Higher Education Learning Agreement for Traineeships
AUSFÜLLHILFE
Academic Year: 2022/23

Erasmus+

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Ziel der Lernvereinbarung ist eine transparente und effiziente Vorbereitung des Auslandspraktikums und die Gewährleistung der Anerkennung des im Ausland erfolgreich abgeschlossenen Praktikums der Geförderten für den Abschluss.

Student	Last name(s)	First name(s)	Date of birth	Nationality[1]	Sex [M/F/D]	Study cycle[2]	Field of education[3]

Sending Institution	Name	Faculty/Department	Erasmus code[4] (if applicable)	Address & Country		Contact person[5] name; email; phone
	Frankfurt University of Applied Sciences	International Office	D FRANKFU04	Nibelungenplatz 1 60318 Frankfurt Germany		Ms. Stephanie Porter, europa@io.fra-uas.de, + 49 69 1533 3839

Receiving Enterprise	Name	Department	Country	Address & Website	Contact person[6] & Mentor[7] name; email; phone

The level of language competence[9] in _____ [indicate 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☐

> Bitte Ihr Sprachniveau der Arbeitssprache notieren. Welche Sprache? Welches Niveau?

> Titel Ihrer Position

> Wöchentliche Arbeitsstunden

> Anfangs- und Enddatum des Praktikums eintragen

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation Enterprise. Planned period of the mobility:

Traineeship Title:	Number of working hours per week:

Detailed programme of the traineeship:

> Skizzieren Sie hier die Inhalte und Aufgaben während Ihres Praktikums, Bulletpoints ausreichend

> Digital Skills: Die Definition finden Sie auf Seite 4 unter Punkt 8. Bitte lesen Sie sich die Definition durch und entscheiden Sie, ob das auf Sie zutrifft oder nicht. Ja oder nein ankreuzen.

Traineeship in digital skills[8]: Yes☐ No☐

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

> Welche Kompetenzen werden Sie während Ihres Praktikums erlernen? Beispiel: Teamwork Bulletpoints ausreichend

Monitoring plan:

> Gemeinsam mit Ihrer Mentorin/Ihrem Mentor schauen Sie, wir geprüft werden kann, ob Sie Ihre Ziele während des Praktikums erreichen. Beispiel: regelmäßige Feedback-Gespräche Bulletpoints ausreichend

Evaluation plan:

> Hier tragen Sie bitte ein:
> - Praktikumszeugnis
> - Abschlussbericht

Table B wird von Ihrem Fachbereich ausgefüllt, bzw. von der Person, die das Praktikum betreut. Hier wird nur eine der drei Boxen ausgefüllt:

1. The traineeship is embedded in the curriculum – bei einem **Pflichtpraktikum**

→ **Wichtig:** Wie viele ECTS erhalten Sie für das Pflichtpraktikum? Und was für eine Prüfungsleistung müssen Sie absolvieren?

2. The traineeship is voluntary – bei einem **freiwilligen Praktikum**

→ Wichtig: Erhalten Sie ECTS für das freiwillige Praktikum?

3. The traineeship is carried out by a recent graduate – bei einem Praktikum als Graduierte (**nach Studienabschluss**)

Bezüglich der Versicherungen:

Sie sind über das Studierendenwerk Frankfurt am Arbeitsplatz unfall- und haftpflichtversichert. Bitte beachten Sie, dass diese Versicherung ausschließlich am Arbeitsplatz und auf dem Weg zu/von Ihrer Praktikumseinrichtung gilt. Bitte kümmern Sie sich zusätzlich um eine Unfall- und Haftpflichtversicherung für den Privatbereich!

Table B - Sending Institution Please use only one of the following three boxes[10]

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

    Award **15 ECTS** credits (or equivalent)[11]   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) : Yes ☐ No ☐

    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 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).

    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 credits:

    Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐   No ☒

    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 ☒

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

> Wichtig! Sie werden nicht über Erasmus+ versichert.

Table C wird von Ihrer Einrichtung ausgefüllt, bzw. von der Person, die Sie während des Praktikums betreut.

1. Handelt es sich um ein bezahltes Praktikum. Wenn ja, wie viel Geld erhalten Sie monatlich?

2. Sie erhalten anderweitig Unterstützung durch Ihr Unternehmen (nicht finanziell), bspw. Ein kostenloses ÖPNV Ticket, kostenloses Mittagessen usw.

3. Bitte geben Sie an, ob und wenn ja, welche Versicherung Ihr Unternehmen für Sie zur Verfügung stellt.

Table C - 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 (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 within 5 weeks 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			Student		
Responsible person[12] at the Sending Institution					
Supervisor[13] at the Receiving Organisation					

Unterschriften:

Das Dokument muss von Ihnen, Ihrer Einrichtung und Ihrem Fachbereich unterschrieben werden. Achten Sie bitte darauf, dass das Datum vor Beginn des Praktikums liegt. Nur ein vollständig unterschriebenes Learning Agreement wird als vollständig angenommen.

[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.

[4] **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.

[5] **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.

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

[7] **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.

[8] **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.

[9] **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

[10] **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.

[11] **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.

[12] **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.

[13] **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.