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Bitte beachten Sie, dass unvollständige oder falsch ausgefüllte Learning Agreements nicht berücksichtigt werden.

- Ich habe alle Fußnoten im Dokument gelesen und die entsprechenden Angaben richtig gemacht.  
 Ich habe meinen Namen in die Kopfzeile eingefügt.

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [M/F/Undefined]	Study cycle <sup>2</sup> <i>(refer to the footnotes)</i>	Field of education <sup>3</sup> <i>(refer to the footnotes)</i>
Sending Institution	Name	Department of <sup>4</sup> ...	Erasmus code	Address	Country	Contact person name; email; phone	
	TU Dortmund University		D DORTMUN01	August-Schmidt-Str. 4, 44227 Dortmund	Germany	Laura Hope, International Office laura.hope@tu-dortmund.de, +49 (0)231 755 4728	
Receiving Organisation/ Enterprise	Name of Organisation		Address			Contact person <sup>5</sup> name	Contact e-mail
	Country		Department (if applicable)			Contact person position	Contact phone
	Website		Size	Type (if applicable)		Mentor <sup>6</sup> name	Mentor e-mail
Erasmus code <sup>7</sup> (if applicable)		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Public Body <input type="checkbox"/> Non-Profit		Mentor position	Mentor phone	

### Before the Mobility

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b> TO BE FILLED OUT BY THE HOST INSTITUTION <i>Please note that this is the most important part of this trainee's application; this section should be as detailed as possible.</i>	
<b>Planned period of the mobility:</b> from [day/month/year] _____ to [day/month/year] _____ <i>First day of work and last day of work. These dates may differ from the trainee's actual dates in the host country.</i>	
<b>If applicable, planned period(s) of the virtual mobility (from Germany):</b> from [day/month/year] _____ to [day/month/year] _____	
Traineeship title:	
Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Number of working hours per week:</b> <i>The traineeship must be full-time.</i>
Detailed programme of the traineeship (including the virtual component, if applicable):	
Knowledge, skills and competences to be acquired by the end of the traineeship ( <i>expected Learning Outcomes</i> ):	
Monitoring plan ( <i>what measure will be taken during the internship – and how often – to ensure that the trainee is on the right track?</i> ):	
Evaluation plan ( <i>how success will be measured</i> ):	
WORKING LANGUAGE 1	
The level of language competence <sup>9</sup> in _____ [ <i>indicate here the main language of work</i> ] that the trainee already has or agrees to acquire by the start of the mobility period is:	
WORKING LANGUAGE 2 (if applicable)	
The level of language competence <sup>10</sup> in _____ [ <i>indicate here the main language of work</i> ] that the trainee already has or agrees to acquire by the start of the mobility period is:	

**Table B - Sending Institution (the student's academic department)**

*Please use only one of the following three boxes: <sup>11</sup>*

1.  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  
*This block can be used for any internships that count towards a final thesis or a mandatory internship/stay abroad/etc. credit in the student's studies (even if the credit does not have to be achieved abroad)*

<input type="checkbox"/> Award ..... ECTS credits (or equivalent) <sup>12</sup>	<input type="checkbox"/> Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
<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"/> <b>No</b> <input checked="" type="checkbox"/> (not available)	

2.  The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:  
*Please note that even for a voluntary internship, you MUST be able to receive some sort of credit, as listed below. Voluntary internships with no awarded credit (ECTS or grade or addition to Transcript of Records or addition to Diploma Supplement) will not be funded in Erasmus+.*

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of 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 type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> (not available)	

3.  The traineeship is carried out by a **recent graduate** (at the time of the traineeship) and, upon satisfactory completion of the traineeship, the institution undertakes to *(in this case, credit is not mandatory):*

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
<input type="checkbox"/> I confirm on behalf of the academic department that this planned internship is a suitable addition to this person's current/last degree program.	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> (not available)	

**Accident insurance for the trainee (no coverage available from home institution)**

The Sending Institution will provide an accident insurance to the trainee (not available): Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (not available): Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

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 (housing, meals, etc.) 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: Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - 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: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input checked="" type="checkbox"/> The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
<input checked="" type="checkbox"/> Upon completion of the traineeship, the Organisation/Enterprise will issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	
<input checked="" type="checkbox"/> The Receiving Organisation/Enterprise hereby confirms that it <b>does not</b> belong to one of the institutions listed on this website (to avoid double sponsorship): <a href="http://europa.eu/european-union/about-eu/agencies_de">http://europa.eu/european-union/about-eu/agencies_de</a>	

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	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>13</sup> at the Sending Institution <i>(from your department at TU Dortmund)</i>					
Supervisor <sup>14</sup> at the Receiving Organisation					

# Learning Agreement Student Mobility for Traineeships

**STUDENT NAME**

**During the Mobility**  
*(if applicable – if changes are made)*

<p><b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (to be approved by e-mail or signature by the student, the responsible person in the Faculty of the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p> <p><b>Planned period of the mobility:</b> from [day/month/year] _____ to [day/month/year] _____ <i>First day of work and last day of work. These dates may differ from the trainee's actual dates in the host country.</i></p> <p><b>If applicable, planned period(s) of the virtual mobility (from Germany):</b> from [day/month/year] _____ to [day/month/year] _____</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>15</sup> at the Sending Institution <i>(from your department at TU Dortmund)</i>					
Supervisor <sup>16</sup> at the Receiving Organisation					

# Learning Agreement

## Student Mobility for Traineeships

### After the Mobility

<b>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</b> <i>This certificate may be replaced by a qualified certificate of employment/letter of reference, as long as this certificate/letter includes all of the following information.</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Official Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], <b>website:</b>
<input type="checkbox"/> Our institution would consider accepting further traineeship applications from TU Dortmund University.
<b>Start date and end date of traineeship (full period, virtual and in-person):</b> from [day/month/year] _____ to [day/month/year] _____ <i>First day of work and last day of work. These dates may differ from the trainee's actual dates in the host country.</i>
<input type="checkbox"/> In this period the internship was carried out virtually from the home country: from [day/month/year] _____ to [day/month/year] _____
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

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

<sup>2</sup> **Study cycle:** 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>3</sup> **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](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>4</sup> Please see <https://www.tu-dortmund.de/en/university/departments/> for **your department's correct name**.

<sup>5</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>6</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>7</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>8</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>9</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>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 it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

<sup>13</sup> **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. Please enquire in your faculty, who may sign this form. In most faculties this is not necessarily the Erasmus Departmental Coordinator – depending on the purpose of your internship and the credit transfer, it can be different contacts for different students (e.g. the examiner in the case of credit for a research internship for the purpose of a thesis; or the internship coordinator for mandatory internships in your degree program). 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.

<sup>14</sup> **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.

<sup>15</sup> **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. Please enquire in your faculty, who may sign this form. In most faculties this is not necessarily the Erasmus Departmental Coordinator – depending on the purpose of your internship and the credit transfer, it can be different contacts for different students (e.g. the examiner in the case of credit for a research internship for the purpose of a thesis; or the internship coordinator for mandatory internships in your degree program). 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.

<sup>16</sup> **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.