

Field of

Student's Name:

ERASMUS+ LEARNING AGREEMENT* Student Mobility for Traineeships¹ Academic Year 2024/25

Field of Education²

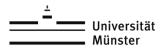
Education (Clarification)		Level of Edu	(ISCED) ucation Level) ³		
The Traine	e				
Last name(s)					Gender: female male
First name(s)					undefined
Date of birth				Nationality ⁴	
Phone	+49	E-mail			
The Sendin	g Institution ⁵				

Name University of Münster Erasmus code⁶ (if applicable) D MUNSTER01 Country code Country Code Country Code Country Code DE Country Code DE Address, Country Schlossgarten 3 – Botanicum – 48149 Münster, Germany Contact person⁷ Ina Mukherjee / Dr. Christiane Stroth

Phone +49 (0) 251 83 32287 E-mail praktikumsfinanzierung@uni-muenster.de

The Receiving Organisation/Enterprise

Name	Country code	
Size	< 250 employees > 250 employees	
Faculty/ Department		
Address, Country		
Contact person ⁸ & position		
Phone	E-mail	
Mentor person ⁹ & position		
Phone	E-mail	
Website		







BEFORE THE MOBILITY

Table A – Traineeship Programme at the Receiving Organisation/Enterprise

				(First day of traineeship: Day/month/year)		(Last day of traineeship: Day/month/year)
Planned period of the		•			to _	
If applicable, planned component:	period(s) o		from	- Not applicable -	to _	- Not applicable -
Traineeship title:						
Number of working				Full-time ¹⁰ according to the re	ceiving	vac no
hours per week:				organisation's working time:		yes no
Detailed programme	of the train	neeship:				
Traineeship in digital	skills ¹¹ :	yes		no		
Knowledge, skills and	competen	ces to be acc	quired	by the end of the traineeship	(expected	l learning outcomes):
Monitoring plan (plan	nned superv	vision):				
Evaluation plan (plan	ned, qualifi	ied reference	etc.):			
Table 1		the extended				
Language compe			nt			
The level of languag	•					ain language of work]
that the trainee alre	ady has or	agrees to ac	quire	by the start of the mobility pe	riod is:	
A1 A	42	B1	B2	C1 C2		Native Speaker







Table B – Sending Institution – *University of Münster*

Please use only one of the following three boxes¹³

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) ¹⁴ :		[indicate he	re the number of credits]		
Give a grade based on:	Traineeship certificate Final report Interview				
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			
Give a grade:	yes	no	If yes, please indicate Traineeship certific	based on: al report	Interview	
Record the traineeship in the trainee's Transcript of Records:					no	
Record the traineeship in the trainee	ement (or equivalent).					
Record the traineeship in the trainee's Europass Mobility Document:				yes	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		
Record the traineeship in the trainee	's Europass	Mobil	ity Document (highly recommended):	yes	no

Accident Insurance for the Trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	yes	no
The accident insurance covers: - accidents during travels made for work purposes: - accidents on the way to work and back from work:	yes yes	no no
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	yes	no





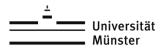


Table C – Receiving Organisation / Enterprise

The Receiving Organisation / Enterprise will provide financial support to the trainee for the traineeship: yes no lf yes, amount (€ /						
The Receiving Organisation / Enterprise will provide a contribution in kind to the trainee for the traineeship:	yes	no	If yes, please specify:			
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 travels made for work purposes: - accidents on the way to work and back from work:					no no	
The Receiving Organisation / Enterprise 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	inee	
Name:		
Date:	Signatur	re:
Univers	ity of Münster as Sending Institution - Re	sponsible Person [Department] ¹⁵
Name:		Position:
Date:	Signatur	re:
E-mail:		
Receivi	ng Organisation/Enterprise - Responsible	Person [Supervisor] ¹⁶
Name:		Position:
Date:	Signatur	re:
E-mail:		





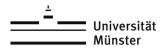


DURING THE MOBILITY (To be filled out in case of significant changes only)

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, plani	ned period(s) of the virtual	mobility:	from	- not applicable -	to	- not applica	ble -	
Traineeship title:	·							
Number of workin hours per week:	g			ing to the receiving rking time:		yes	no	
·	l ne of the traineeship perio		LIOII S WOI	King time.				
Knowledge skills a	and competences to be acc	nuired by the	end of th	e traineeshin (expec	ted lea	arning outcomes).	
Knowiedge, skins (ma competences to be acc	quired by the	cha or th	e transcessing (expec	ica ica	arming outcomes	<i>j</i> ·	
Monitoring plan (lanned supervision):							
Evaluation plan (p	lanned, qualified reference	etc.):						
The Trainee								
Name:								
Date:		Signature:						
University of Mi	inster as Sending Institu	ıtion - Respo	nsible P	erson [Departmen	t]			
Name:			Positio	on:				
Date:		Signature:						
E-mail:								
Receiving Organ	isation/Enterprise - Res	ponsible Per	rson [Su _l	pervisor]				
Name:			Position	on:				
Date:		Signature:		ı				
E-mail:			<u> </u>					







AFTER THE MOBILITY

Table D – <u>Traineeship Certificate</u> by the Receiving Organisation / <u>Enterprise</u>

(to be signed at the earliest 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 appl	cable]:						
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 If YES, start date and end date of physical component at the Receiving Organisation/Enterprise:	10						
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 Not applicable							
Evaluation of the trainee:							
Name and signature of the Supervisor at the Receiving Organisation/Enterprise							
Name:							
Name: Date: Signature:							





Higher Education: Erasmus+ Learning Agreement Form

Student's Name:

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

- 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 **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.
- ³ **Level of Education:** 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.
- ⁴ Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.
- ⁵ In the case of outgoing mobility, the sending institution is the beneficiary organisation.
- ⁶ **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.
- ⁷ **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.
- ⁸ **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁹ **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.
- ¹⁰ 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.
- ¹¹ **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.
- ¹² **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
- ¹³ 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.
- ¹⁴ **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.
- ¹⁵ **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.
- ¹⁶ **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 supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.



