



Erasmus+

Ajuntament de Palma
 Secretaria General del
 ENTRADA núm. 1594
 SORTIDA núm. 06 MARÇ 2018

Learning Agreement

Student Mobility for Traineeships

Higher Education:
 Learning Agreement form
 Elżbieta Juszczakowska
 Academic Year 2016/2017

Student	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Sex [M/F]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
	Juszczakowska	Elżbieta	15.02.1994	Polish	F	bachelor	Travel, Tourism and Leisure - 1015
Sending Institution	Name	Faculty/ Department	Erasmus code ^{iv} (if applicable)	Address	Country	Contact person name ^v ; email; phone	
	Poznań University of Physical Education	International Relations Office	PL POZNAN08	Królowej Jadwigi 27/39, 61-871 Poznań	Poland	Małgorzata Nawrocka MSc, nawrocka@awf.poznan.pl	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ^{vi} name; position; e-mail; phone	Mentor ^{vii} name; position; e-mail; phone
	Fundación de Turismo	Tourist Information Department	Calle Socors 22A 07002 Palma	Spain	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Marta Escudero Díaz-Madroñero Responsible for the tourist information department	Marta Escudero Díaz-Madroñero mescudero@palma.es tel. +34 971 22 59 86

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] september 2017 to [month/year] november 2017

Traineeship title: Internship in the virtual tourist information office	Number of working hours per week: 35
Detailed programme of the traineeship:	
-Management of the Tourist Social Network in Palma (Facebook and Twitter) -Administration of the incoming letters and e-mails -Making actualizations of the Tourism information folders and some translations from Spanish to English -Administration of the content manager of Palma's web page in order to manage the agenda of events	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
- Knowledge of the Social Networks and the web pages - Knowledge of the virtual tourism information - Skills to research and to process information	
Monitoring plan:	
Intern will be monitored every 7 days (week).	
Evaluation plan:	
We will make the double evaluation plan: first one in the middle of the practice, and the second one at the end of the practice.	

The level of language competence^{viii} in spanish [indicate here the main language of work] 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:^{ix}

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

Award ECTS credits (or equivalent)*	
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 checked="" type="checkbox"/>	If yes, please indicate the number of credits: 1...
Give a grade: Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: 1
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



Learning Agreement

Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Elżbieta Juszcakowska
Academic Year 2017/2018

Student	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Sex [M/F]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
	Juszcakowska	Elżbieta	15.02.1994	Polish	F	bachelor	Travel, Tourism and Leisure - 1015
Sending Institution	Name	Faculty/Department	Erasmus code ^{iv} (if applicable)	Address	Country	Contact person name ^v ; email; phone	
	Poznań University of Physical Education	International Relations Office	PL POZNAN08	Krolowej Jadwigi 27/39, 61-871 Poznan	Poland	Malgorzata Nawrocka MSc, nawrocka@awf.poznan.pl	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ^{vi} name; position; e-mail; phone	Mentor ^{vii} name; position; e-mail; phone
	Fundación de Turismo	Tourist Information Department	Calle Socors 22A 07002 Palma	Spain	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Marta Escudero Díaz-Madroñero Responsible for the tourist information department	Marta Escudero Díaz-Madroñero mesudero@palma.es tel. +34 971 22 59 86

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] september 2017 to [month/year] november 2017	
Traineeship title: Internship in the virtual tourist information office	Number of working hours per week: 35
Detailed programme of the traineeship:	
<ul style="list-style-type: none"> -Management of the Tourist Social Network in Palma (Facebook and Twitter) -Administration of the incoming letters and e-mails -Making actualizations of the Tourism information folders and some translations from Spanish to English -Administration of the content manager of Palma's web page in order to manage the agenda of events 	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
<ul style="list-style-type: none"> - Knowledge of the Social Networks and the web pages - Knowledge of the virtual tourism information - Skills to research and to process information 	
Monitoring plan:	
Intern will be monitored every 15 days.	
Evaluation plan:	
We will make the double evaluation plan: first one in the middle of the practice, and the second one at the end of the practice.	

The level of language competence^{viii} in spanish [indicate here the main language of work] 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: ^{ix}	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ^x	
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 checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: 1
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



Learning Agreement Student Mobility for Traineeships

**Higher Education:
Learning Agreement form
Elżbieta Juszcakowska
Academic Year 2017/2018**

Accident insurance for the trainee

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

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): 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 (if not provided by the Sending Institution):
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 Certificate within 5 weeks after the end of the traineeship.

Sending Institution:

Name of departmental coordinator:

Joanna Poczta

Signature/stamp of institution:

Receiving Institution:

Name of departmental coordinator:

Marta Escudero Díaz-Madroñero

Signature/stamp of institution:

FUNDACION TURISMO
 PALMA DE MALLORCA
 365

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 traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature/Stamp
Student	Elżbieta Juszcakowska	ela698@wp.pl	Trainee	10.04.2017	
Responsible person ^{xi} at the Sending Institution	Malgorzata Nawrocka, MSc	nawrocka@awf.poznan.pl	Institutional Coordinator		
Supervisor ^{xii} at the Receiving Organisation	Marta Escudero Díaz-Madroñero	mescudero@palma.es	Responsible for the tourist information department	28-9-17	 FUNDACION TURISMO PALMA DE MALLORCA 365

ANEXO AL CONVENIO DE COOPERACIÓN EDUCATIVA PARA PRÁCTICAS EXTERNAS CURRICULARES ENTRE LA UNIVERSIDAD DE POZNAN Y FUNDACIÓN TURISMO PALMA DE MALLORCA 365

ANNEX TO THE CONVENTION ON EDUCATIONAL COOPERATION FOR EXTERNAL CURRICULAR PRACTICES BETWEEN THE UNIVERSITY OF POZNAN AND PALMA DE MALLORCA FOUNDATION TOURISM 365

En Palma, a 10 de julio de 2017.

In Palma, on July 10, 2017.

I. La Fundación Turismo Palma de Mallorca 365 (FTP 365) acogerá en régimen de prácticas externas curriculares al estudiante abajo consignado, según los términos del Convenio de Cooperación Educativa de fecha 11 de julio de 2017, del que el presente documento es Anexo inseparable.

I. The Tourism Foundation Palma de Mallorca 365 (FTP 365) will host the student under the terms of the Educational Cooperation Agreement dated July 11, 2017, under the regime of external curricular practices, of which this document is an inseparable Annex.

II. El estudiante se compromete a:

- a) Cumplir con los horarios, normas y reglamentos establecidos en la FTP 365. o
- b) Avisar a la entidad colaboradora con antelación suficiente de la ausencia debida al desempeño de actividades de representación y participación en la Universidad.
- c) Avisar tanto a la entidad colaboradora como al tutor académico en caso de ausencia y/o incidencia relevante en el desarrollo de las prácticas en el momento que se produzca.
- d) Guardar el secreto sobre la información a la que tuviere acceso, durante su estancia y una vez finalizada ésta.

II. The student agrees to:

- a) Comply with the schedules, rules and regulations established in FTP 365. o
- b) To notify the collaborating entity in advance of the absence due to the performance of activities of representation and participation in the University.
- c) Notify both the collaborating entity and the academic tutor in the event of absence and / or relevant incidence in the development of the practices at the time it occurs.
- d) Keep the secrecy about the information to which he has access, during his stay and once it has ended.

III. El tutor profesional se compromete a:

- a) Acoger al estudiante y organizar la actividad a desarrollar con arreglo a lo establecido en el proyecto formativo.
- b) Supervisar, orientar y controlar el desarrollo de las prácticas con una relación basada en el respeto mutuo y el compromiso con el aprendizaje y prestar ayuda al estudiante en la resolución de las cuestiones de carácter profesional que pueda necesitar en el desempeño de la actividad que realiza.
- c) Informar al estudiante de la organización y funcionamiento de la entidad y de la normativa de interés, especialmente la relativa a la seguridad y riesgos laborales.
- d) Coordinar con el tutor académico de la Universidad el desarrollo de las actividades establecidas en el Convenio de Cooperación Educativa. o Emitir el informe final y en su caso, el de seguimiento intermedio. El informe final deberá recoger el número de horas realizado por el estudiante.
- e) Proporcionar la información complementaria que precise el estudiante para la realización de las prácticas.
- f) Proporcionar al estudiante los medios materiales indispensables para el desarrollo de las prácticas y estimular el emprendimiento del mismo. o Facilitar al tutor académico de la Universidad el acceso a la entidad para el cumplimiento de los fines propios de su función. o Guardar confidencialidad en relación con cualquier información que conozca del estudiante como consecuencia de su actividad como tutor.

III. The professional tutor undertakes to:

a) To welcome the student and organize the activity to be developed according to the established in the training project.

b) Supervise, guide and control the development of practices with a relationship based on mutual respect and commitment to learning and assist the student in resolving any professional issues that may be required in the performance of the activity makes.

c) Inform the student of the organization and operation of the entity and the regulations of interest, especially regarding safety and occupational hazards.

d) Coordinate with the academic tutor of the University the development of the activities established in the Agreement of Educational Cooperation. O Issue the final report and, if applicable, the intermediate follow-up report. The final report must record the number of hours the student has taken.

e) Provide the additional information that the student needs to carry out the practices.

f) To provide the student with the material means indispensable for the development of the practices and to stimulate the entrepreneurship of the same. O Provide the academic tutor of the University with access to the entity for the

fulfillment of its own purposes. O Keep confidentiality in relation to any information known to the student as a result of his / her activity as a tutor.

IV. Las prácticas externas se desarrollarán en las instalaciones que la FTP 365 tiene en la calle Socors, nº22a, C.P 07002, de la ciudad de Palma, Islas Baleares. Comenzarán a partir del día ~~28.09.2017~~ y terminarán el día ~~28.12.2017~~ desarrollándose éstas de lunes a viernes en horario de 09 h. a 15h. La duración del programa de prácticas externas será de un total de ~~390~~ horas.

IV. The external practices will be developed in the facilities that the FTP 365 has in the street Socors, nº22a, C.P 07002, of the city of Palma, Balearic Islands. They will start from ~~28.09.2017~~ and will end on ~~28.12.2017~~, these being developed from Monday to Friday in time of 09 h. At 3pm The duration of the Internship program will be a total of 390 hours.

V. Durante el periodo de prácticas externas en la FTP365, el estudiante estará cubierto por un seguro de responsabilidad civil a cargo de la Universidad.

V. During the internship period at FTP365, the student will be covered by a third party liability insurance by the University.

VI. El tutor profesional de la entidad colaboradora será el siguiente:

Nombre y apellidos: Marta Escudero Díaz-Madroñero

Cargo en la empresa: Técnico en Información Turística

Departamento: Información Turística

Teléfono: 0034 971225986, ext. 1530

Correo electrónico: mescudero@palma.es

VI. The professional tutor of the collaborating entity will be the following:

Name and surname: Marta Escudero Díaz-Madroñero

Position in the company: Tourist Information Technician

Department: Tourist Information

Phone: 0034 971225986, ext. 1530

Email: mescudero@palma.es

VII. El tutor académico de la Universidad será el siguiente:

Nombre y apellidos: dr Joanna Poczta

Centro: Turismo y Recreación

Departamento: Los bases de Turismo Cultural

Teléfono: +48 61 835 53 52

Correo electrónico: joanna.poczta@o2.pl

VII. The academic tutor of the University will be the following:

Name and surname: dr Joanna Poczta

Center: Tourism and Recreation

Department: The bases of Cultural Tourism

Phone: +48 61 835 53 52

Email: joanna.poczta@o2.pl

VIII. La entidad colaboradora acogerá en régimen de prácticas externas al estudiante:

Nombre y apellidos: Elżbieta Juszczakowska

DNI: AVI 004870

Titulación: Grado

Curso: 3

Teléfono: +48 509 465 947

Domicilio: ul. Zieliniec 15, 61-058 Poznań

Correo electrónico: ela698@wp.pl

VIII. The collaborating entity will host internship practices outside the student:

Name and surname: Elżbieta Juszczakowska

DNI: AVI 004870

Degree: Degree

Course: 3

Phone: +48 509 465 947

Address: ul. Zieliniec 15, 61-058 Poznań

Email: ela698@wp.pl

IX. Las prácticas externas tendrán como contenido la participación y aprendizaje del estudiante en el Departamento de Información Turística de la FTP365. El proyecto formativo en que se concreta las prácticas tendrá como objetivo educativo la adquisición de las siguientes competencias:

- Conocimiento de la información turística virtual
- Conocimiento de las TIC (Tecnología de la información y la comunicación), a través de las redes sociales y la página web de Turismo de Palma
- Herramientas de búsqueda y procesos de información.

IX. The external practices will have as content the participation and learning of the student in the Department of Tourist Information of the FTP365. The training project in which the practices are concretized will have as educational objective the acquisition of the following competences:

- Knowledge of the virtual tourist information
- Knowledge of ICT (Information and Communication Technology), through social networks and the website of Tourism de Palma
- Search tools and information processes.

X. Las funciones básicas o actividades a realizar por el estudiante durante el período de prácticas son las relacionadas a continuación:

- Gestión de las redes sociales de Turismo de Palma (Facebook y Twitter)

- Administración de las solicitudes de información turística vía correo electrónico y postal.
- Actualización y mantenimiento de las bases de datos de información turística, así como traducción de algunas de esas informaciones del español al inglés.
- Gestión del gestor de contenidos de la agenda de eventos de la web turística de Palma
- Administración de la agenda mensual de actividades de Palma

X. The basic functions or activities to be performed by the student during the internship are as follows:

- Management of social networks of Palma Tourism (Facebook and Twitter)
- Administration of requests for tourist information via email and postal mail.
- Update and maintenance of the tourist information databases, as well as translation of some of these information from Spanish to English.
- Management of the content manager of the events calendar of the tourist web of Palma
- Management of the monthly agenda of Palma activities

XI. El sistema de evaluación de las prácticas externas consistirá en un seguimiento periódico del desarrollo de las prácticas externas por el tutor académico, que es el responsable último de la evaluación.

XI. The system of evaluation of external practices will consist of a periodic monitoring of the development of external practices by the academic tutor, who is ultimately responsible for the evaluation.

XII. Sobre los datos de carácter personal a los que el estudiante tenga acceso en la realización de las prácticas externas, recaerá el deber de secreto, así como las limitaciones en su uso y transmisión, impuestas por la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal y demás normativa concordante. Asimismo, el estudiante que realice el programa de prácticas externas, deberá guardar secreto respecto de cualquier otro tipo de información que pueda conocer como consecuencia de las mismas prestando, a estos efectos, su expresa conformidad.

XII. Regarding the personal data to which the student has access in the execution of external practices, the duty of secrecy, as well as the limitations on its use and transmission, imposed by Organic Law 15/1999 of December 13, Protection of Personal Data and other regulations. Likewise, the student who carries out the external internship program must keep secrecy with respect to any other information that may be known as a consequence of the same, providing, for this purpose, their express agreement.

XIII. Las partes se consultarán inmediatamente para la solución de las dificultades que pudieran surgir en la aplicación del presente Anexo. Ambas partes se reservan la facultad de rescindir unilateralmente este Anexo en cualquier momento si media causa justificada y suficiente.

ANEXO AL CONVENIO DE COOPERACIÓN EDUCATIVA PARA PRÁCTICAS EXTERNAS CURRICULARES ENTRE LA UNIVERSIDAD DE POZNAN Y FUNDACIÓN TURISMO PALMA DE MALLORCA 365

ANNEX TO THE CONVENTION ON EDUCATIONAL COOPERATION FOR EXTERNAL CURRICULAR PRACTICES BETWEEN THE UNIVERSITY OF POZNAN AND PALMA DE MALLORCA FOUNDATION TOURISM 365

En Palma, a 10 de julio de 2017.

In Palma, on July 10, 2017.

I. La Fundación Turismo Palma de Mallorca 365 (FTP 365) acogerá en régimen de prácticas externas curriculares al estudiante abajo consignado, según los términos del Convenio de Cooperación Educativa de fecha 11 de julio de 2017, del que el presente documento es Anexo inseparable.

I. The Tourism Foundation Palma de Mallorca 365 (FTP 365) will host the student under the terms of the Educational Cooperation Agreement dated July 11, 2017, under the regime of external curricular practices, of which this document is an inseparable Annex.

II. El estudiante se compromete a:

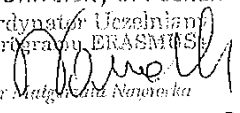
- a) Cumplir con los horarios, normas y reglamentos establecidos en la FTP 365. o
- b) Avisar a la entidad colaboradora con antelación suficiente de la ausencia debida al desempeño de actividades de representación y participación en la Universidad.
- c) Avisar tanto a la entidad colaboradora como al tutor académico en caso de ausencia y/o incidencia relevante en el desarrollo de las prácticas en el momento que se produzca.
- d) Guardar el secreto sobre la información a la que tuviere acceso, durante su estancia y una vez finalizada ésta.

II. The student agrees to:

- a) Comply with the schedules, rules and regulations established in FTP 365. o
- b) To notify the collaborating entity in advance of the absence due to the performance of activities of representation and participation in the University.
- c) Notify both the collaborating entity and the academic tutor in the event of absence and / or relevant incidence in the development of the practices at the time it occurs.
- d) Keep the secrecy about the information to which he has access, during his stay and once it has ended.

Por la Universidad de Poznan
By the University of Poznan

Koordinator Uczelnianej
ds. programu ERASMUS


mgr Małgorzata Nawrocka

12.07.2017
Nombre/Name

mgr Małgorzata Nawrocka
AKADEMIA WYCHOWANIA FIZYCZNEGO
im. Eugeniusza Piaseckiego
Biuro Współpracy z Zagranicą
61-871 Poznań, ul. Królowej Jadwigi 27/31
tel. fax 061 437-00-00 lub 061 435-60-61

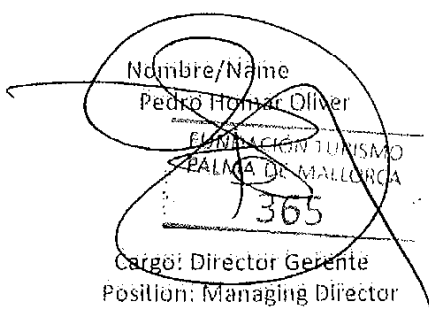
Cargo: Coordinadora Institucional
Position: Institutional Coordinator

Conforme el/la estudiante
According to the student



Elżbieta Juszcakowska

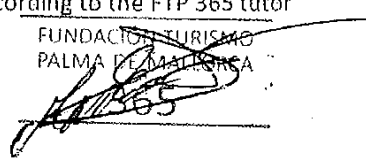
Por la FTP 365
By the FTP 365


Nombre/Name
Pedro Honor Oliver

FUNDACIÓN TURISMO
PALMA DE MALLORCA
365

Cargo: Director Gerente
Position: Managing Director

Conforme la tutora de la FTP 365
According to the FTP 365 tutor


FUNDACIÓN TURISMO
PALMA DE MALLORCA
365

Marta Escudero Díaz-Madroñero