

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

| | | | |
|--------------------------|--|---|-----------|
| Last name(s) | | First name(s) | |
| Date of birth | | Nationality ¹ | |
| Sex [M/F] | | Academic year | 2017/2018 |
| Study cycle ² | Undergraduate/ BA: Postgraduate/ MA: Doctorate/ Promotion: | Field of education Code ³ | |
| Phone | | E-mail | |

The Sending Institution

| | | | |
|---|---|---|--|
| Name | Freie Universität Berlin | Erasmus code | D_BERLIN01 |
| Administrative contact person | Gesa Heym-Halayqa Erasmus Institutional Coordinator International Affairs Student Exchange Office | E-mail / phone address | erasmus-support@fu-berlin.de +49 30 838 73443 Illtistr. 4 14195 Berlin, Germany |
| Contact person⁴ at the department | | | |
| Contact person name, position | | Contact person e-mail, phone, address | |
| | | Institute / Department at FUB | |

The Receiving Organisation/Enterprise

| | | | |
|---|--|---|--|
| Name | | Department | |
| Address | | Website | |
| Size of enterprise | <input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees | Country | |
| Contact person/Supervisor ⁵ name, position | | Contact person/Supervisor e-mail, phone | |
| Mentor ⁶ name, position | | Mentor e-mail, phone | |

Section to be completed BEFORE THE MOBILITY

A – Traineeship Programme at the Receiving Organisation/Enterprise

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|---|
| Planned period of the mobility: from [dd/mm/yyyy] to [dd/mm/yyyy] |
| Traineeship title: |
| Number of working hours per week: |
| Detailed programme of the traineeship: |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): |
| Monitoring plan: |
| Evaluation plan: |

Language competence of the trainee

The level of language competence⁷ in _____ [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

B – Sending Institution

There are three 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.

[Please fill in **only one** of the following boxes depending on the provision of the traineeship.]

- The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:
- **Award ___ ECTS credits.**
 - Give a **grade** based on: Traineeship 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.

- The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:
- **Award ECTS credits:**
Yes No
If yes, please indicate the number of ECTS credits: ____
 - **Give a grade:**
Yes No
If yes, please indicate if this will be based on:
Traineeship 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.

- The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:
- **Award ECTS credits:**
Yes No
If yes, please indicate the number of ECTS credits:
 - Record the traineeship in the trainee's Europass Mobility Document.

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

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.

Commitment of the three parties

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).

Trainee

Name:

Signature:

Date:

Responsible person¹⁰ at the sending institution

Name of the responsible person:

Stamp (mandatory):

Signature:

Date:

Supervisor¹¹ at the Receiving Organisation/Enterprise

Name of the responsible person:

Stamp (mandatory):

Signature:

Date:

Schritte zum Ausfüllen der Lernvereinbarung für Praktika

Vor der Mobilitätsphase

Bereitstellung des **Praktikumsprogramms**
Verpflichtung der drei Parteien mit
originalen/gescannten/digitalen
Unterschriften

Während der Mobilitätsphase

Wenn Änderungen **erforderlich sind**:
Eine Aktualisierung der Änderungsvereinbarung ist durch E-Mail/digitale Unterschriften der drei Parteien möglich.

Nach der Mobilitätsphase

Die Gasteinrichtung/-firma stellt der Praktikantin/dem Praktikanten
Entsendeeinrichtung innerhalb von 5 Wochen
ein Praktikumszeugnis aus.

Die Entsendeeinrichtung erkennt das
Praktikum an und registriert es gemäß den
vor der Mobilitätsphase getroffenen

End notes

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- 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) – for recent graduates, specify the latest study cycle.
- ³ **Code:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-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 **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.
- ⁵ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁶ **Mentor:** the role of the mentor 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.). Normally, the mentor should be a different person than the supervisor.
- ⁷ **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>
- ⁸ **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. (An der Freien Universität in der Regel ABV- oder PraktikumskoordinatorInnen der Fachbereiche und Fächer)
- ⁹ **Supervisor 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 Certificate.