

Instructions: How to Fill out the Learning Agreement for Traineeships For Incoming Trainees to Ulm University

The EU Commission has provided templates for learning agreements that have to be used by all participating universities. The universities may make some changes, but they may not alter or delete any of the required parts and texts. In most cases, the sending universities only add their logo, some change the fonts or layout, rarely additional information is added.

The following instructions are based on the 2017 standard template for the learning agreement and apply to trainees in an institute, for which the human resource department of Ulm University provides the internship contract. Associated research institutes and institutes of the Medical Faculty or any of the university hospitals usually have their own human resource departments; some information may have to be adjusted according to their requirements and regulations (**marked in orange**).

Prospective trainees are expected to fill out the learning agreement in all aspects.

Hosting institutes are expected to check all information and correct it, if necessary.



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Click into the header line and enter your name and academic year. Thus the information is repeated on all pages of the learning agreement.

1) Ulm University

2) Name of the Institute

3) Website of the Institute

4) Name and contact details of the traineeship supervisor at the host institute

5) The mentor should not be the same person as traineeship supervisor; it could be another person in the Institute, e.g a secretary or assistant.

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	1	2	3		<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	4	5

Before the mobility	
<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The criteria on which the final <i>Traineeship Certificate</i> will be based.	
The level of language competence⁸ 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"/>	

The details should have been discussed with the host institute and the home institution before filling out the learning agreement.

Working hours: must correspond to regular full time work load: **39.5 hrs.**

Usually English or German / Minimum: Level B2

1/2/3 are different options.
Do not fill out 1 + 2 + 3!
Please note that not all options are possible at Ulm University!

Table B - Sending Institution	
<i>Please use only one of the following three boxes:⁹</i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	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 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 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Mandatory traineeships are possible.
Traineeships for final thesis are not considered mandatory internships!

Voluntary traineeships up to 3 months are possible.
Voluntary traineeships for longer periods may not be possible!

Traineeships by recent graduates are not possible.

“Contribution in kind” means non-monetary benefits, i.e. free room, bus ticket, meals (usually not applicable), but not work equipment which the student is supposed to return!

Accident insurance: is provided if an internship contract is made; benefits are given only if there is no accident insurance coverage in the home country.

Nothing to be completed here. Just a reminder of the obligations entered by the host institute.

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 checked="" type="checkbox"/> No <input 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 Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):					
Yes <input type="checkbox"/> No <input checked="" 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹² at the Sending Institution					
Supervisor ¹³ at the Receiving Organisation					

Only to be completed in case of payment. Usually: NO

Accidents on the way to/from work or while travelling on work purposes are not covered. Liability insurance is not provided by Ulm University.

Person responsible for supervising the trainee, for reporting any changes in the proposed training programme to the home university and for issuing the Traineeship Certificate after completion of the traineeship (within 5 weeks).

This section only has to be completed if there are

- changes to the original plan for the traineeship (Table A) or
- if the trainee requests an extension of the traineeship (at the latest: one month before the end of the originally agreed training period)

During the Mobility	
Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (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]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

This part is not to be completed by the trainee, but by the traineeship supervisor!

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

After the mobility, the host institute should send a Traineeship Certificate to the trainee and his/her home university within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.

The Traineeship Certificate will contain at least the information in Table D.

The actual start and end dates of the traineeship programme should 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 host institute to carry out his/her traineeship (not the date of arrival in Ulm).
- The **end date** of the traineeship period is the last day the trainee has been present at the host institute to carry out his/her traineeship (not the date of departure from Ulm).