Learning Agreement
Guidelines and Instructions

Put the Learning Agreement and the instructions for the Learning Agreement in front of you!

1. Please fill in the Learning Agreement completely and conscientiously in English! Example: „Mentor name; position; email; phone"
    Hans Mustermann, CEO, hans.muster@hub.com, +49 16…
    fill in all data: this applies to the name of the person, their position in the company, their e-mail and their telephone number
    If not all blanks are filled, we cannot accept the Learning Agreement!

2. All blanks in which you can see the following mark [...] in the guide must be filled in by you with your data. You will often find help within the brackets as to which data should be entered there. If something is still unclear, you are welcome to send us an e-mail.
    The first table is to be filled in by you. Table A and C must be filled in by your employer. Table B is filled in either by your faculty or Career Service.

3. The signatures on your document must be original and/or scanned. We cannot accept digital signatures made with tools such as Adobe etc.

4. As a last step, please check again whether you have avoided commonly made mistakes.
    Common mistakes are:
    -   Missing signatures
    -   Incorrect dates of the internship
    -   Missing signature dates
    -   Overlooking the header, cf. top right, "Student's name" etc.
    -   Fields not filled in and unchecked boxes

5. in case you wish to extend or shorten your traineeship
    If you would like to extend or shorten your internship, you must notify us via e-mail 30 days before the originally planned end date. You will then receive the document "Learning Agreement_Changes". This is a modified "mini version" of the Learning Agreement, as the original Learning Agreement is unfortunately not sufficient in such a case. You will also have to fill this "mini version" out according to the above guidelines. The information and data will remain the same except for your actual internship dates. However, there are a few things to consider.
    -   Please enter the entire modified internship period and not only the period of shortening or extending.
        Example: initially planned internship period:
        03.05.2020 to 07.08.2020
        + Extension to 20.09.2020
        to be entered in the "Learning Agreement_Changes":
        03.05.2020 to 20.09.2020
        NOT 08.08.2020 to 20.09.2020!!
    -   All signatures must be obtained again. It is not enough that the original Learning Agreement has been signed. The "Learning Agreement_Changes" must also be re-signed. This guarantees that all parties agree to any changes.

Learning Agreement
Student Mobility for Traineeships
[GUIDE]

Erasmus+

An Academic Year always starts in October and ends in September (winter term + summer term)

	Last name(s)	First name(s)	Date of birth	Nationality[1]	Gender [Male/Female/ Undefined]	Study cycle[2]	Field of education[3]
Trainee	[...]	[...]	[...]	[...]	[...]	[Bachelor/Master/State exam]	[cf. Field of education in the document "Erasmus+ Field of Education", e.g. "0313" for psychology"]

	Name	Faculty/ Department	Erasmus code[4] (if applicable)	Address	Country	Contact person name[5]; email; phone	
Sending Institution	Ludwig-Maximilians-Universität München	[faculty at LMU or Career Service (with voluntary internships of students of the faculties 1,2,4 + 9-16 and recent graduates)]	D MUNCHEN01	Geschwister-Scholl-Platz 1 DE-80539 München	Germany	[contact at your faculty or when signed by LMU Career Service : Michael Brielmaier, praktika.careerservice@lmu.de, (+49) 89 2180-1388]	

	Name	Department	Address; website	Country	Size	Contact person[6] name; position; email; phone	Mentor[7] name; position; email; phone
Receiving Organisation /Enterprise	[...]	[...]	[...]	[...]	☐ < 250 employees ☐ > 250 employees	[...]	[...]

Before the mobility

First and last workday of the internship, no weekend days or public holidays!

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

Traineeship title: [...]   **Number of working hours per week:** [...]

Detailed programme of the traineeship:
[tasks, projects, etc.]

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

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
[description of knowledge, intellectual and practical skills and competences that will be acquired during the traineeship, p.e. organisational skills, etc.]

Monitoring plan:
[description of how and when the trainee will be monitored, e.g. weekly meetings with the supervisor]

Evaluation plan:
[description of assessment criteria used to evaluate the traineeship and the learning outcomes]

The level of **language competence[9]** 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 ☐

Sending Institution: your faculty at LMU or S&A (s. "Sending Institution" > "Faculty/Department")

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 ... 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).	
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 ☒

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.

Commitment	Name	Email	Position	Date	Signature
Trainee	[...]	[...]	*Trainee*	[...]	[...]
Responsible person[12] at the Sending Institution	[contact at LMU faculty or Michael Brielmaier]	[when signed by Career Service: praktika.careerservice@lmu.de]	[when signed by Career Service: Coordinator International Internships]	[...]	[...]
Supervisor[13] at the Receiving Organisation	[...]	[...]	[...]	[...]	[...]

To be filled in by the student

To be filled in by the receiving institution

To be filled in by the sending institution

[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.

II. Who can sign my Learning Agreement?

For **voluntary internships** in the faculties:

01, Catholic Theology

02, Protestant Theologie

04, Business Administration

09, History and the Arts

10, Philosophy, Philosophy of Science and Religious Studies

11, Psychology and Educational Sciences

12, Study of Culture

13, Languages and Literature

15, Social Sciences

16, Mathematics, Informatics and Statistics

LMU Career Service (Michael Brielmaier) will sign your Learning Agreement.

For **mandatory internships** and voluntary internships in other faculties, your contact person is generallly the study coordinator of your faculty or department. You can find their contact information on the respective website.

Note for medical students:
Information on completing the Erasmus+ Learning Agreement for PJ internships:

Contact person of the **Sending Institution:**
- Dr. Caterina Berger, international.office@med.lmu.de, Tel.: +49894400 58934

Planned period of the physical component:
- Enter your **first and last actual working day** (usually Monday to Friday). This is important for the scholarship calculation.

Traineeship title:
- Please enter PY, the subject in English and the **official duration of the tertial** (Monday to Sunday). For example: PY Surgery, 19.05. - 07.09.2025.

Subject	Short name	ISCED
01 Faculty of Catholic Theology		
Catholic Theology	TheoKa	0221 - Religion and theology
Orthodox Theology	OrtTheo	0221 - Religion and theology
02 Faculty of Protestant Theology		
Protestant Theology	TheoEv	0221 – Religion and theology
03 Faculty of Law		
Law	JUR	0421 – Law
04 Faculty of Business Administration		
Business Administration	BWL	0410 – Business administration
05 Faculty of Economics		
Economics	VWL	0311 – Economics
07 Faculty of Medicine		
Epidemiology	EPI	0910 - Health
Medicine	MED	0912 - Medicine
Medical Science	MedWi	0910 - Health
Public Health (Ma.)	PubHealth	0910 - Health
Dentistry	MedZa	0911 - Dental studies
08 Faculty of Veterinary Medicine		
Veterinary Medicine	TIERM	0841 - Veterinary

09 Faculty of History and the Arts

Environmental Studies	EnvioSt	0288 - Arts and humanities, inter-disciplinary programmes
History	GESCH	0222 - History and archaeology
History of Art	KuGesch	0222 - History and archaeology
Arts/Music/Theatre (Minor)	KMT	0288 - Arts and humanities, inter-disciplinary programmes
Art Education	KuPäd	0114 - Teacher training with subject specialization
Arts and Multimedia	KuMedia	0211 - Audio - visual techniques and media production
Music Education	MusPäd	0114 - Teacher training with subject specialization
Musicology	MUSIK	0215 - Music and performing arts
Eastern European Studies (Ma.)	OstEur	0222 - History and archaeology
Theatre Science	THEAT	0215 - Music and performing arts

10 Faculty of Philosophy, Philosophy of Science and Religious Studies

Theology	RelWis	0221 - Religion and theology
Philosophy	PHIL	0223 - Philosophy and ethics

11 Faculty of Psychology and Educational Sciences

Learning Sciences (Ma.)	LearnSc	0111 - Education science
Paedagogics/Educational Sciences	PÄD	0111 - Education science
Prevention, Inclusion and Rehabilitation (PIR) with Hearing Impairment / Special Education	SonPäd	0110 - Education
Psychology	PSY	0313 - Psychology

12 Faculty for the Study of Culture

Egyptology	ÄGYPT	0200 - Arts and humanities
Ancient Near East	AltOrient	0200 - Arts and humanities
Archaeology: Europe and Middle East	ARCH	0222 - History and archaeology
Buddhist and South-Asian Studies	BudSOA	0200 - Arts and humanities
Empirical Cultural Studies and European Ethnology	EuETH	0314 - Sociology and cultural studies
Ethnology	ETH	0314 - Sociology and cultural studies
Greek Studies	GRIE	0200 - Arts and humanities
Intercultural Communication (Ma.)	IKK	0288 - Arts and humanities, inter-disciplinary programmes
Japanology	JAP	0200 - Arts and humanities
Near and Middle East	NaMiOsten	0222 - History and archaeology
Chinese Studies	SIN	0200 - Arts and humanities
Linguistics/Literature/Culture (Minor)	SLK	0200 - Arts and humanities

13/14 Faculty of Languages and Literatures

General and Comparative Literature	LIT	0232 - Literature and linguistics
Anglistics	ANG	0232 - Literature and linguistics
Bibliography	BUCH	0322 - Library, information and archival studies
Computerlinguistics	CompLing	0688 - Information and Communication Technologies (ICTs)
German as a Foreign Language	DAF	0230 - Languages
Environmental Studies	EnvioSt	0288 - Arts and humanities, inter-disciplinary programmes

Finno-Ugrian Studies	FIN	0230 - Languages
German Studies	GER	0232 - Literature and linguistics
Greek Philology	GriePhil	0232 - Literature and linguistics
Historic and General Linguistics	HistSpraWi	0288 - Arts and humanities, inter-disciplinary programmes
Italianistics	ITAL	0232 - Literature and linguistics
Latinistics	Lat	0232 - Literature and linguistics
American Studies	AMERIK	0200 - Arts and humanities
Phonetics and Speech Processing	PHO	0239 - Languages, not elsewhere classified
Romance Philology	ROM	0232 - Literature and linguistics
Scandinavian Studies	SKAN	0232 - Literature and linguistics
Slavistics	SlavPhil	0232 - Literature and linguistics
Linguistics/Literature/Culture (Minor)	SLK	0200 - Arts and humanities
Speech Therapy	Spratherap	0915 - Therapy and rehabilitation
15 Faculty of Social Sciences		
Environmental Studies	EnvioSt	0288 - Arts and humanities, inter-disciplinary programmes
Communication Studies	KOM	0320 - Journalism and information
Political Sciences	POL	0312 - Political sciences and civics
Sociology	SOZ	0314 - Sociology and cultural studies
16 Faculty of Mathematics, Informatics and Statistics		
Bioinformatics	BioInf	0610 - Information and Communication Technologies (ICTs)
Informatics	INFO	0610 - Information and Communication Technologies (ICTs)

Mathematics	MATH	0541 - Mathematics
Media Informatics	MedInf	0610 - Information and Communication Technologies (ICTs)
Statistics	STAT	0542 - Statistics
Business Mathematics	WirMath	0540 - Mathematics and statistics
17 Faculty of Physics		
Physics	PHY	0533 - Physics
Physics/ Meteorolgy (Minor)	PHY/METE	0533 - Physics
18 Faculty of Chemistry and Pharmacy		
Chemistry and Biochemstry	CHE	0531 - Chemistry
Pharmaceutics	PHAR	0916 - Pharmacy
19 Faculty of Biology		
Biology	BIO	0511 - Biology
20 Faculty of Geosciences		
Environmental Studies	EnvioSt	0288 - Arts and humanities, inter-disciplinary programmes
Geography	GEOG	0532 - Earth sciences
Geology	GEOL	0532 - Earth sciences
Geomaterial and Geochemistry (Ma.)	GeoMat	0532 - Earth sciences
Geophysics	GeoPhy	0532 - Earth sciences
Geosciences	GEO	0532 - Earth sciences