

**Addendum 1 to Framework Agreement for Undergraduate and Master’s Degree Student Traineeship Programmes**

**Traineeship portfolio**

1. Total duration of traineeship: according to the 2024-2025 Practice Guide
2. Traineeship calendar: according to the structure of the 2024-2025 UBB academic year
3. Traineeship term, working hours, and timetable (specify days of professional training if working part-time): according to the 2024-2025 Practice Guide
4. Address where the traineeship is carried out: (to be completed by the student).....
5. Traveling outside of the trainee’s designated location includes visits to the following locations: (to be completed by the student).....
6. Undergraduate/master’s degree student eligibility for the traineeship: according to the **FRAMEWORK AGREEMENT for Undergraduate and Master’s Degree Student Traineeship Programmes**
7. Methods for ensuring that the undergraduate/master’s degree student’s training at the higher education institution and the traineeship are interconnected: to approach and execute professional tasks according to the requirements and deadlines imposed in compliance with the norms of professional ethics and moral conduct.
8. Last name and first name of the instructor who provides the trainee with pedagogical supervision throughout the traineeship:.....
9. Rights and obligations of the educational unit teacher - traineeship coordinator, during the traineeship: according to the **FRAMEWORK AGREEMENT for Undergraduate and Master’s Degree Student Traineeship Programmes and**
  - informs the students about the conditions and requirements of the internship
  - takes care that the internship is in accordance with the established commitments
  - assigns the grades to the Practice/ Professional development and applied training program and writes the grades in AcademicInfoUBB.
10. Last name and first name of the company-appointed tutor who will guarantee that the trainee complies with the training criteria and acquires the professional skills planned for the traineeship period:.....
11. Rights and obligations of the traineeship tutor appointed by the traineeship partner: according to the **FRAMEWORK AGREEMENT for Undergraduate and Master’s Degree Student Traineeship Programmes** and evaluates the activity of the student by drawing up the evaluation report.
12. Identifying the skills that will be developed throughout the traineeship:

No.	Skill	Training module	Workplace	Planned activities	Observations
	1. Digital skills 2. Multilingual skills 3. Personal, social and learning skills and learning to	1. Career Management 2. Workplace Communication 3. Critical Thinking and Problem-solving		Communication/elaboration/ synthesis/ analysis activities according to the targeted skills/i.e.reporting & monitoring, FB content, use of computer science tools	

learn competences				
4.Civic skills				
5.Business skills				
6.Community Outreach Skills				

13. Methods for evaluating the trainee's professional training acquired during the traineeship

	Supervising instructor	Tutor	Trainee
Last name and first name			
Position			
Date    Signed			