

**Academic Year 2018/2019**

**Learning Agreement**  
**Student Mobility for Traineeships**  
**Between Programme and Partner Countries**  
From Programme to Partner Countries

**Trainee**

|                          |   |                                 |           |
|--------------------------|---|---------------------------------|-----------|
| Last name(s)             |   | First name(s)                   |           |
| Date of birth            |   | Nationality <sup>1</sup>        |           |
| Sex [M/F]                | M          F  | Academic year                   | 2018/2019 |
| Study cycle <sup>2</sup> | Undergraduate/ BA:<br>Postgraduate/ MA:<br>Doctorate/<br>Promotion: | Field of education <sup>3</sup> |           |

**The Programme Country Institution**

|   |  |                           |            |
|---|--|---------------------------|------------|
| Name  | Freie Universität Berlin   | Erasmus code <sup>4</sup> | D BERLIN01 |
| Address   | Freie Universität Berlin<br>International Affairs<br>Student Mobility<br>Illtisstr. 4<br>14195 Berlin  | Country                   | Germany    |
| Faculty/<br>Department  |  |                           |            |
| Contact person <sup>5</sup><br>name;<br>position;<br>e-mail;<br>phone | Administrative contact:<br>Mrs. Gesa Heym-Halayqa<br>Erasmus Institutional Coordinator<br><a href="mailto:erasmus-support@fu-berlin.de">erasmus-support@fu-berlin.de</a><br>+49 30 838 73443 | Departmental coordinator: |            |

**Receiving Institution**

|   |  |            |                                    |
|---|--|------------|------------------------------------|
| Name  |  | Department |                                    |
| Address; website  |  |            |                                    |
| Country   |  | Size       | < 250 employees<br>> 250 employees |
| Contact person <sup>6</sup><br>name; position;<br>e-mail; phone |  |            |                                    |
| Mentor <sup>7</sup><br>Name; position;<br>e-mail; phone         |  |            |                                    |

**Section to be completed BEFORE THE MOBILITY**

| Table A – Traineeship Programme at the Receiving Organisation  |                     |
|--|---------------------|
| Planned period of the mobility: from [day/month/year]  | to [day/month/year] |
| Traineeship title:   |                     |
| Number of working hours per week:  |                     |
| Traineeship in digital skills <sup>8</sup> : <input type="checkbox"/> yes <input type="checkbox"/> no        |                     |
| 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:   |                     |

The level of **Language competence**<sup>9</sup> in \_\_\_\_\_ *[indicate here 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 – Commitment of the Sending Institution regarding recognition**

Please use only one of the following boxes:

**There are two different provisions for traineeships:**

- Traineeships embedded in the curriculum (counting towards the degree);
- Voluntary traineeships (not obligatory for the degree).

|   |  |   |                    |   |                             |  |
|---|--|---|--------------------|---|-----------------------------|--|
| <p><b>1.</b> The traineeship is <b><u>embedded in the curriculum</u></b> and upon satisfactory completion of the traineeship, the institution undertakes to:</p> <p><b>Award ____ ECTS credits.</b></p> <p>Give a <b>grade</b> based on: Traineeship certificate <input type="checkbox"/>      Final report <input type="checkbox"/>      Interview <input type="checkbox"/></p> <p>Record the traineeship in the trainee's</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Transcript of Records</td> <td style="padding-left: 20px;">Yes <input checked="" type="checkbox"/> (mandatory)</td> </tr> <tr> <td style="padding-left: 20px;">Diploma Supplement</td> <td style="padding-left: 20px;">Yes <input checked="" type="checkbox"/> (mandatory)</td> </tr> <tr> <td style="padding-left: 20px;">Europass Mobility Document:</td> <td style="padding-left: 20px;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></td> </tr> </table> | Transcript of Records                                    | Yes <input checked="" type="checkbox"/> (mandatory) | Diploma Supplement | Yes <input checked="" type="checkbox"/> (mandatory) | Europass Mobility Document: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Transcript of Records   | Yes <input checked="" type="checkbox"/> (mandatory)      |   |                    |   |                             |  |
| Diploma Supplement  | Yes <input checked="" type="checkbox"/> (mandatory)      |   |                    |   |                             |  |
| Europass Mobility Document:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |   |                    |   |                             |  |

|   |  |  |                    |  |                             |  |
|---|--|--|--------------------|--|-----------------------------|--|
| <p><b>2.</b> The traineeship is <b><u>voluntary</u></b> and, upon satisfactory completion of the traineeship, the institution undertakes to:</p> <p><b>Award ECTS credits</b> (or equivalent):      Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If yes, please indicate the number of ECTS credits: ____</p> <p><b>Give a grade:</b>                                      Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If yes, please indicate if this will be based on:</p> <p>Traineeship certificate <input type="checkbox"/>                      Final report <input type="checkbox"/>                      Interview <input type="checkbox"/></p> <p>Record the traineeship in the trainee's</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Transcript of Records:</td> <td style="padding-left: 20px;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">Diploma Supplement</td> <td style="padding-left: 20px;">Yes <input checked="" type="checkbox"/> (mandatory in all cases)</td> </tr> <tr> <td style="padding-left: 20px;">Europass Mobility Document:</td> <td style="padding-left: 20px;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></td> </tr> </table> | Transcript of Records:   | Yes <input type="checkbox"/> No <input type="checkbox"/> | Diploma Supplement | Yes <input checked="" type="checkbox"/> (mandatory in all cases) | Europass Mobility Document: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Transcript of Records:  | Yes <input type="checkbox"/> No <input type="checkbox"/>         |  |                    |  |                             |  |
| Diploma Supplement  | Yes <input checked="" type="checkbox"/> (mandatory in all cases) |  |                    |  |                             |  |
| Europass Mobility Document:   | Yes <input type="checkbox"/> No <input type="checkbox"/>         |  |                    |  |                             |  |

**Commitment of the Sending Institution regarding  
Accident insurance for the trainee**

|  |
|--|
| <p>The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
|--|

|  |
|--|
| <p>The accident insurance covers:</p> <ul style="list-style-type: none"> <li>- accidents during work-related travel:      Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>- accidents on the way to or from work:      Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul> |
|--|

|   |
|---|
| <p>The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
|---|

**Table C – Receiving Organisation**

The Receiving Organisation will provide financial support to the trainee for the traineeship:

Yes       No       If yes, amount (EUR/month): .....

The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship:

Yes       No       If yes, please specify: .....

The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution):      Yes       No

The accident insurance covers:

- accidents during work-related travel:      Yes       No

- accidents on the way to or from work:      Yes       No

The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution):      Yes       No

The Receiving Organisation will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation 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 Programme Country Institution and the Receiving Organisation 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 will communicate any problem or changes regarding the traineeship period to the Programme Country Institution. The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

**Trainee**

Name:

Email:

Position: Trainee

Signature:

Date:

**Responsible person<sup>10</sup> at the Programme Country Institution**

Name:

Email:

Position:

Signature:

Date:

Stamp (mandatory):

**Supervisor<sup>11</sup> at the receiving organisation**

Name:

Email:

Position:

Signature:

Date:

Stamp (mandatory):

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## End Notes

- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscled-f_en.htm) available at [http://ec.europa.eu/education/tools/iscled-f\\_en.htm](http://ec.europa.eu/education/tools/iscled-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.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- <sup>8</sup> **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.
- <sup>9</sup> **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>
- <sup>10</sup> **Responsible person at the Programme/Partner Country 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. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document
- <sup>11</sup> **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. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.