

## ERASMUS+ LEARNING AGREEMENT\* Student Mobility for Traineeships<sup>1</sup> Academic Year 2024/25

Field of Education (Clarification)	Field of Education <sup>2</sup> (ISCED)	
	Study cycle (EQF Level) <sup>3</sup>	

#### **The Trainee**

Last name(s)				Gender:
				female male
First name(s)				undefined
Date of birth			Nationality <sup>4</sup>	
Phone	+49	E-mail		

## **The Sending Institution<sup>5</sup>**

Name	University	of Münster	Erasmus code <sup>6</sup> (if applicable)	D MUNSTER01	Country code	DE
Faculty/ Depar	rtment	Career Service				
Address, Cour	itry	Schlossgarten 3 – Botanicum – 48149 Münster, Germany				
Contact perso	n <sup>7</sup>	Dr. Christiane Stroth				
Phone	+49 (0) 251	83 30070	E-mail	praktikumsfinanzierung	@uni-muer	nster.de

### The Receiving Organisation/Enterprise

Name					Country code	
Size		< 250 employees	> 250 er	nployees		
Faculty/ Depai	rtment					
Address, Coun	itry					
Contact perso	n <sup>8</sup> & position					
Phone			E-mail			
Mentor persor	n <sup>9</sup> & position		·			
Phone			E-mail			
Website						



Universität



## **BEFORE THE MOBILITY**

### Table A – Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the phys	sical component:	from	(First day of traineeship: Day/month/year)	to	(Last day of traineeship: Day/month/year)
If applicable, planned perio component:	od(s) of the virtual	from	- Not applicable -	to	- Not applicable -
Traineeship title:					
Number of working hours per week:			Full-time <sup>10</sup> according to the r organisation's working time:	-	yes no
Detailed programme of the	e traineeship:		organisation's working time.		
Traineeship in digital skills	<sup>11</sup> : yes		no		
Knowledge, skills and com	petences to be ac	quire	d by the end of the traineeshi	p (expecte	d learning outcomes):
Monitoring plan (planned s	supervision):				
Evaluation plan (planned, o	qualified reference	etc.)	:		

Language co	ompetence	e of the st	udent				
The level of language competence <sup>12</sup> in					[indicate here the main language of work]		
that the traine	e already ha	s or agrees	to acquire b	y the start o	f the mobility peri	od is:	
A1	A2	B1	B2	C1	C2	Native Speaker	
<u> </u>	niversität						



Learning Agreement – Page - 2 -

Münster



Table B – Sending Institution – University of Münster

Please use only one of the following three boxes<sup>13</sup>

# 1. The traineeship is <u>embedded in the curriculum</u> and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) <sup>14</sup> :		[indicate her	re the number of credits]			
Give a grade based on:	Traineeship certificate	Final report	Interview			
Record the traineeship in the trainee's T	Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).					
Record the traineeship in the trainee's E	yes	no				

## 2. The traineeship is <u>voluntary</u> and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent):	yes	no	If yes, please indicate	the numbe	er of credits:	
Give a grade:	yes	no	If yes, please indicate if this will be based on: Traineeship certificate Final report Interv			Interview
Record the traineeship in the trainee's Transcript of Records:					no	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).						
Record the traineeship in the trainee's Europass Mobility Document:					no	

## 3. The traineeship is carried out by a <u>recent graduate</u> 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 cr	edits:		
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): yes no						

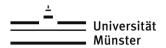
#### **Accident Insurance for the Trainee**

The Sending Institution v by the Receiving Organis	yes	no	
The accident insurance of	vers: - accidents during travels made for work purposes: - accidents on the way to work and back from work:	yes yes	no no
The Sending Institution the Receiving Organisati	Il provide a liability insurance to the trainee (if not provided by n/Enterprise):	yes	no



Career Service

Iniversität Münster



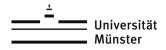


#### Table C – Receiving Organisation / Enterprise

The Receiving Organisation / Enterprise will provide financial support to the trainee for the traineeship: yes no If yes, amount (€ / month) =					
The Receiving Organisation / <i>Enterprise</i> will provide a contribution in kind to the trainee for the traineeship:	yes	no	If yes, please specify: no		
The Receiving Organisation / Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution):					no
The accident insurance covers: - accidents during t - accidents on the	• •	yes yes	no no		
The Receiving Organisation / <i>Enterprise</i> will provide a liability insurance to the trainee (if not provided by the Sending Institution):					no
The Receiving Organisation / Enterprise will provide appropriate support and equipment to the trainee.					
Upon completion of the traineeship, the Receiving Organisation/ <i>Enterprise</i> 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 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.

The Tra	The Trainee						
Name:							
Date:	Signature:						
Univers	University of Münster as Sending Institution - Responsible Person [Department] <sup>15</sup>						
Name:		Position:					
Date:	Signature:						
E-mail:							
Receivi	Receiving Organisation/Enterprise - Responsible Person [Supervisor] <sup>16</sup>						
Name:		Position:					
Date:	Signature:						
E-mail:							







## **DURING THE MOBILITY** (To be filled out in case of significant changes only)

## Table A2 – Exceptional Changes to the Traineeship Programme at the Receiving Organisation / Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise)

		day/month/year		day/month/year
Planned period of the mobility:	from		to	
If applicable, planned period(s) of the virtual mobility:	from	- not applicable -	to	- not applicable -

Traineeship title:				
Number of working hours per week:		Full-time <sup>10</sup> according to the receiving organisation's working time:	yes	no
Detailed programme	of the traineeship period:		•	
Knowledge, skills and	competences to be acquir	red by the end of the traineeship (expecte	d learning outcor	nes):
	1			
Monitoring plan (plan	ned supervision):			
Evaluation plan (alar	nod qualified reference at			
Evaluation plan (plan)	ned, qualified reference et	(.):		

The Trainee				
Name:				
Date:	Signature:			
University of Münster as Sending Institution - Responsible Person [Department]				
Name:		Position:		
Date:	Signature:			
E-mail:				
Receivin	g Organisation/Enterprise - Responsible Pers	rson [Supervisor]		
Name:		Position:		
Date:	Signature:			
E-mail:				
Ť				



Learning Agreement - Page - 5 -

Universität

Münster



Date: E-mail: **Student's Name:** 

## **AFTER THE MOBILITY**

### Table D – Traineeship Certificate by the Receiving Organisation / Enterprise

(to be signed <u>at the earliest</u> 5 days before the end of the traineeship)

Name of the trainee							
Name of Receiving Organisation/Enterprise							
Sector of the Receiving Organisation/Enterprise							
Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail, website]							
Start date and end date of the complete traineeship [incl. a previously unplanned virtual component, if applicable]							
From [day/month/year] to [day/month/year]							
Was - other than planned - a virtual component of the traineeship carried out in the home country?       YES       NO         If YES, start date and end date of physical component at the Receiving Organisation/Enterprise:       YES       NO							
From [day/month/year] to [day/month/year]							
Traineeship title:							
Detailed programme of the traineeship period including tasks carried out by trainee:							
Knowledge, skills [intellectual and practical] and competences acquired [achieved Learning Outcomes]:							
Level of acquired digital skills [if applicable]:							
Advanced digital skills Basic digital skills Not applicable							
Evaluation of the trainee:							
Name and signature of the Supervisor at the Receiving Organisation/Enterprise							
Name:							



Universität Münster

Learning Agreement - Page - 6 -



Co-funded by the European Union

#### Student's Name:

\*Additions made by the University of Münster to the Learning Agreement template are indicated in italics.

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

<sup>2</sup> Field of education: The <u>ISCED-F 2013 search tool</u> available at <u>http://ec.europa.eu/education/tools/isced-f\_en.htm</u> 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.

<sup>3</sup> **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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

<sup>4</sup> Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>5</sup> In the case of outgoing mobility, the sending institution is the beneficiary organisation.

<sup>6</sup> **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

<sup>7</sup> **Contact person at the Sending 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.

<sup>8</sup> **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>9</sup> **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.

<sup>10</sup> In case of internships for which ECTS (or equivalent) are awarded by the sending institution, **weekly working hours** at the receiving institution must be **at least 25 hours**. If the traineeship is not recognized (by ECTS or equivalent) at the sending institution, it has to be a **full-time internship** based on the Receiving Organisation's working time.

<sup>11</sup> **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.

<sup>12</sup> **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <u>https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</u>

#### <sup>13</sup> 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.

<sup>14</sup> **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

<sup>15</sup> **Responsible person at the Sending Institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and e-mail 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.

<sup>16</sup> **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 e-mail 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.

