



# LEARNING AGREEMENT FOR TRAINEESHIPS GRADUATES

## Erasmus Traineeship 2022-2024

### I. THE THREE PARTIES

#### The Trainee

- To be filled in by the Trainee
- To be filled in by the Sending Institution
- To be filled in by the Receiving Organisation

<b>Last name(s):</b>	<b>First name(s):</b>
<b>Date of birth:</b>	<b>Nationality<sup>(1)</sup>:</b>
<b>Gender:</b> male      female      diverse	<b>Phone:</b>
<b>E-mail:</b>	
<b>Study cycle:</b>	
<b>Code (Field of Education<sup>(2)</sup>):</b>	<b>Academic year:</b>

#### The Sending Institution (University)

<b>Name of Institution:</b>
<b>Erasmus Code:</b>
<b>Address:</b>
<b>Country:</b> Germany
<b>Faculty:</b> International Office
<b>Responsible Contact Person<sup>(3)</sup>:</b>

#### The Receiving Organisation/Enterprise

<b>Name of Institution:</b>
<b>Department:</b> <i>[if applicable]</i>
<b>Address: Street:</b>
<b>Postal Code:</b> <b>City:</b> <b>Size:</b> <250
<b>Country:</b> <i>[Number of employees]</i> >250
<b>Website:</b>

(1) Country to which the person belongs administratively and that issues the ID card and/or passport.

(2) Choose a four-digit [ISCED-Code from our official list](#), that is closest to your field of education and enter it in your Learning Agreement.

(3) Responsible contact 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. It is 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 (e.g. Prüfungsamt, placement coordinator, Erasmus coordinator, professor ...). [Please choose a person from our official list.](#)

**Contact person<sup>(4)</sup> at Organisation:**

**Position/Function:**

**Phone:**

**E-mail:**

**Mentor<sup>(5)</sup>:** *[if different from supervisor]*

**Position/Function:**

**Phone:**

**E-mail:**

## II. DETAILS OF THE TRAINEESHIP PROGRAMME

### Duration

**Period of the Mobility** *[day/month/year]:* **Start:**

**End:**

**Number of working hours per week:**

**Vacation:** *[days/month]*

\*Please note that the traineeship must be a full-time position (min. 30h/week)

### Contents/Tasks<sup>(6)</sup>

- **Detailed programme of the traineeship:**

- **Traineeship in digital skills<sup>(7)</sup>:** Yes No

(4) Contact person (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. He or she can also provide administrative information within the framework of Erasmus+ traineeships.

(5) 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.

(6) To find out what has to be described here, see [model version \(Musterbeispiele\) on our website](#).

(7) 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.

- **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning outcomes):**

- **Monitoring Plan (Betreuung):**

- **Evaluation Plan (Feedback):**

## **Language competence of the trainee**

**The main working language(s) is (are):**

**The level of language competence<sup>(8)</sup> that the trainee already has or agrees to acquire by the start of the mobility period is:**

**Language:** \_\_\_\_\_ **Level:** \_\_\_\_\_

**Language:** \_\_\_\_\_ **Level:** \_\_\_\_\_

**Language:** \_\_\_\_\_ **Level:** \_\_\_\_\_

(8) Here you find a [description of the Common European Framework of Reference for Languages \(CEFR\)](#).

### III. THE SENDING INSTITUTION

#### Recognition

The traineeship is carried out by <b>a recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:		
1) Award ECTS credits (or equivalent)	Yes	No
If yes, number of credits:		
2) Record the traineeship in the trainee's Europass Mobility Document.	Yes	No
Please note: <i>The Office for Erasmus traineeships Saxony-Anhalt will issue the graduate a EUROPASS Mobility.</i>		

#### Insurance

The Sending Institution will provide a liability insurance to the trainee.	Yes	No
The Sending Institution will provide an accident insurance to the trainee.	Yes	No

### IV. THE RECEIVING ORGANISATION/ENTERPRISE

#### Salary

The Receiving Institution will provide financial support to the trainee for the traineeship:	Yes	No
If yes, amount (€/month):		
Other contribution in kind (e.g. free accommodation, bonus, food and meals, public transport, etc.):	Yes	No
Please specify:		
Having a value of approx.:	€/month	

#### Insurance

The Receiving Institution will provide a liability insurance (damages caused by the trainee at the workplace) to the trainee.	Yes	No
The Receiving Institution will provide an accident insurance (damages caused to the trainee at the workplace) to the trainee.	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

## IV. 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 the Receiving Organisation/Enterprise will collaborate with the Coordinating Institution (Office for Erasmus traineeships Saxony-Anhalt<sup>(9)</sup>) and communicate to the Coordinating Institution and Sending Institution any problem or changes regarding the mobility period. The Coordinating 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.

### The Trainee

<b>Date:</b>	<b>Signature:</b> _____
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### The Sending Institution

<b>Name of responsible contact person:</b>	
<b>Position/Function:</b>	
<b>E-mail:</b>	
<b>Phone:</b>	
<b>Date:</b>	<b>Signature:</b> _____

### The Receiving Organisation/Enterprise

<p>We agree to make use of the above student's knowledge and skills and provide him/her with tasks and responsibilities appropriate to his/her qualifications and experience. We will provide the trainee with appropriate equipment and support.</p> <p>Upon completion of the traineeship the Organisation/Enterprise will provide the necessary documents for recognition of the placement by the trainee's Sending Institution as well as a Reference Letter or the EU-Traineeship Certificate and the completed Euroskills-Questionnaire within 1 week after the traineeship.</p> <p>We confirm that we are not an official body/agency of the EU and/or that our institution does not administer Community programmes of the EU.</p> <p><b>Name of contact person:</b></p>	
<b>Date:</b>	<b>Signature:</b> _____