

## 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](mailto: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 Student&Arbeitsmarkt..
3. 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
4. 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]

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>
	[...]	[...]	[...]	[...]	[...]	[Bachelor/Master/State exam]	[cf. Field of education in the document "Erasmus+ Field of Education", e.g. "0313" for psychology]
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Ludwig-Maximilians-Universität München	[faculty at LMU or S&A (S&A with voluntary internships of students of the faculties 1,2,4 + 9-16 and recent graduates)]	DE MUNCHEN01	Geschwister-Scholl-Platz 1 DE-80539 München	Germany	[contact at your faculty or when signed by Student und Arbeitsmarkt : Anna Schwark, praktika.s-a@lmu.de, (+49) 89 289 1388]	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; email; phone	Mentor <sup>7</sup> name; position; email; phone
	[...]	[...]	[...]	[...]	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	[...]	[...]

### Before the mobility

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

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b> 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 <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <sup>9</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 <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"/>	

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

<b>Table B - Sending Institution</b> Please use only one of the following three boxes: <sup>10</sup>	
1. The traineeship is <b>embedded in the curriculum</b> 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).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2. The traineeship is <b>voluntary</b> 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 checked="" type="checkbox"/>	
3. The traineeship is carried out by a <b>recent graduate</b> 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 checked="" type="checkbox"/>		
<b>Accident insurance for the trainee</b>		
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 checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

<b>Table C - Receiving Organisation/Enterprise</b>	
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"/>	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"/>	
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 <sup>12</sup> at the Sending Institution	[contact at LMU faculty or when signed by S&A: Anna Schwark]	[when signed by S&A: praktika.s-a@lmu.de]	[when signed by S&A: Coordinator International Internships]	[...]	[...]
Supervisor <sup>13</sup> 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**

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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> **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://euopass.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.