



Student's Name: _____

ERASMUS+ LEARNING AGREEMENT*

Student Mobility for Traineeships¹

Academic Year 2023/24

Field of
Education
(Clarification) _____

Field of Education²
(ISCED) _____

Study cycle
(EQF Level)³ _____

The Trainee

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

The Sending Institution⁵

Name	University of Münster	Erasmus code ⁶ (if applicable)	D MUNSTER01	Country code	DE
Faculty/ Department	Career Service				
Address, Country	Schlossgarten 3 – Botanicum – 48149 Münster, Germany				
Contact person ⁷	Dr. Christiane Stroth				
Phone	+49 (0) 251 83 30070	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					



Student's Name:

BEFORE THE MOBILITY

Table A – Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical component: from _____ (First day of traineeship:
Day/month/year) to _____ (Last day of traineeship:
Day/month/year)

If applicable, planned period(s) of the virtual component: from - Not applicable - to - Not applicable -

Traineeship title:			
Number of working hours per week:		Full-time ¹⁰ according to the receiving organisation's working time:	yes no
Detailed programme of the traineeship:			
Traineeship in digital skills ¹¹ :	yes	no	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):			
Monitoring plan (planned supervision):			
Evaluation plan (planned, qualified reference etc.):			

Language competence of the student

The level of language competence¹² in _____ [indicate here the main language of work]
that the trainee already has or agrees to acquire by the start of the mobility period is:

A1 A2 B1 B2 C1 C2 Native Speaker



Student's Name:

Table B – Sending Institution – *University of Münster*

Please use only one of the following three boxes¹³

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ¹⁴ :	<i>[indicate here the number of credits]</i>		
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 Europass Mobility Document:	yes	no	

2. The traineeship is voluntary 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 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		
Record the traineeship in the trainee's Diploma Supplement (or equivalent).				
Record the traineeship in the trainee's Europass Mobility Document:	yes	no		

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	no	If yes, please indicate the number of credits:	
Record the traineeship in the trainee's Europass Mobility 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/ <i>Enterprise</i>):	yes	no
The accident insurance covers:		
- accidents during travels made for work purposes:	yes	no
- accidents on the way to work and back from work:	yes	no
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/ <i>Enterprise</i>):	yes	no



Student's Name:

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 / 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):	yes	no	
The accident insurance covers:			
- accidents during travels made for work purposes:	yes	no	
- accidents on the way to work and back from work:	yes	no	
The Receiving Organisation / Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):	yes	no	
The Receiving Organisation / Enterprise will provide appropriate support and equipment to the trainee.			
Upon completion of the traineeship, the Receiving 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 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 Trainee			
Name:			
Date:		Signature:	
University of Münster as Sending Institution - Responsible Person [Department] ¹⁵			
Name:		Position:	
Date:		Signature:	
E-mail:			
Receiving Organisation/Enterprise - Responsible Person [Supervisor] ¹⁶			
Name:		Position:	
Date:		Signature:	
E-mail:			



Student's Name:

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)

Planned period of the mobility:	from	day/month/year	to	day/month/year
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 ¹⁰ according to the receiving organisation's working time:	yes no
Detailed programme of the traineeship period:			
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):			
Monitoring plan (planned supervision):			
Evaluation plan (planned, qualified reference etc.):			

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



Student's Name:

AFTER THE MOBILITY

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

(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, <i>phone</i> , e-mail, website)			
Start date and end date of the complete traineeship [incl. <i>a previously unplanned</i> virtual component, if applicable]:			
From [day/month/year]		to [day/month/year]	
Was - <u>other than planned</u> - a virtual component of the traineeship carried out in the home country?			YES NO
<i>If YES, start date and end date of physical component at the Receiving Organisation/Enterprise:</i>			
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]:			
<i>Advanced digital skills</i>	<i>Basic digital skills</i>	<i>Not applicable</i>	
Evaluation of the trainee:			

Name and signature of the Supervisor at the Receiving Organisation/Enterprise			
Name:			
Date:		Signature:	
E-mail:			



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 [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) 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.
- ³ **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.
- 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 responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document.