

Higher Education Learning Agreement for Traineeships

Academic Year 2023/24

Trainee

Last name(s)	First name(s)	Date of birth	Sex (M/F)
Nationality ¹	Study Cycle ²	Field of Education ³	

Sending Institution

Name	Faculty / Department	
Katholische Universität Eichstätt-Ingolstadt		
Address	Country	Erasmus code ⁴ (if applicable)
Domplatz 8, 85072 Eichstätt	Germany	D EICHSTA01
Contact person ⁵		
Name	E-mail	Phone
Marianne Montrose-Schönmüller	praktika-international@ku.de	+49 8421 93 21184

Receiving Organisation/Enterprise

Name	Department	Size
		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees
Address	Website	Country
Contact person ⁶ (name):		
Position		
Email	Phone	
Mentor ⁷ (name):		
Position		
Email	Phone	

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [day/month/year] _____ to [day/month/year] _____ <i>!Only if applicable! planned period(s) of the virtual mobility: from [day/month/year] _____ to [day/month/year] _____</i>	
Traineeship title:	Number of working hours per week:
	Traineeship in digital skills ⁸ ? Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Detailed programme of the traineeship:</p>
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</p>
<p>Monitoring plan:</p>
<p>Evaluation plan:</p>
<p>The level of language competence⁹ 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p>

<p>Table B - Sending Institution</p> <p><i>Please use only one of the following three boxes:¹⁰</i></p>	
<p>1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:</p>	
<p>Award _____ ECTS credits (or equivalent)¹¹</p>	<p>Give a grade 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 Transcript of Records and Diploma Supplement (or equivalent).</p>	
<p>Record the traineeship in the trainee's Europass Mobility Document: No</p>	
<p>2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:</p>	
<p>Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please indicate the number of credits: _____</p>
<p>Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please indicate if this will be 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 Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Record the traineeship in the trainee's Diploma Supplement (or equivalent).</p>	
<p>Record the traineeship in the trainee's Europass Mobility Document: No</p>	

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 type="checkbox"/>	If yes, please indicate the number of credits: _____
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): No	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): No	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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): No	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If <u>yes</u> , 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: _____	
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"/>	
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.	

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.

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹² at the Sending Institution (Hinweis s.u.)					
Supervisor ¹³ at the Receiving Organisation					

- 1Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- 2Study 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).
- 3Field of education:** The ISCED-F 2013 search tool 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.
- 4Erasmus 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.
- 5Contact 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.
- 6Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- 7Mentor:** 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.
- 8Traineeship 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.
- 9Level 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>
- 10** 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.
- 11ECTS credits or equivalent:** in countries where the "ECTS" system 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.
- 12Responsible 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. 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.
- 13Supervisor 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.