**Erasmus+ Learning Agreement**

**Student Mobility for Traineeships[[1]](#endnote-1)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[2]](#endnote-2)** | **Gender [Male/Female/Undefined]** | **Level of education(EQF level)**[[3]](#endnote-3) | **Field of education**[[4]](#endnote-4) |
|  |  |  |  |  |  |  |
| **Beneficiary organisation[[5]](#endnote-5)**  | **Name** | **Faculty/ Department**(if applicable) | **Erasmus code**[[6]](#endnote-6) (if applicable) | **Address** | **Country** | **Contact person name**[[7]](#endnote-7)**; email** |
| University of Applied Sciences Emden/Leer |  | D EMDEN02 | Constantia-platz 4, 26723 Emden | Germany | Janine Hülsen, e-mail : janine.huelsen@hs-emden-leer.de; phone: +49 4921 807 1372 |
| **Sending Institution**  | **Name** | **Faculty/ Department** | **Erasmus code** (if applicable) | **Address** | **Country** | **Contact person name; email** |
| University of Applied Sciences Emden/Leer |  | D EMDEN02 | Constantia-platz 4, 26723 Emden | Germany | Janine Hülsen, e-mail : janine.huelsen@hs-emden-leer.de; phone: +49 4921 807 1372 |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[8]](#endnote-8) name; position; email** | **Mentor[[9]](#endnote-9) name; position;****email** |
|  |  |  |  | ☐ ≤250 employees☐ > 250 employees |  |  |
|  |

**During the Mobility**

|  |  |
| --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***(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) |
| **Planned period of the mobility: from [day (optional)/month/year] ……………. till [day (optional)/month/year] …………….****If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes)**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

|  |
| --- |
| By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary 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 [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from 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** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[10]](#endnote-10) at the beneficiary organisation (Hochschule Emden/Leer) |  |  |  |  |  |
| [Responsible person[[11]](#endnote-11) at the sending institution, if different from the beneficiary organisation] | Not applicable | Not applicable | Not applicable | Not applicable  | Not applicable |
| Supervisor[[12]](#endnote-12) at the receiving organisation |  |  |  |  |  |

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. [↑](#endnote-ref-1)
2. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
4. **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. [↑](#endnote-ref-4)
5. In the case of outgoing mobility, the beneficiary organisation is the sending institution. [↑](#endnote-ref-5)
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. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
8. **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-8)
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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-9)
10. **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email 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. [↑](#endnote-ref-10)
11. **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation. [↑](#endnote-ref-11)
12. **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. [↑](#endnote-ref-12)