

## Anlage B

# LEARNING AGREEMENT FOR TRAINEESHIPS

### The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex [M/F/X]		Academic year	
Study cycle		Field of education	

### The Sending Institution

Name	Hochschule München - Munich University of Applied Sciences		
Erasmus code (if applicable)	<b>D MUNCHEN06</b>	Department	
Address	Lothstraße 34 80335 München	Country	DE-Germany
Contact person name		Contact person E-mail / phone	

### The Receiving Organisation/Enterprise

Name		Department	
Address, website		Country	
Size of enterprise/ Organisation		Sector of Organisation/ Enterprise	
Contact person name / position		Contact person e-mail / phone	
Mentorname / position		Mentor e-mail/ phone	

Contact person : A person who can provide administrative information within the framework of an Erasmus+ traineeship

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

## Section to be completed BEFORE THE MOBILITY

### I. Traineeship Programme at the Receiving Organisation/Enterprise

<b>Planned period of the mobility:</b> from	till
<b>Number of working hours per week:</b>	
<b>Traineeship title:</b>	
<b>Detailed programme of the traineeship period:</b>	
<b>Traineeship in digital skills<sup>1</sup>:</b> Yes <input type="radio"/> No <input type="radio"/>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship:</b> [expected Learning Outcome]	
<b>Monitoring plan</b> [describing how/when the trainee will be monitored during his / her traineeship by sending receiving organisation / enterprise]	
<b>Evaluation plan:</b> [describing the assessment criteria to be used to evaluate the trainee'ship period.] Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptive communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic- organisational skills, foreign language skills]	
<b>Language competence<sup>1</sup> of the trainee</b> The level of language competence 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="radio"/> A2 <input type="radio"/> B1 <input type="radio"/> B2 <input type="radio"/> C1 <input type="radio"/> C2 <input type="radio"/> Native speaker <input type="radio"/>	

<sup>1</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>2</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>

## The sending institution

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award 30 ECTS credits (or equivalent)<sup>3</sup>
- Give a grade based on: Traineeship certificate  Final report  Interview .
- Record the traineeship in the trainee's Transcript of Records and Diploma Supplement
- Record the traineeship in the trainee's Europass Mobility Document Yes  No

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 Yes  No

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  No  If yes, please indicate the number of Credits: \_\_\_\_\_
- Record the traineeship in the trainee's Europass Mobility Document: Yes  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): 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

<sup>3</sup>ECTS credits or equivalent: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ETCS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

The trainee will receive a financial support for his/her traineeship:      Yes <input type="radio"/> No <input type="radio"/>
If yes, amount (EUR/month): _____
The trainee will receive a contribution in kind for his/her traineeship:      Yes <input type="radio"/> No <input type="radio"/> 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="radio"/> No <input type="radio"/>
If not please specify whether the trainee is covered by an accident insurance provided by the sending institution:      Yes <input type="radio"/> No <input checked="" type="radio"/>
The accident insurance covers: - accidents during travels made for work purposes:      Yes <input checked="" type="radio"/> No <input type="radio"/> - accidents on the way to work and back from work:      Yes <input checked="" type="radio"/> No <input type="radio"/>
The Receiving Institution will provide a liability insurance to the trainee ( if not provided by the Receiving Organisation/Enterprise):      Yes <input checked="" type="radio"/> No <input type="radio"/>
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.      Yes <input type="radio"/> No <input type="radio"/>

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).

**Commitment:**

**Trainee**

Last name (s)		First name (s)	
Position		E-Mail	
Date		<b>Signature</b>	

**Responsible Person at the Sending Institution**

Last name (s)		First name (s)	
Position		E-Mail	
Date		<b>Signature</b>	

**Supervisor at the Receiving Institution**

Last name (s)		First name (s)	
Position		E-Mail	
Date		<b>Signature</b>	