

Learning Agreement Student Mobility for Traineeships

**Higher Education:
Learning Agreement form**

**Student's Name: - vorausgefüllt -
Academic Year 2021/2022**

This "Learning Agreement for Traineeships" shall document the content of the traineeship. Each section has to be filled out accurately; handwritten entries will not be accepted. **The quality and completeness of the content will determine if the student will be awarded financial support through our Erasmus+ KA 131 project "Working E^xperience".** If any changes in the duration or the content need to be made in the course of the traineeship, please contact the Erasmus+ KA 131 team of Göttingen International immediately: erasmus@uni-goettingen.de

Trainee	Last name(s); first name(s)	Date of birth	Nationality	Gender	Study cycle	Field of education
	- vorausgefüllt -	- vor- ausgefüllt -	- vor- ausgefüllt -	- vor- ausgefüllt -	- vorausgefüllt -	- vorausgefüllt -
Sending Institution:	Faculty/Department	Address; country		Contact person name; function; email; phone		
	Georg-August-Universität Göttingen (D GOTTING01)					
	Göttingen International	Von-Siebold-Straße 2; D-37075 Göttingen; Germany		Ms. Karen Denecke; Institutional Coordinator; karen.denecke@zvw.uni-goettingen.de ; +495513921330		
Receiving Organisation/ Enterprise:	Department	Address; country; website	Size	Contact person name; position; email; phone		Mentor name; position; email; phone
	- vorausgefüllt -		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees			

Before the mobility

<p><i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i></p> <p>Planned period of the mobility: from [day/month/year] - vorausgefüllt - to [day/month/year] - vorausgefüllt -</p> <p>If applicable, planned period(s) of the virtual mobility: from [day/month/year] ___ to [day/month/year]</p>	
<p>Traineeship title: "Working E^xperience" – nicht ändern! -</p>	<p>Number of working hours per week: 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</p>
<p>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.</p>	
<p>Traineeship in digital skills: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p>	
<p>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. Please provide detailed information.</p>	

Monitoring plan by the receiving institution:

Description of how and when 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.

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 A2 B1 B2 C1 C2 Native speaker

If applicable: The level of **language competence** 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

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 <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document (<i>see below</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

- 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>see below</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Further information regarding the "Europass Mobility Document": Please refer to <https://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility>

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

NOTE: There is no insurance coverage associated with the programme itself. Erasmus+ participants of German universities have the possibility to participate in the group insurance of the Deutsche Akademische Austauschdienst (DAAD) (package incl. health/accident and liability insurance) at their own expense.

Further information: <https://www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zieland-ausland/>

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 yes, 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, 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, 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 <u>liability insurance</u> to the trainee: Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 1,500€/net per month, the entire stay will be supported as a zero grant mobility.

Commitment	Name	Date	Signature
Trainee			
Responsible person at the Receiving Organisation			
Faculty Coordinator at the Sending Institution			
<p>Important note for applicants: To complete the Erasmus+ application, please provide a scan of the Learning Agreement (PDF) with the following signatures in the Mobility Portal of the Georg-August-Universität Göttingen until six weeks before the start of the planned internship:</p> <p><i>trainee, responsible person at the receiving organisation, faculty coordinator at the sending institution</i></p>			
Institutional Coordinator at the Sending Institution	Karen Denecke		