

**Student's Name:** - vorausgefüllt/pre-filled -  
**Academic Year (of realisation)** - vorausgefüllt/pre-filled -

This "Learning Agreement for Traineeships" shall document the content of the traineeship. Each section has to be filled out accurately; handwritten entries will not be accepted. **The quality and completeness of the content will determine if the student will be awarded financial support through our Erasmus+ KA 131 project "Working E\*xperience".** If any changes in the duration or the content need to be made in the course of the traineeship, please contact the Erasmus+ KA 131 team of Göttingen International immediately: [erasmus@uni-goettingen.de](mailto:erasmus@uni-goettingen.de)

Trainee	Last name(s); first name(s)	Date of birth	Nationality <sup>1</sup>	Gender	Study cycle	Field of education <sup>2</sup>
	- vorausgefüllt/pre-filled -	- vorausgefüllt/pre-filled -	- vorausgefüllt/pre-filled -	- vorausgefüllt/pre-filled -	- vorausgefüllt/pre-filled -	- vorausgefüllt/pre-filled -
<b>Sending Institution:</b>  Georg-August-Universität Göttingen (D GOTTING01)	<b>Faculty/Department</b>	<b>Address; country</b>		<b>Für Anerkennung/for recognition: Contact person name<sup>3</sup>; function; email; phone</b>		
	<i>Muss komplett ausgefüllt werden/Must be completed:</i>					
	Göttingen International	Von-Siebold-Straße 2; D-37075 Göttingen; Germany		Ms. Karen Denecke; Institutional Coordinator; <a href="mailto:karen.denecke@zvw.uni-goettingen.de">karen.denecke@zvw.uni-goettingen.de</a> ; +495513921330		
<b>Receiving Organisation/ Enterprise:</b>  - vorausgefüllt/pre-filled -	<b>Department</b>	<b>Address; country; website</b>	<b>Size</b>	<b>Contact person<sup>4</sup> name; position; email; phone</b>	<b>Mentor name<sup>5</sup>; position; email; phone</b>	
	<i>Muss komplett ausgefüllt werden/Must be completed:</i>		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees			

## Before the mobility

**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

**Planned period of the mobility: from [day/month/year] - vorausgefüllt/pre-filled - to [day/month/year] - vorausgefüllt/pre-filled - \***

**If applicable, planned period(s) of the virtual mobility: from [day/month/year] \_\_\_\_ to [day/month/year] \_\_\_\_**

**Traineeship title:** "Working E<sup>x</sup>perience"

**Number of working hours per week:**   xxx  

*Please note that the internship must be a full-time position (min. 35\* hours per week) and working hours may not exceed 40 hours per week.*

*\*If the trainee has to take care of his/her children or participates in a language course, a 32-hour week may be accepted upon submission of evidence*

**Detailed programme of the traineeship**

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

-Das Word-Dokument wird hier mehr Raum zur Verfügung stellen. Bitte nutzen Sie diesen, um einen umfänglichen Überblick über das Praktikum zu geben. / *The Word document will provide more space here. Please use this to give a comprehensive overview of the internship.* -

**Traineeship in digital skills:** Yes ☐ No ☐

*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, 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.*

**Knowledge, skills and competences to be acquired by the end of the traineeship**

*Expected Learning Outcomes such as academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability etc. Please provide detailed information.*

-Das Word-Dokument wird hier mehr Raum zur Verfügung stellen. Bitte nutzen Sie diesen, um einen umfänglichen Überblick über das Praktikum zu geben. / *The Word document will provide more space here. Please use this to give a comprehensive overview of the internship.* -

\* Sollten sich die Aufenthaltszeiten seit Bewerbungszeitpunkt geändert haben, überschreiben die vorausgefüllten Daten nicht ohne vorherige Rücksprache mit dem Erasmus+ KA 131 Team! / *If the period of stay has changed since the application date, do not overwrite the pre-filled data without prior consultation with the Erasmus+ KA 131 team!*

**Monitoring plan by the receiving institution:**

*Description of how and when the trainee will be monitored during the traineeship.*

-Das Word-Dokument wird hier mehr Raum zur Verfügung stellen. Bitte nutzen Sie diesen, um einen umfänglichen Überblick über das Praktikum zu geben. / *The Word document will provide more space here. Please use this to give a comprehensive overview of the internship. -*

**Evaluation plan:**

*Description of the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.*

-Das Word-Dokument wird hier mehr Raum zur Verfügung stellen. Bitte nutzen Sie diesen, um einen umfänglichen Überblick über das Praktikum zu geben. / *The Word document will provide more space here. Please use this to give a comprehensive overview of the internship. -*

The level of **language competence**<sup>6</sup> 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 ☐

*If applicable:* The level of **language competence**<sup>7</sup> in \_\_\_\_ [indicate here a second 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 two boxes:*

- ☐ The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ____ ECTS credits (or equivalent) <sup>8</sup>	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).	

- ☐ 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 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).	
Record the traineeship in the trainee's Europass Mobility Document ( <i>see below</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

- ☐ 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 credits: ____
Record the traineeship in the trainee's Europass Mobility Document ( <i>see below</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Further information regarding the “Europass Mobility Document”: Please refer to <https://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility>

*Sofern Anerkennung möglich ist, muss das Europass Mobility Documente von der für Anerkennung zuständigen Person beantragt werden./If recognition is possible, the contact person of the home faculty is in charge of applying for the Europass Mobility Document. Rückfragen an/Further information: [erasmus@uni-goettingen.de](mailto:erasmus@uni-goettingen.de)*

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): No ☒

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

**NOTE:** There is no insurance coverage associated with the programme itself. Erasmus+ participants of German universities have the possibility to participate in the group insurance of the Deutsche Akademische Austauschdienst (DAAD) (package incl. health/accident and liability insurance) at their own expense.

Further information: <https://www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zieland-ausland/>

**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 to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): If yes, please specify:	
<b>Insurance for the trainee</b>		
The Receiving Organisation/Enterprise will provide an <u>accident insurance</u> to the trainee: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, the accident insurance covers: <ul style="list-style-type: none"> <li>- accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>- accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>		
The Receiving Organisation/Enterprise will provide a <u>liability insurance</u> to the trainee: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Support and Traineeship Certificate</b>		
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 within <u>5 weeks</u> after the end of the traineeship.		

**Please note:** If the host institution provides financial support and/or a contribution in kind of e.g. housing, food, and transportation of more than 1,500€/net per month, the entire stay will be supported as a zero grant mobility.

Commitment	Name	Date	Signature
Trainee			
Responsible person <sup>9</sup> at the Receiving Organisation			
Faculty Coordinator <sup>10</sup> at the Sending Institution			
<p><b>Important note for applicants:</b> To complete the Erasmus+ application, please provide a scan of the Learning Agreement (PDF) with the following signatures in the Mobility Portal of the Georg-August-Universität Göttingen until six weeks before the start of the planned internship:</p> <p><i>trainee, responsible person at the receiving organisation, faculty coordinator at the sending institution</i></p>			
Institutional Coordinator at the Sending Institution	Karen Denecke		

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<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](http://ec.europa.eu/education/tools/iscled-f_en.htm) available at [http://ec.europa.eu/education/tools/iscled-f\\_en.htm](http://ec.europa.eu/education/tools/iscled-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> **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>4</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>5</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>6</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>7</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>8</sup> **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.

<sup>9</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>10</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. 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.