



# Higher Education Learning Agreement for Traineeships

Learning Agreement form  
Name, Vorname:

2023/2024

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
							0912
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	University of Duisburg-Essen	Medicine	D Essen 04	Hufelandstr. 55, 45147 Essen	Germany	Prof. Dr. med. Eric Metzen <a href="mailto:eric.metzen@uni-due.de">eric.metzen@uni-due.de</a> +49 201 723 4626	
Receiving Organisation/Enterprise	Name	Department	Country	Address; website	Contact person <sup>6</sup> name; position ; e-mail; phone		
	«stay.institution»		<b>Size</b> <input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		<b>Mentor<sup>7</sup> name; position; e-mail; phone</b>		

## Before the mobility

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

Planned period of the mobility: from «stay.planned\_start\_date» to «stay.planned\_end\_date»

<b>Traineeship title:</b> Practical Year Term Surgery / Internal Medicine / Other	<b>Number of working hours per week:</b>  ***Please note that only full-time placements can be funded***
<b>Detailed programme of the traineeship:</b>	
<b>Traineeship in digital skills<sup>8</sup>:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>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.</i>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> <i>The student shall absorb and extend his/her medical knowledge in the above-mentioned fields and learn to apply the theoretical knowledge in the single case. He/she shall learn how to manage a ward, how to present a patient effectively and how to communicate with staff members and patients in everyday hospital life.</i>	
<b>Monitoring plan:</b> <i>Monitoring between tutor and beneficiary continuously</i>	
<b>Evaluation plan:</b> <i>Reviewing interview between beneficiary and project coordinator after finishing the placement.</i>	
The level of <b>language competence<sup>9</sup></b> in «stay.language» that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

### Table B - Sending Institution

Please use only one of the following three boxes:<sup>10</sup>

1. 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 <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): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. 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: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 <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>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 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 <input type="checkbox"/> No <input checked="" 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"/>
<b>The trainee will provide an accident insurance Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>	
The Sending Institution will provide a liability insurance to the trainee : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>The trainee will provide a liability insurance Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>	

### 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, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Please note: the trainee has been informed that he/she must ensure he/she has valid and sufficient accident insurance.</b>	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 (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please note: the trainee has been informed that he/she must ensure he/she has valid liability insurance</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 5 weeks after the end of the traineeship.	



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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.

<b>Commitment</b>	<b>Position</b>	<b>Name</b>	<b>Email</b>	<b>Date</b>	<b>Signature</b>
Trainee	<i>Trainee</i>				
Responsible person(s) <sup>12</sup> at the Sending Institution					
Contact person <sup>5</sup> (s) at the Sending Institution	Erasmus ECTS Dept. Coordinator	Prof. Dr. med. Eric Metzen	<a href="mailto:eric.metzen@uni-due.de">eric.metzen@uni-due.de</a>		
<b>Supervisor<sup>13</sup> at the Receiving Organisation</b>					



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### After the Mobility

**To be completed and returned within 5 weeks after the end of the placement (a reminder will be sent)**

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
<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</b> [street, city, country, phone, e-mail address]
<b>website:</b>
<b>Start date and end date of the complete traineeship (incl. virtual component, if applicable):</b> <span style="background-color: #00FFFF; padding: 2px;">dd.mm.yyyy – dd.mm.yyyy</span>
<b>Start date and end date of physical mobility:</b> from [day/month/year] ..... to [day/month/year] .....
<b>Traineeship title:</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 (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b>

- <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> **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> **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> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</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>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> **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>11</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>12</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.
- <sup>13</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.