



Akademia Sztuk Pięknych im. Eugeniusza Gepperta we Wrocławiu  
Plac Polski ¾, 50-156 Wrocław  
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## **INSTRUKCJA WYPEŁNIANIA *LEARNING AGREEMENT FOR TRAINEESHIPS* BEFORE THE MOBILITY**

*(dokument obowiązkowy do wysłania przedsiębiorstwu zagranicznemu)*

*Learning Agreement* jest porozumieniem, które student podpisuje przed wyjazdem z uczelnią macierzystą i z przedsiębiorstwem zagranicznym odnośnie realizacji programu praktyk za granicą. Program ustalany jest wspólnie z opiekunem praktyk w przedsiębiorstwie i przez niego podpisywany. Na ASP *Learning Agreement* podpisuje jeden z Koordynatorów Wydziałowych. Lista Koordynatorów ASP znajduje się [tutaj](#).

### **1. DANE STUDENTA, UCZELNI WYSYŁAJĄCEJ I ORGANIZACJI PRZYJMUJĄCEJ**

U góry pierwszej strony *Learning Agreement* należy wypełnić dane studenta, uczelni wysyłającej (ASP) i organizacji przyjmującej.

W przypadku **poziomu studiów (study cycle)** należy wpisać:

- studia licencjackie: Bachelor or equivalent first cycle (EQF level 6);
- studia magisterskie uzupełniające i jednolite: Master or equivalent second cycle (EQF level 7);
- studia doktoranckie: Doctorate or equivalent third cycle (EQF level 8).

W przypadku **kierunku studiów** należy wpisać następujące kody dziedzin ISCED odpowiednio dla kierunku:

- Architektura wnętrz: 0212
- Grafika: Grafika artystyczna: 0213
- Grafika: Projektowanie graficzne: 0211
- Konserwacja i Restauracja Dzieł Sztuki w zakresie Konserwacji i Restauracji Ceramiki i Szkła: 0214
- Malarstwo: 0213
- Mediacja sztuki: 0288
- Rysunek: 0213
- Rzeźba: 0213
- Scenografia: 0212
- Sztuka i wzornictwo ceramiki: 0214
- Sztuka i wzornictwo szkła: 0214
- Sztuka mediów: 0211
- Wzornictwo: 0212
- Zarządzanie w sztuce: 0213

W nagłówku w prawym górnym rogu należy wpisać imię i nazwisko studenta.

### **2. INFORMACJE DOTYCZĄCE PRAKTYKI**

Ponadto, należy wypełnić również trzy tabele.

W **tabeli A** należy wpisać daty trwania praktyki, tytuł praktyki (np. nazwę stanowiska), liczbę godzin pracy w tygodniu, szczegółowy program, przewidywane nabyte umiejętności i plan oceny. Dużą uwagę należy zwrócić na **szczegółowy program**, który powinien informować np. o zadaniach praktykanta, programach komputerowych, z jakich praktykant będzie korzystał, wydarzeniach, w jakich będzie uczestniczył itp. Przykładowe, prawidłowo wypełnione programy praktyki:



## WZÓR 1

### Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] <u>Nov 2020</u> to [month/year] <u>May 2021</u>	
Traineeship title: Scanner and photography editor	Number of working hours per week: 35h
<p><b>Detailed programme of the traineeship:</b> The goal of the traineeship is to teach the use of color in film photography for modern day photograph adapting the palette of the film for each client.</p> <p>We focus on working with international photographers that use film primarily for their work, as well as passionate <i>aficionados</i> that are looking to obtain the best results with this old medium using modern day tools.</p> <p><b>Week 1 - Introduction to the company's workflow:</b> understanding all the parts involve the film image creation process. There will be some material given for study and later asked about. One of the key roles is to provide feedback to photographers about their work, these can be experienced photographers, maybe working for more than 10 years with film, so the feedback given has to be solid and well informed, therefore the editor needs to have this knowledge.</p> <p><b>Week 2 to 4 - Developing the eye for fine color correction skills:</b> This is the first month of evaluation, color is such a subjective matter that it takes time to understand how it works on different scanners, film types etc... This month is focused on achieving the quality needed to be delivered to the client. This month is intensively coached by the chief editor supervising every work before delivering and applying the corrections needed in order to match the look that the photographer needed.</p> <p><b>Week 4 to 12 - Gaining speed and precision:</b> The trainee will start getting bigger jobs that require more complexity in the color correction and will be as well supervised, but also there will be more simple jobs assigned that will be delivered without supervision yet we will have a feedback evaluation by the client itself. The aim during this period is to perfect quality on the higher complex jobs but at the same time work on the speed of the editing. The same editing can be done in 50 steps or 10 steps, it is through skill and eye training that precise editing skills are developed. During this period of time the goal is to translate the editing color skills into the scanning process.</p> <p><b>Week 13 to 24 - Apply the skills on a real world environment:</b> The goal is to achieve professional level in skills, polish the client communication when providing feedback and understand the problem solving process, the importance of email and how to approach a client when it is not satisfied with the job delivered. The revisions during this period should be minor or very specific and it is expected to work alongside team as one more asset. It is expected that in this period the trainee will have a full understanding of the company work and can dig a bit deeper in those aspects that are missing some knowledge.</p> <p>There will be a meeting (both with the chief editor and the manager) with the trainee in between each period to evaluate the evolution and her well-being and adaptation to the team. The week periods are orientative and can be stretched to suit the needs and development of the trainee.</p> <p>As a young company we also have been trainees in the past and we've seen the huge difference that the training process has on the development of the trainee. We take it as seriously as when a new team member is hired and the goal is that the trainee experience a real world professional development during the traineeship.</p>	
Traineeship in digital skills : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> scanning, editing, understanding the functioning of the lab, reading color profiles and apply to high end clients.	
<b>Monitoring plan:</b> Daily reviews on the job done (color grading), coaching during the contact with the client via email. Weekly evaluation by the head staff in order to improve and evolve as a professional inside the role of a photo editor and scanner.	
<b>Evaluation plan:</b> Internal feedback provided by clients (from 1 to 5). Meeting with the supervisors to evaluate attitude, performance and adaptation to the workflow. The job requires a fair amount of subjective evaluation so it has to be done periodically and taking in count many factors.	



## WZÓR 2

### Before the mobility

*Table A - Traineeship Programme at the Receiving Organisation*

Planned period of the physical component: from [day/month/year] 1 December 2026 to [day/month/year] 30 April 2027

If applicable, planned period of the virtual component: from [day/month/year] ..... to [day/month/year] .....

<b>Traineeship title:</b> Artistic and Research Traineeship in Public Programmes and Garden-Based Curatorial Practice	<b>Number of working hours per week:</b> 25
<b>Detailed programme of the traineeship (Including the virtual component, if applicable):</b> <p>The traineeship will focus on the development of an artistic-research project in collaboration with the Public Programmes team at Garden Museum. The main task will be to design and develop a "gallery-garden journey" inspired by the museum's spaces and its connection with the nearby Community Garden (Old Paradise Gardens). This involves creating a narrative structure of an artistic experience based on walking, integrating both sites into a coherent, site-specific trajectory within an urban environment.</p> <p>The trainee will work on the development of interpretative materials for participants, including maps, instructions, and artistic objects that will guide the experience. These materials will function as tools enabling an individual, sensory exploration of space, based on the principles of the gallery-garden concept developed within the doctoral research.</p> <p>A key element of the traineeship will be the realization of the designed journey through the preparation of participant materials (including maps, guides, and instructions), as well as the arrangement of minimal spatial interventions within the environment explored by participants. The journey will have an individual, self-guided character and will function as a participatory public programme developed within the framework of the "Branch Out" project. Its public presentation is planned for March–April 2027.</p> <p>Additional activities include potential engagement with exhibitions and public programmes at Garden Museum, including initiatives related to Benton End, which may be incorporated into the developed journey or serve as an additional contextual layer of the project. The traineeship also includes research into curatorial and educational approaches to gardens, landscape, and more-than-human perspectives, with particular attention to contemporary forms of public engagement.</p> <p>The trainee will also support selected aspects of the public programme, including the preparation of materials, documentation, and evaluation of activities related to</p>	



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the implementation of the journey.

The traineeship has a blended format. Remote collaboration will take place between visits to London and will include conceptual development, preparation of materials, and regular working sessions with the supervisor and the Public Programmes team. This hybrid structure reflects both the need for on-site field research and spatial interventions, and the requirement to produce selected elements of the “gallery-garden journey” in an art studio environment equipped with appropriate tools and technical facilities.

**Traineeship in digital skills<sup>10</sup>:** Yes  No  The trainee will develop skills in organizing and structuring digital content related to the “gallery-garden journey,” with particular attention to clarity, accessibility, and audience engagement.

**Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**

By the end of the traineeship, the trainee will have developed advanced knowledge of curatorial and public programme practices in the context of contemporary museum work, with particular emphasis on site-specific, participatory, and nature-based artistic approaches.

The trainee will acquire practical skills in designing and implementing participatory artistic experiences in public space, including the development of narrative structures, interpretative materials (such as maps and guides), and spatial interventions that support audience engagement. This includes experience in translating conceptual artistic research into publicly accessible formats.

The traineeship will also strengthen competences in interdisciplinary collaboration within an institutional context, particularly in cooperation with curatorial and public programmes teams. The trainee will gain experience in developing and delivering public workshops, as well as in documenting and evaluating participatory cultural activities.

Furthermore, the trainee will deepen their understanding of curatorial strategies related to gardens, landscape, and more-than-human perspectives, and will develop the ability to critically reflect on the relationship between artistic practice, environment, and audience experience.

**Monitoring plan:**

The progress of the traineeship will be monitored on an ongoing basis through regular meetings with the supervisor from the Garden Museum Public Programmes team. These meetings will take place both during on-site visits in London and during the remote phases of the traineeship, ensuring continuous feedback and guidance throughout the development of the project.

The trainee will present successive stages of the work, including conceptual development, drafts of the “gallery-garden journey,” and associated interpretative materials (maps, instructions, and participant guides). Feedback will be used to refine both the artistic and organisational aspects of the project.

Additional monitoring will take place through participation in team meetings and discussions related to the Public Programmes activities, including the planning and preparation of the “Branch Out” workshop. The supervisor will provide ongoing assessment of the trainee’s engagement, progress, and integration within the institutional context.

**Evaluation plan:**

The traineeship will be evaluated on the basis of the trainee’s ability to develop and implement the “gallery-garden journey” in collaboration with the Garden Museum Public Programmes team, including the preparation of participant materials and the realisation of associated spatial and interpretative elements.

Evaluation will take into account the quality and coherence of the conceptual and practical outcomes, including the narrative structure of the project, the design of maps and instructional materials, and the effectiveness of the participatory experience developed for public engagement.

The trainee’s engagement in collaborative work, responsiveness to feedback, and integration within the museum’s working processes will also be assessed. At the end of the traineeship, the “Learning Agreement After” document summarising the completed traineeship will be jointly prepared by the trainee and the host institution.

Dodatkowo, należy określić język praktyk oraz poziom znajomości języka. Wyjaśnienie poziomu językowego znajduje się [tutaj](#).

W tabeli B należy sprecyzować, czy praktyka będzie uznana jako obowiązkowa (ilość punktów ECTS do ustalenia indywidualnie z Dziekanem), nieobowiązkowa (0 punktów ECTS) czy absolwencka, czyli zrealizowana po zakończeniu studiów (0 punktów ECTS).



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**Table B - Sending Institution**

Please use only one of the following three boxes:<sup>1</sup>

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

Award ... ECTS credits (or equivalent) <sup>ii</sup>	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" 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 checked="" 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: ....
Give a grade: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input checked="" 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 type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**1. W przypadku praktyki obowiązkowej w polach:**

- „Award ... ECTS credits (or equivalent)” należy wpisać ilość punktów ustaloną z Dziekanem;
- Give a grade based on: Traineeship certificate  Final report  Interview  zaznaczyć dwa pierwsze;
- Record the traineeship in the trainee's Europass Mobility Document: Yes  No  zaznaczyć „No”.

**2. W przypadku praktyki nieobowiązkowej w polach:**

- Award ECTS credits (or equivalent): Yes  No  zaznaczyć „No”;
- Give a grade: Yes  No  zaznaczyć „No”;
- If yes, please indicate if this will be based on: Traineeship certificate  Final report  Interview  zaznaczyć dwa pierwsze;
- Record the traineeship in the trainee's Transcript of Records: Yes  No  zaznaczyć „No”;
- Record the traineeship in the trainee's Europass Mobility Document: Yes  No  zaznaczyć „No”.

**3. W przypadku praktyki absolwenckiej w polach:**

- Award ECTS credits (or equivalent): Yes  No  zaznaczyć „No”;
- Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes  No  zaznaczyć „No”.

Dalej należy uzupełnić informacje dotyczące **ubezpieczenia**. ASP nie zapewnia studentom i absolwentom ubezpieczenia. Jeżeli robi to przedsiębiorstwo, w tabelach należy zaznaczyć „Yes”, jeżeli nie, wtedy student **OBOWIĄZKOWO** musi sam wykupić ubezpieczenie (KL, NNW i OC), a w tabeli zaznaczyć „No”:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Oprócz stypendium z programu Erasmus+ student może otrzymać **wynagrodzenie** za praktyki od pracodawcy. W takim wypadku należy to zaznaczyć i wpisać odpowiednią kwotę:

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify: ....	

Przed wyjazdem student wypełnia tylko część *Before the Mobility*, na końcu której podpisać muszą się student, Koordynator Wydziałowy ASP oraz opiekun praktyk.



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**UWAGA!** Na *Learning Agreement* wymagana jest również pieczęć przedsiębiorstwa zagranicznego. Dokumenty bez pieczęćki nie będą przyjmowane.

Przy edycji/ wydruku należy zachować nagłówki, nazwę dokumentu oraz logo.

W razie wątpliwości oraz w przypadku odnośników należy korzystać ze wskazówek zamieszczonych na końcu dokumentu lub skontaktować się z [Działem Współpracy Międzynarodowej i Promocji](#).

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