

Guidance on drawing up an Erasmus+ Learning Agreement for Traineeships

The Learning Agreement is intended to facilitate transparent and efficient preparation for the work placement abroad, as well as to ensure the academic recognition of the placement successfully completed abroad.

The document can be completed in German or English.

BEFORE THE MOBILITY PERIOD

The applicant is responsible for drawing up and submitting the Learning Agreement. It is strongly recommended that, before sending it to the host institution, you clarify the terms of recognition with the contact person at your home faculty and have the relevant information entered in Table B (see below).

The intern must have accident insurance (covering injuries sustained by the intern at the workplace) and third-party liability insurance (covering damage caused by the intern at the workplace). The University of Göttingen does not provide any insurance cover for the intern (see Table B). Should the host institution also fail to provide appropriate insurance cover (see Table C), it is the intern's responsibility to take out the aforementioned insurance before signing an Erasmus+ grant agreement.

Furthermore, taking out international health insurance is strongly recommended.

Administrative details

On the first page of the form, full contact details must be provided for the intern, the sending organisation and the host organisation.

Placement programme at the host organisation (Table A) – to be completed by the host organisation

The details regarding the period of employment at the host organisation must include the period from the *first day of work to the last day of work at the place of work* (see below), as well as the number of working hours per week.

Important:

If your dates of stay have changed in the meantime, please inform the Erasmus+ KA 131 team immediately in writing of the revised dates. Do not enter any new dates of stay without first consulting the Erasmus+ KA 131 team!

Translated with DeepL.com (free version)

Trainee	Last name(s); first name(s)	Date of birth	Nationality ¹	Gender	Study cycle	Field of education ²
	MUST BE FILLED IN	MUST BE FILLED IN	MUST BE FILLED IN	MUST BE FILLED IN	☐ BA ☐ MA/Staatsexamen ☐ PhD	MUST BE FILLED IN – Please see end note if necessary
Sending Institution:	Faculty/Department	Address; country		Contact person name ³ ; function; email; phone		
Georg-August-Universität Göttingen (D_GOTTING01)	MUST BE FILLED IN	MUST BE FILLED IN		MUST BE FILLED IN		
	Göttingen International	Von-Siebold-Straße 2; D-37075 Göttingen; Germany		Ms. Karen Denecke; Institutional Coordinator; karen.denecke@rzv.uni-goettingen.de; +495513921330		
Receiving Organisation/Enterprise:	Department	Address; country; website	Size	Contact person ⁴ name; position; email; phone	Mentor name ⁵ ; position; email; phone	
MUST BE FILLED IN	MUST BE FILLED IN (if applicable)	MUST BE FILLED IN	☐ < 250 employees ☐ > 250 employees	MUST BE FILLED IN	MUST BE FILLED IN	

The *detailed programme* for the work placement must set out the tasks to be carried out, together with a corresponding timetable.

Before the mobility	
Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [day/month/year] MUST BE FILLED IN to [day/month/year] MUST BE FILLED IN	
If applicable, planned period(s) of the virtual mobility: from [day/month/year] to [day/month/year]	
Traineeship title: "Working Experience" – MUST NOT BE CHANGED	Number of working hours per week: MUST BE FILLED IN
Please note that the internship must be a full-time position (min. 35* hours per week) and working hours may not exceed 40 hours per week. *If the trainee has to take care of his/her children or participates in a language course, a 32-hour week may be accepted upon submission of evidence	
Detailed programme of the traineeship The detailed programme of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing. Please provide detailed information, no bullet points. *****	

The funding programme places particular emphasis on digital skills, as these are becoming increasingly important for all job profiles across the entire labour market. The following activities, for example, may be funded under the heading of 'digital skills':

- digital marketing (e.g. social media management, web analytics)
- digital graphic, mechanical or architectural design
- development of digital applications, website design
- installation, maintenance and administration of IT systems
- cyber security
- programming and training of robots and artificial intelligence

General customer support, order processing, data entry and office tasks do not fall within the 'digital skills' category.

If the work placement can be regarded as training in digital skills, this should be indicated by ticking 'yes' in the relevant box:

Traineeship in digital skills: Yes ☐ No ☐
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.

In addition, it must be specified which learning outcomes – knowledge, intellectual and practical skills, and competences – will be acquired by the end of the placement: academic, analytical, communication, decision-making, ICT, innovative and creative, strategic and organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

Knowledge, skills and competences to be acquired by the end of the traineeship Expected Learning Outcomes such as academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability etc. <i>Please provide detailed information, no bullet points.</i> *****

The *monitoring plan* sets out how and when the intern will be supported during the placement by the host organisation and, where applicable, the sending institution.

The *assessment plan* should set out the assessment criteria to be used to evaluate the placement and the learning outcomes.

Monitoring plan by the receiving institution: Description of <i>how</i> and <i>when</i> the trainee will be monitored during the traineeship. *****
Evaluation plan: Description of the assessment criteria that will be used to evaluate the traineeship and the learning outcomes. *****

Language proficiency

The recommended level of language proficiency in the main working language should be agreed with the host organisation at an early stage to ensure the intern's smooth integration into the organisation. The level of language proficiency in the main working language that the intern already possesses by the start of the placement, or is willing to acquire, must be specified in the field provided for this purpose in the Learning Agreement.

The level of language competence⁶ in MUST BE FILLED 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 ☐ If applicable: The level of language competence⁷ in [indicate here a second 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 ☐
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Please note:

The programme guidelines for 'Erasmus+ – Working E+xperience' recommend level B1 as the minimum requirement for the working language mentioned first here. **Proof of this must be submitted to the Göttingen International office with the application – at the latest upon submission of the Learning Agreement.** In addition, Erasmus+ participants must complete a language proficiency assessment via the EU database 'Online Linguistic Support (OLS)' prior to their funded mobility period (this requirement will no longer apply from the 2022 call onwards). This database also offers grant recipients the opportunity to take part in language courses (including in languages other than the working language, for example, if this differs from the national language).

Sending institution (Table B) – to be completed by the home faculty

The sending institution undertakes to recognise the learning outcomes achieved by the intern, provided the intern has successfully completed the placement, regardless of whether the placement

- is integrated into the curriculum (compulsory) or
- is undertaken on a voluntary basis (not compulsory for graduation).

As a general rule, it is assumed that ECTS credits will be awarded for the placement and/or that it will be recorded in the Diploma Supplement. If this is not possible, the placement must be documented in the home university's Transcript of Records.

The 'Europass Mobility Document' may also be used if formal recognition is not possible. For further information, please contact Ms Patricia Missler, Göttingen International Department/Erasmus+ KA 131 Study Abroad Adviser (patricia.missler@zvw.uni-goettingen.de).

Table B - Sending Institution	
Please use only one of the following two boxes:	
☐ The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent)*	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).	
☐ 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 (see below): 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 (see below): Yes ☐ No ☐	
Further information regarding the "Europass Mobility Document": Please refer to https://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility	

Please note:

Anyone wishing to receive a Europass Mobility document in addition to formal recognition must contact the relevant person at their home faculty to arrange for it to be issued.

Host organisation (Table C) – to be completed by the host organisation

The host organisation should provide the trainee with appropriate support, including mentoring, supervision and equipment.

The host organisation must state whether it will provide the trainee with financial support and/or a contribution in kind in addition to the Erasmus+ grant.

The host organisation undertakes to issue a Traineeship Certificate within five weeks of the end of the traineeship. This template can be found in the 'After the Mobility' section of the Learning Agreement for Traineeships. The Traineeship Certificate may be replaced by a qualified reference, provided that it contains all the required elements of the aforementioned document.

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, amount (EUR/month): If yes, please specify:
Insurance for the trainee	
The Receiving Organisation/Enterprise will provide an <u>accident insurance</u> to the trainee: Yes ☐ No ☐	
If yes, 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 <u>liability insurance</u> to the trainee: Yes ☐ No ☐	
Support and Traineeship Certificate	
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 <u>5 weeks</u> after the end of the traineeship.	
Please note: If the host institution provides financial support and/or a contribution in kind of e.g. housing, food, and transportation of more than 1,200€/net per month, the entire stay will be supported as a zero grant mobility.	

Please note the maximum amount of additional income permitted. Further information can be found in the call for applications applicable to the period of stay. If you have any questions on this matter, please be sure to contact the Erasmus+ KA 131 team (erasmus@uni-goettingen.de) before submitting the document.

Signing the Learning Agreement

The fully completed Learning Agreement must be submitted no later than six weeks before the start of the placement. A version bearing the following signatures, in the order listed, must be submitted:

- The person responsible at the host organisation
- The placement student
- The person responsible at the home faculty

The document should be digitally signed with a certified signature. Alternatively, handwritten signatures accompanied by the organisation's stamp are also accepted.

Further information:

Erasmus+ KA 131 Team

Contact: erasmus@uni-goettingen.de

WWW: <https://www.uni-goettingen.de/en/647465.html>