

## Erasmus+ LEARNING AGREEMENT

### Student Mobility for Traineeships

This document must be completed, signed (student, departmental coordination & internship organisation) and uploaded to MoveON with the application BEFORE the start of the internship.

#### PLANNED PERIOD OF THE INTERNSHIP (PHYSICAL MOBILITY)

From (day/month/year)		To (day/month/year)	
Country		City	

#### TRAINEE

Last name(s)			
First name(s)			
Date of birth		Nationality <sup>1</sup>	
Gender		Field of Education <sup>2</sup>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Study Cycle <sup>3</sup>			

#### SENDING INSTITUTION

Name	<b>Universität des Saarlandes</b>	Erasmus code <sup>4</sup>	<b>D SAARBRU01</b>
Address	Campus, D-66123 Saarbrücken	Country	Germany
Department	International Department	Academic Year	
Contact person <sup>5</sup>	<b>Valentina Tibesh</b> (Erasmus+ Internship Administration)	E-Mail	<a href="mailto:valentina.tibesh@uni-saarland.de">valentina.tibesh@uni-saarland.de</a>
Departmental Coordination <sup>6</sup>		E-Mail	

#### RECEIVING ORGANISATION

Name of Organisation		Erasmus code (if applicable)	
Address Street/No/City		Country	
Telephone number		Department	
Website		Size	
Contact person <sup>7</sup> Name, Position, E-Mail, Phone			
Mentor <sup>8</sup> Name, Position, E-Mail, Phone			

>> BEFORE THE MOBILITY <<

Table A – Traineeship Programme at the Receiving Organisation			
Traineeship title:			
Traineeship in Digital skills <sup>9</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of <b>Working Hours</b> per week (min 35h):	
<b>Detailed programme</b> of the traineeship:			
<b>Knowledge, skills and competences</b> to be acquired by the end of the traineeship (expected learning outcomes):			
<b>Monitoring plan:</b>			
<b>Evaluation plan:</b>			
Main language at work:		Other languages at work (if applicable):	
<b>Language competence</b> <sup>10</sup> (main language at work):			

Table B – Sending Institution | Please use only one of the following boxes<sup>11</sup>:

<input type="checkbox"/>	1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:		
Award ECTS credits <sup>12</sup> (or equivalent):		Give a grade based on:	<input type="checkbox"/> Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> 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:			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	2. The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:		
Award ECTS credits (or equivalent):	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:	
Give a grade:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate if this will be based on:	
Record the traineeship in the trainee's Transcript of Records:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Record the traineeship in the trainee's Diploma Supplement (or equivalent).			
Record the traineeship in the trainee's Europass Mobility Document:			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	3. The traineeship is carried out by a <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:		
Award ECTS credits (or equivalent):	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:	
Record the traineeship in the trainee's Europass Mobility Document (highly recommended):			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please note that Saarland University will NOT provide accident/liability/health insurance.**

Table C – Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount (EUR/month):	
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
The Receiving Organisation <b>will provide an accident insurance</b> to the trainee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	The accident insurance covers:	
		- accidents during travels made for work purposes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		- accidents on the way to work and back from work:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Receiving Organisation will provide a <b>liability insurance</b> to the trainee:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The Receiving Organisation will provide appropriate support and equipment to the trainee.			
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.			

By signing this document, the trainee, the sending organisation, the receiving 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 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.

## COMMITMENT

*digital signatures will be accepted*

<b>TRAINEE</b>	Name		Signature
	E-Mail		
	Position	Trainee	
	Date		

<b>Departmental Coordination at the Sending Institution</b>	Name		Signature
	E-Mail		
	Position	Departmental Coordination	
	Date		

<b>Supervisor<sup>13</sup> at the Receiving Institution</b>	Name		Signature
	E-Mail		
	Position		
	Date		

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Field of education:** The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](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.

<sup>3</sup> **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).

<sup>4</sup> **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 Programme Countries.

<sup>5</sup> **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.

<sup>6</sup> **Departmental Coordination 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. List of UdS Departmental Coordinators: <https://www.uni-saarland.de/global/erasmus/koordinatoren.html>.

<sup>7</sup> **Contact person at the Receiving Institution:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>8</sup> **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.

<sup>9</sup> **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.

<sup>10</sup> **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>

<sup>11</sup> **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.

<sup>12</sup> **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.

<sup>13</sup> **Supervisor at the Receiving Institution:** 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.