

Learning Agreement for Student Mobility for Traineeships

Trainee

Last name(s)		First name(s)	
Date of birth [dd/mm/yyyy]		Nationality¹	
Sex [M/F]		Study cycle	
Field of education²			

Sending Institution

Name	Technical University Munich	Faculty / Department	
Erasmus Code	D MUNCHEN02	Address	
Country	Germany (DE)	Contact person	

Receiving Organisation / Enterprise

Name		Department	
Address		Country	
Website		Size	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees
Contact person³ (name, position, e-mail, phone)			
Mentor⁴ (name, position, e-mail, phone)			

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility from <i>[day/month/year]</i> to <i>[day/month/year]</i>	
Traineeship Title	Number of working hours per week
Detailed programme of the traineeship period⁵	
Traineeship in digital skills⁶: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes)⁷	
Monitoring plan⁸	
Evaluation plan⁹	

Language competence

The level of **language competence**¹⁰ 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

Table B - Sending Institution

Please use only **one** of the following three boxes¹¹:

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award _____ ECTS credits (or equivalent) ¹² .	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of ECTS credits: _____
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" 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): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of ECTS credits: _____
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Insurances

<p>Accident insurance for the trainee</p> <p>The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation / Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>The accident insurance covers:</p> <ul style="list-style-type: none"> accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Liability insurance for the trainee</p> <p>The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation / Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

Table C – The Receiving Institution

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): _____
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/> The accident insurance covers: <ul style="list-style-type: none"> • accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> • accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/> 	
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation / Enterprise undertakes to issue a Traineeship Certificate to the trainee within 1 month after the end of the traineeship.	

By signing¹³ 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 institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

The trainee	
Name:	E-mail:
Position: Trainee	
Date:	Signature:
Responsible person¹⁴ in the Sending Institution: By signing this document the trainee is also nominated for the participation in the Erasmus+ student mobility for placements program.	
Name:	E-mail:
Position: Departmental Erasmus+ SMP Coordinator ¹⁵	
Date:	Signature:
Supervisor¹⁶ in the Receiving Organisation:	
Name:	E-mail:
Position:	
Date:	Signature:

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

² **Field of education:** please refer to the ISCED 2013 detailed subject field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. For the list of education fields at TUM, see page 6 of this document. If you cannot find your exact programme in the list, please use the code provided for your TUM department.

³ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁴ **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.

⁵ The **detailed programme** of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing.

⁶ **Traineeship in digital skills:** if the traineeship can be considered a Traineeship in digital skills it should be indicated by checking "yes" in the relevant field. 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 Indicate which **knowledge, intellectual and practical skills and competences** (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

⁸ The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

⁹ The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

¹⁰ **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>

¹¹ **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

¹² **ECTS credits or equivalent:** in countries where the "ECTS" system 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.

¹³ All parties must **sign the Learning Agreement** before the start of the mobility. It is not compulsory to circulate papers with original signatures, scanned copies of signatures may be accepted.

¹⁴ **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 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.

¹⁵ The **Departmental Erasmus+ SMP Coordinator** is the person in charge for international internship in your department. At the following link you may find a list of those coordinators per department:

<https://www.international.tum.de/en/internationalaffairs/>.

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 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.