



Erasmus+



Traineeship Agreement Student Mobility SMP (Outgoing)

Trainee

Participant First Name		Participant Last Name			
Date of Birth		Participant Gender	Male	Female	Undefined
E-Mail		Nationality¹			
Study Cycle²	BA	MA	PhD	Short Cycle	Academic Year 20____/20____
Field of Education³				ISCED-F Code³:	

Sending Institution

Name of Institution	Humboldt-Universität zu Berlin	Faculty/ Department		
Address	Unter den Linden 6 10099 Berlin	Country	Germany	
		Size of Organisation	<250 employees	>250 employees
Contact Person⁶ Name and Position		E-Mail and Phone Number		

Receiving Institution

Name of Institution		Faculty/ Department		
Website		Size of Organisation	<250 employees	>250 employees
Address		Country		
Contact Person⁶: Name and Position		E-Mail and Phone Number		
Mentor⁸: Name and Position		E-Mail and Phone Number		

Language Competence of the Student

Working Language at the Host Institution Language of instruction		The Level of Language Competence⁹ that the student already has or agrees to acquire by the start of the study period:	A1 B1 C1 Native speaker	A2 B2 C2
--	--	--	----------------------------------	----------------



Erasmus+



BEFORE THE MOBILITY

Table A: Traineeship Programme at the Receiving Organisation

Mobility Start Date from month/year		Mobility End Date to month/year	
Traineeship Title:			
Nr. of Working Hours Per Week:		Traineeship in Digital Skills¹⁰:	Yes No
Detailed Programme of the Traineeship:			
Knowledge, Skills and Competences to be Acquired by the End of the Traineeship (expected Learning Outcomes):			
Monitoring Plan:			
Evaluation Plan:			



Table B1: Commitment of the Sending Institution before the mobility regarding recognition

Recognition Linked to the Traineeship Programme					
The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:					
Award _____ ECTS credits ¹¹ (or equivalent)					
Give a grade based on:	Traineeship Certificate		Final Report	Interview	
Record the traineeship in the trainee's:	Transcript of Records (mandatory)			Yes	No
	Diploma Supplement (mandatory if sending institution in EHEA)			Yes	No
	Europass Mobility Document			Yes	No
The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:					
Award ECTS credits ¹¹ (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
	Diploma Supplement (mandatory if sending institution in EHEA)			Yes	No
	Europass Mobility Document			Yes	No

Table B2: Commitment of the Programme Country Institution regarding Accident insurance for the trainee

The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation):	Yes	No	
The accident insurance covers:	<ul style="list-style-type: none"> Accidents during work-related travel: Accidents on the way to work or from work: 	Yes	No
The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation):	Yes	No	

Table C: Commitment of the Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship:	Yes	No	
If yes, amount (EUR/month):			
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship:	Yes	No	
If yes, please specify:			
The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution):	Yes	No	
The accident insurance covers:	<ul style="list-style-type: none"> Accidents during work-related travel: Accidents on the way to work or from work: 	Yes	No
The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution):	Yes	No	
The Receiving Organisation will provide appropriate support and equipment to the trainee.			
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.			



COMMITMENT

By signing this document, the trainee, the Programme Country Institution, the Receiving Organisation and the Partner Country Institution confirm that they approve the Traineeship Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation will communicate any problem or changes regarding the traineeship period to the Partner Country Institution and the Programme Country Institution.

The Programme Country Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries.

Student		
Last Name, First Name	Signature	Date
Responsible person¹² at the Sending Institution	Position:	
Name of the responsible person	Signature and Stamp	Date
Responsible person¹² at the Receiving Institution	Position:	
Name of the responsible person	Signature and Stamp	Date
Supervisor¹³ at the Receiving Institution	Position:	
Name of the responsible person	Signature and Stamp	Date



DURING THE MOBILITY

Table D: Exceptional changes to the Traineeship programme at the Receiving Organisation

(to be approved by e-mail or signature by the student, the responsible person in the Programme Country Institution, the responsible person in the Receiving Organisation and the responsible person in the Partner Country Institution)

Mobility Start Date from month/year		Mobility End Date to month/year	
Traineeship Title:		Nr. of Working Hours Per Week:	
Detailed Programme of the Traineeship:			
Knowledge, Skills and Competences to be Acquired by the End of the traineeship (expected learning outcomes):			
Monitoring Plan:			
Evaluation Plan:			

Student		
Last Name, First Name	Signature	Date

Responsible person¹² at the Sending Institution	Position:	
Name of the responsible person	Signature and Stamp	Date

Responsible person¹² at the Receiving Institution	Position:	
Name of the responsible person	Signature and Stamp	Date

Supervisor¹³ at the Receiving Institution	Position:	
Name of the responsible person	Signature and Stamp	Date



Erasmus+



AFTER THE MOBILITY

Table E: Traineeship Certificate by the Receiving Organisation

Participant First Name		Participant Last Name	
Name of the Receiving Organisation:		Sector of the Receiving Organisation:	
Address of the Receiving Organisation:			
Website of the Receiving Organisation:			
Mobility Start Date DD/MM/YY		Mobility End Date DD/MM/YY	
Traineeship Title:			
Detailed Programme of the Traineeship Period Including Tasks Carried out by the Trainee:			
Knowledge, Skills (Intellectual and Practical) and Competences Acquired (Achieved Learning Outcomes):			
Evaluation of the Trainee			

Supervisor¹³ at the Receiving Institution	Position:	
Name of the responsible person	Signature and Stamp	Date



1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
2. **Study 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).
3. **Field 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 student by the Sending Institution.
4. **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.
5. **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
6. **Contact person at the Programme/ Partner Country 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.
7. **Contact Person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement
8. **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the contact person and the supervisor.
9. **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>
10. **Traineeship in digital skills:** any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.
11. **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, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
12. **Responsible Person at the Programme / Partner Country Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. 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.
13. **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. 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.