

LEARNING AGREEMENT

Student Mobility for Traineeships (SMP)

DIESES DOKUMENT IST VOM PRAKTIKUMSUNTERNEHMEN ZU UNTERZEICHNEN UND VOR PRAKTIKUMSBEGINN AN erasmus.praktikum@hu-berlin.de ZU SCHICKEN.

PLANNED PERIOD OF THE INTERNSHIP (PHYSICAL MOBILITY)

From (mm/yyyy)		To ¹ (mm/yyyy)	
City		Country	

TRAINEE

Last name(s)			
First name(s)			
Date of birth		Nationality ²	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Undefined	Field of Education ³	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Study Cycle	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Staatsexamen <input type="checkbox"/> PhD		

SENDING INSTITUTION: HUMBOLDT-UNIVERSITÄT ZU BERLIN

Erasmus code	D <input type="text"/> <input type="text"/> B E R L I N 1 3		
Address	Unter den Linden 6 / 10099 Berlin / Germany		
Contact person	Christina Bohle (Erasmus-Coordinator)		
E-mail / phone	christina.bohle@hu-berlin.de / +49 30 2093-46715		
Department	International Department	Academic Year	2022/2023

RECEIVING ORGANISATION/ENTERPRISE

Name		Size	<input type="radio"/> < 250 employees <input type="radio"/> > 250 employees
Address (Street/Nº/City)			
Department			
Country		Website	
Organisation type	<input type="checkbox"/> Public Body	<input type="checkbox"/> Beneficiary	<input type="checkbox"/> Non-Profit
Contact person ⁴	Name	Position	
	e-mail	Phone	
Mentor ⁵	Name	Position	
	e-mail	Phone	

BEFORE THE MOBILITY

Table A – Traineeship Programme at the Receiving Organisation/Enterprise			
Traineeship Title:			
Traineeship in digital skills ⁶ :	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of Working Hours per week ⁷ :
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:			
Main Language of Work:		Language Competence: [B2 / C1 / C2 / Native speaker] ⁸	

Table B – Sending Institution | Please use only one of the following three boxes:⁹

1. 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).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. 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: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please note that Humboldt-Universität zu Berlin will NOT provide accident/liability/health insurance.

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, 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

	Trainee	Supervisor¹⁰ at the Receiving Institution	Responsible Person at the Sending Institution
Name			Christina Bohle
E-Mail			christina.bohle@hu-berlin.de
Position	Trainee		Erasmus-Coordinator
Date			
Signature			

ONLY HANDWRITTEN SIGNATURES WILL BE ACCEPTED.

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- ¹ **Duration:** Please note that the minimum stay is 60 days (without travel days).
- ² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- 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 trainee by the sending institution.
- ⁴ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁵ **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 of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁶ **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.
- ⁷ **Working hours:** The internship must be fulltime to qualify for Erasmus+ support. There is a minimum of 35 working hours per week. (Lehramt: time for class preparation included – minimum of 12 working hours per week)
- ⁸ **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>
- ⁹ **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.
- ¹⁰ **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.