

Trainee	Last name (s)	First name (s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Academic year	Study cycle <sup>2</sup>	Subject area, Code <sup>3</sup>
						20... / 20...		
Sending Institution	Name	Faculty	Erasmus code <sup>4</sup> (if applicable)	Department	Address	Country, Country code <sup>5</sup>	Contact person name <sup>6</sup>	Contact person e-mail / phone
Receiving Organisation /Enterprise	Name, Sector <sup>7</sup>	Department	Address, website	Country	Size of enterprise <sup>8</sup>	Contact person <sup>9</sup> name / position	Contact person e-mail / phone	Mentor <sup>10</sup> name / position / e-mail / phone

**Proposed Mobility Programme at Receiving Organisation/Enterprise**

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship period:

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

Monitoring plan:

Evaluation plan:

 The level of language competence in ..... [workplace main language] 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 
**Sending Institution**

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

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

 Award .....ECTS credits (or equivalent)<sup>11</sup>  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 

 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 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), except if the trainee is a recent graduate.

 Record the traineeship in the trainee's Europass Mobility Document (recommended for recent graduates) : Yes  No 
**The receiving organisation/enterprise**

 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:

 Yes  No 

 If not, please specify whether the trainee is covered by an accident insurance 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: Yes  No 

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee. Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by .....[maximum 5 weeks after the traineeship].

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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 student 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 (or the principles agreed in the inter-institutional agreement for institutions located in Partner Countries).

Commitment	Name	Function	Phone number	Email	Date	Signature
Trainee		Trainee				
Responsible person <sup>12</sup> at the Sending Institution						
Supervisor <sup>13</sup> at the Receiving Organisation						

## During Mobility

**EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise)

**Planned period of the mobility: from [month/year] ..... till [month/year] .....**

<b>Traineeship title: ...</b>	<b>Number of working hours per week: ...</b>
<b>Detailed programme of the traineeship period:</b>	
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:</b>	
<b>Monitoring plan:</b>	
<b>Evaluation plan:</b>	

## After Mobility

**TRAINEESHIP CERTIFICATE**

<b>Name of the trainee:</b>	<b>Name of the receiving organisation/enterprise:</b>
<b>Sector of the receiving organisation/enterprise:</b>	
<b>Address of the receiving organisation/enterprise [street, city, country, phone, e-mail address], website:</b>	
<b>Start and end of traineeship: from [day/month/year] ..... to [day/month/year] .....</b>	
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>	
<b>Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):</b>	
<b>Evaluation of the trainee:</b>	
<b>Date:</b>	
<b>Name and signature of the responsible person at the receiving organisation/enterprise:</b>	



## Annex 1: Guidelines

This template is applicable to Erasmus+ mobility for traineeships between Programme Countries (KA1) and under Higher Education Capacity Building projects involving Partner Countries (KA2). Erasmus+ mobility for traineeships between Programme and Partner Countries (KA1) is not available under the 2015 Erasmus+ Call for proposals.

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format (e.g. font size and colours can be modified), provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the student, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (page 1).

On page 1, most of the information related to the student, the sending and receiving organisations will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool). The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The table "Exceptional Changes to the Proposed Mobility Programme" should only be used **during the mobility** in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (page 1) should always be sent together in all communications.

**After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship. Finally, the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

## PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this level of language competence by the start of the traineeship period.

For mobility between Programme Countries, and for the languages covered by the Erasmus+ Online Linguistic Support (OLS), the student must carry out the OLS language assessment before and at the end of the mobility period, except for native speakers. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases. This assessment will be taken after the student is selected, but before signing the Learning Agreement, whenever agreed with the sending institution.

The OLS has been designed to assist Erasmus+ participants in improving their knowledge of the language in which they will work before and during their stay abroad, to ensure a better quality of learning mobility.

For all mobilities, in case the level of the student before the mobility is below the recommended one, the sending HEI and the student commit that he/she will reach the recommended level by the start of the mobility, with the support to be provided by the sending or receiving institution (either with courses that can be funded by the Organisational Support grant or with the Erasmus+ OLS language courses, where applicable).

The level of language competence that the student already has or agrees to acquire by the start of the traineeship period has to be reported in the Learning Agreement in the box indicated below. The student commits to reach this reported level in the main language of instruction by the start of the mobility period.

The level of language competence in \_\_\_\_\_ [workplace main language] 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

All the students who took the assessment with the Erasmus+ OLS before the mobility will also take a final assessment at the end of the mobility. More opportunities are available with OLS. Please visit <http://erasmusplusols.eu>

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement (not applicable to mobility with Partner Countries). The sending institution has to specify the number of ECTS credits (or equivalent) that will be granted and the modalities for setting the grade (which can be expressed in the form or pass/fail). These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document (if applicable), is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended (not applicable to mobility with Partner Countries).

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the Learning Agreement**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The table "Exceptional Changes to the Proposed Mobility Programme" should only be completed during the mobility **if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the **mobility programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

In case of changes in the responsible person(s), the information below should be inserted. Additional rows and columns can be added.

Changes in the responsible person(s), if needed	Name	Function	Phone number	Email
New responsible person at the Sending Institution				
New responsible person at the Receiving Organisation/Enterprise (supervisor)				

**All parties must confirm that the proposed amendments to the Learning Agreement are approved.** For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

## TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in the table. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS credits (or equivalent), there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form or pass/fail). A record of this information in a database accessible to the student is also acceptable.

In addition, the traineeship will be recorded in the trainee's Diploma Supplement (not applicable to mobility from Partner Countries), except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document (if applicable) and it should in every case be done if the sending institution committed to do so before the mobility.

## Steps to fill in the Learning Agreement for Traineeships

### Before the mobility

Provide **mobility programme**  
Identify **responsible persons**  
**Commitment** of the three parties with  
original / scanned/ digital signatures.

### During the mobility

#### If modifications **are needed**

An agreement by the three parties on the  
changes is possible via email.

### After the mobility

Receiving organisation/enterprise provides a  
**Traineeship Certificate** to the student and  
sending institution in a period stipulated  
before the mobility (normally **max. 5 weeks**).

Sending institution grants recognition  
according to its commitments before the  
mobility.

<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:** 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>3</sup> 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 student by the sending institution.

<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> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>

<sup>6</sup> **Contact person:** 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>7</sup> The list of top-level **NACE sector codes** is available at:

[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLang=languageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLang=languageCode=EN).

<sup>8</sup> The size of the enterprise could be, for instance: 1-50 / 51-500 / more than 500 employees.

<sup>9</sup> **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

<sup>10</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>11</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system 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>12</sup> **Responsible person in 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.

<sup>13</sup> **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.