to comply with the [guidelines](https://emos.devstat.com/guidelines) in their entirety.  In particular:   * The trainee agrees to perform the traineeship and the tasks entrusted to him/her. In addition, he/she agrees to collaborate in the post-traineeship steps, including the completion of an evaluation report. He/she agrees to provide proof of health and accident insurance, upon request. * The sending institution agrees to recognise the learning outcomes and to award the student the corresponding ECTs upon completion of the traineeship. Additionally, the academic mentor must adequately prepare and support the student during the traineeship. * The receiving institution agrees to accept the student and support him/her during the traineeship implementation period. Additionally, the traineeship mentor must adequately guide the trainee during the traineeship. | | | | |
|  | Name | Position | Date | Signature |
| Trainee |  |  |  |  |
| Sending institution |  |  |  |  |
| Receiving institution |  |  |  |  |

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| **Privacy Policy** |
| Your personal data will be managed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and in line with data protection standards according to the EU General Data Protection Regulation (Regulation (EU) 2016/679, “GDPR”). The provision of an E-mail address in this form is considered as an explicit agreement for receiving messages relevant to the European Master in Official Statistics (EMOS). You can withdraw this agreement anytime by sending a message to the following mailbox: [estat-emos@ec.europa.eu](mailto:estat-emos@ec.europa.eu) |

1. Administrative contact person: provides administrative information within the framework of EMOS traineeships. [↑](#footnote-ref-1)
2. Academic mentor: has administrative powers and is responsible for signing the Traineeship Agreement on behalf of the involved institution, amending it if needed and recognising the credits and associated learning outcomes on behalf of the sending institution as set out in the Traineeship Agreement. The name and email of the academic mentor must be filled in only in case it differs from that of the administrative contact person mentioned at the top of the document. The academic mentor must adequately prepare and support the student during the traineeship. [↑](#footnote-ref-2)
3. Administrative contact person: provides administrative information within the framework of EMOS traineeships. He/she will be the contact person for exchanges with DevStat. [↑](#footnote-ref-3)
4. Traineeship mentor: designs and guides the trainee's work, provides support, encouragement and all information needed to the trainee (including culture of the organisation) [↑](#footnote-ref-4)
5. Authorised person to sign the Traineeship Agreement: in case the administrative contact person or the traineeship mentor does not have the authority to sign the Traineeship Agreement on behalf of the receiving institution, the name and contact information of the signatory should be included in the agreement. [↑](#footnote-ref-5)