Learning Agreement
Student Mobility for Traineeships

Trainee

Last name(s)		**First name(s)**	
Date of birth [*dd/mm/yyyy*]		**Nationality[1]**	
Gender [Male/Female/Undefined]		**Study cycle[2]**	
Field of education[3]			

Sending Institution

Name	Technical University Munich (TUM)	**Faculty / Department**	
Erasmus Code	D MUNCHEN02	**Address**	
Country	Germany (DE)	**Contact person name[4]**	
Contact person email		**Contact person phone**	

Receiving Organisation / Enterprise

Name		**Department**	
Address		**Country**	
Website		**Size**	☐ < 250 employees ☐ > 250 employees
Contact person[5] (name, position, e-mail, phone)			
Mentor[6] (name, position, e-mail, phone)			

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility from *[day/month/year]* to *[day/month/year]*	
If applicable, planned period(s) of the virtual mobility: from to	
Traineeship Title	**Number of working hours per week**
Detailed programme of the traineeship period (including the virtual component, if applicable)[7]	
Traineeship in digital skills[8]: Yes ☐ No ☐	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes)[9]	
Monitoring plan[10]	
Evaluation plan[11]	

Language competence

The level of **language competence**[12] 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 boxes[13]:*

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].	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 ECTS 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): Yes ☒ No ☐	
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 ECTS credits:_____
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒	

Insurances

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: Yes ☐ No ☒
- accidents on the way to work and back from work: Yes ☐ No ☒

Liability insurance for the trainee

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation / Enterprise): Yes ☐ No ☒

Table C – The Receiving Institution

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/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 Organisation / Enterprise undertakes to issue a Traineeship Certificate to the trainee within 1 month 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 institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment

The trainee	
Name:	**E-mail:**
Position: Trainee	
Date:	**Signature:**
Responsible person[15] 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[16]	
Date:	**Signature:**
Supervisor[17] at the Receiving Organisation:	
Name:	**E-mail:**
Position:	**Signature:**
Date:	

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

[2] **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).

[3] **Field of education**: The ISCED-F 2013 search tool 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. TUM ISCED Codes are listed on **page 6.**

4 **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.

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

[6] **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.

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

[8] **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.

[9] 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.

[10] 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.

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

[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 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 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.

[16] 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/global/departmentalcontacts

[17] **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.

School	TUM Department	Department - Subject Area	ISCED-Code
CIT	MA	Mathematics	**054**
	IN	Informatics (Computer Science)	**061**
	EI	Electrical and Computer Engineering - Electronics und Automation	**0714**
	EI	Electrical and Computer Engineering - Electricity and Energy	**0713**
ED	LRG	Geodesy, Cartography, Land Management	**0532**
	MW	Mechanical Engineering	**0715**
	LRG	Aerospace, ESPACE	**0716**
	MSE	Munich School of Engineering (MSE)	**071**
	AR	Architecture	**0731**
	BGU	Civil and Environmental Engineering	**0732**
	BGU	Geology	**0732**
	MW	Medical Technology	**0914**
LS	WZW	School	**051**
	WZW	Biosciences	**0511**
	WZW	Landscape Architecture - Environment Science	**052**
	WZW	Brewery, Food Science and Technology	**0721**
	WZW	Nutrition	**0721**
	WZW	Landscape Architecture - Architecture	**073**
	WZW	Agricultural Sciences	**081**
	WZW	Forest Science and Resource Management	**0821**
MGT	WI	Business and Administration	**041**
MH	SG	Sports - Excercise Science	**1014**
	SG	Sports - Teacher Training	**0114**
	ME	Medicine	**0912**
	SG	Sports - Health Sciences	**0915**
NAT	CH	Chemistry - Biochemistry	**0512**
	CH	Chemistry	**0531**
	PH	Physics	**0533**
	CS	TUM Campus Straubing	**0588/0521**
	CH	Chemistry - Chemical Engineering and processes	**0711**
SO	EDU	TUM School of Education	**011**
	GOV	School of Governance	**0312**
	MCTS	Munich Center for Technology in Society (MCTS)	**0314**