

Erasmus+ LEARNING AGREEMENT

Student Mobility for Traineeships¹

Dieses Dokument ist vollständig ausgefüllt und unterschrieben (Studierende & Praktikumsseinrichtung)
VOR dem Start des Praktikums einzureichen: erasmus.praktikum@hu-berlin.de

PLANNED PERIOD OF THE INTERNSHIP (PHYSICAL MOBILITY)

From (month/year)		To (month/year)	
Country		City	

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	<table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
Level of education	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Staatsexamen <input type="checkbox"/> PhD						

SENDING INSTITUTION

Name	Humboldt-Universität zu Berlin	Erasmus code	D BERLIN13
Address	Unter den Linden 6 10099 Berlin	Country	Germany
Department	International Department	Academic Year	
Contact Person	Christina Bohle (Erasmus-Coordinator)	Email	christina.bohle@hu-berlin.de

RECEIVING ORGANISATION

Name of Organisation		Erasmus code (if applicable)	
Address Street/No/City		Country	
Telephone number		Department	
Organisation type	<input type="checkbox"/> Public Body <input type="checkbox"/> Beneficiary <input type="checkbox"/> Non-Profit	Size	<input type="radio"/> < 250 employees <input type="radio"/> > 250 employees
Contact person ⁴	Name		
	Email		Position
Mentor ⁵	Name		
	Email		Position

>> BEFORE THE MOBILITY <<

Table A – Traineeship Programme at the Receiving Organisation			
Traineeship title:			
Traineeship in Digital skills ⁶	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Working Hours ⁷ 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:			
Main language at work:		Other languages at work (if applicable):	
Language competence ⁸ (main language at work):	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker		

Table B – Sending Institution Please use only one of the following boxes ⁹ :			
<input type="checkbox"/>	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:	<input type="checkbox"/> Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview
	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:		<input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:
	Give a grade:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate if this will be based on: <input type="checkbox"/> Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview
	Record the traineeship in the trainee's Transcript of Records:		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Record the traineeship in the trainee's Diploma Supplement (or equivalent).		
	Record the traineeship in the trainee's Europass Mobility Document:		<input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:
	Record the traineeship in the trainee's Europass Mobility Document (highly recommended):		<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Table C – Receiving Organisation			
The Receiving Organisation will provide financial support to the trainee for the traineeship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount (EUR/month):	
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
The Receiving Organisation will provide an accident insurance to the trainee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	The accident insurance covers:	
		- accidents during travels made for work purposes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		- accidents on the way to work and back from work:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Receiving Organisation will provide a liability insurance to the trainee:	<input type="checkbox"/> Yes <input type="checkbox"/> 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.			

By signing this document, the trainee, the sending organisation, the receiving organisation 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 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 sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

COMMITMENT

only handwritten signatures will be accepted

TRAINEE	Name		Signature
	Email		
	Position	Trainee	
	Date		

Supervisor¹⁰ at the receiving organisation	Name		Signature
	Email		
	Position		
	Date		

Responsible person at the sending institution	Name	Christina Bohle	Signature
	Email	christina.bohle@hu-berlin.de	
	Position	Erasmus-Coordinator	
	Date		

¹ In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

² 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/iscsed-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. [Eine Übersicht der Codes finden Sie auch auf der HU-Website in den jeweiligen Download-Ordern: <https://www.international.hu-berlin.de/de/studierende/ins-ausland/praktikum/erasmus/downloads> - Datei: „ISCED-Codes.pdf“]

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 organisation (culture of the organisation, 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> [Die Förderung Ihres Praktikum ist ab einem "Level of language competence" von B2 möglich.]

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.