

## Learning Agreement Student Mobility for Traineeships

### Trainee

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

### 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	<a href="mailto:erasmus-support@fu-berlin.de">erasmus-support@fu-berlin.de</a> +49 30 838 73443 Illtisstr. 4 14195 Berlin, Germany
<b>Contact person<sup>4</sup> at the department</b>			
Contact person name, position		Contact person e-mail, phone, address	
		Institute / Department at FUB	

### Receiving Organisation/Enterprise

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

## Before the mobility

**Table A – Traineeship Programme at the Receiving Organisation/Enterprise**

<b>Planned period of the mobility:</b> from [dd/mm/yyyy] to [dd/mm/yyyy]
<b>Traineeship title:</b>
<b>Number of working hours per week:</b>
<b>Detailed programme of the traineeship:</b>
<b>Traineeship in digital skills<sup>7</sup>:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b>
<b>Monitoring plan:</b>
<b>Evaluation plan:</b>

**Language competence of the trainee**

The level of language competence<sup>8</sup> in \_\_\_\_\_ [*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

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 use **only one** of the following three boxes.

- The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:
- **Award \_\_\_ ECTS credits** (or equivalent)<sup>9</sup>.
  - 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** (or equivalent):  
 Yes  No   
 If yes, please indicate the number of 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 credits: ....
  - Record the traineeship in the trainee's Europass Mobility Document (highly recommended).

### 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.

### 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.

#### Trainee

Name:

Signature:

Date:

#### Responsible person<sup>10</sup> at the sending institution

Name of the responsible person:

Stamp:

Signature:

Date:

#### Supervisor<sup>11</sup> at the Receiving Organisation/Enterprise

Name of the responsible person:

Stamp:

Signature:

Date:

## End notes

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- <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) – for recent graduates, specify the latest study cycle.
- <sup>3</sup> **Field of education 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](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.
- <sup>4</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>5</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>6</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 enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- <sup>7</sup> **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: 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>8</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>9</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- <sup>10</sup> **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 Fächer)
- <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.