




How to fill out your Learning Agreement Student Mobility for Traineeships

General information & suggestions

- For the sake of legibility, please fill out the Learning Agreement (LA) on the computer.
- You are responsible for filling in the content of all parts of the LA. Please ask the place of your internship directly for the necessary information. The "Application for Approval of an Internship" is also helpful for filling in some parts of the LA.
- For the University of Graz ("sending institution"), the person in charge of recognition for your field of study (e.g. head of the curricular commission) signs the LA. On the first page of the LA, the International Office is mentioned as your administrative contact.

Step 1: fill out personal data



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Higher Education:
Erasmus+
Learning Agreement form
Max Friedrich Mustermann
Academic Year 2022/23

Erasmus+ Learning Agreement Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Study cycle	Field of education (ISCED)	
	Mustermann	Max Friedrich	17.09.1970	Second Cycle - Master	0114	
	Gender	Nationality				
	M	Austria				
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone	
	University of Graz		A GRAZ01	Austria	Julia Taucher auslandspraktikum@uni-graz.at +43 316 380 3940	
Receiving Institution	Name	Address, website	Country	Mentor name, position; email; phone	Contact person name; email; phone	
	Bolivar		Denmark			
	Faculty/Department					

Most of this data should already be pre-filled for you based on the information from Mobility-Online. For "field of education", please check the ISCED-code for your field of study at the University of Graz. You can find this code on the last page of the Learning Agreement template.

Step 2: „Before the mobility“

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise																					
1	<p>Planned period of the physical component: from <u>01.11.2022</u> to 23.01.2023</p> <p>If applicable, planned period of the virtual component: from to</p>																				
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Traineeship title:</td> <td style="width: 50%; padding: 5px;">Number of working hours per week:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Detailed programme of the traineeship (including the virtual component, if applicable):</td> </tr> <tr> <td colspan="2" style="height: 150px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Traineeship in digital skills: <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Monitoring plan:</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Evaluation plan:</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </table>	Traineeship title:	Number of working hours per week:	Detailed programme of the traineeship (including the virtual component, if applicable):				Traineeship in digital skills: <input type="checkbox"/> Yes <input type="checkbox"/> No		Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):				Monitoring plan:				Evaluation plan:			
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Monitoring plan:																					
Evaluation plan:																					
3	<p>The level of language competence in English (=main language of work) that the trainee already has or agrees to acquire by the start of the mobility period is:</p> <p> <input type="checkbox"/> 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 </p>																				

This section consists of three important parts:

- 1) Please insert the planned dates of your internship here. Please note: during a virtual component where you will not be physically present at the place of the internship, you will not receive an Erasmus+ grant.
- 2) Please fill in all fields in this section. If you are missing information (for example on "monitoring" or "evaluation plan") then please check with the organization.
- 3) Please fill in the working language and indicate the language level you have. The working language you mention here must match the information in Mobility-Online, please double-check also in Mobility-Online.

Step 3: Table B - Sending Institution

In order to complete this section as accurately as possible, you will need the "application for approval of internship" or should be in contact with the dean's office / body of recognition to do so.

Table B - Sending Institution	
Please use only one of the following three options:	
1) The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (or equivalent)	Give a grade based on: <input type="checkbox"/> Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: <input type="checkbox"/> Yes <input type="checkbox"/> No	
2) The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:
Give a grade <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate if this will be based on: <input type="checkbox"/> Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview
Record the traineeship in the trainee's Transcript of Records: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the number of credits:
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: <input type="checkbox"/> Yes <input type="checkbox"/> No	

This table is about the recognition of your internship at the University of Graz. Please fill in either 1) **or** 2) (not both). This information must match the information in Mobility-Online, please check and let us know if this is not the case.

- Embedded in the curriculum means that it is a mandatory internship within your curriculum.
- If you receive **ECTS** for the internship **as part of the free electives**, fill in number 2 and indicate how many ECTS you receive for it at the University of Graz and answer the corresponding yes/no questions.
- If you want the internship to be recognized as a **useful addition to your studies**, fill in number 2 and indicate that you will not receive ECTS for it. In this case, your internship will not appear in the Transcript of Records but in the Diploma Supplement.

Step 4: Accident insurance for the trainee

Accident insurance for the trainee by the Sending Institution	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): <input type="checkbox"/> Yes <input type="checkbox"/> No	The accident insurance covers: - accidents during travels made for work purposes: <input type="checkbox"/> Yes <input type="checkbox"/> No - accidents on the way to work and back from work: <input type="checkbox"/> Yes <input type="checkbox"/> No
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): <input type="checkbox"/> Yes <input type="checkbox"/> No	

If the organization does **not** conclude an accident insurance for you while you are on your internship, you have to fill out this section. If they conclude an accident insurance for you, you can leave this section blank.

Regular students are covered by accident and liability insurance through the payment of the student union fees (*ÖH-Beitrag*) within the scope of your studies and related stays. Under certain circumstances, you can also use this insurance for an internship abroad in the EU. You can find more information here: <https://www.oeh.ac.at/service/oeh-versicherung>

Please note that the ÖH insurance does not include health insurance abroad. Please ask your insurance provider (e.g. ÖGK, BVAEB,...) if you can use your Austrian health insurance also in other EU countries during your internship, in case the organization does not provide health insurance for your internship.

Step 5: Table C - Receiving Organisation/Enterprise

Table C – Receiving Organisation / Enterprise	
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): <input type="checkbox"/> Yes <input type="checkbox"/> No	The accident insurance covers: - accidents during travels made for work purposes: <input type="checkbox"/> Yes <input type="checkbox"/> No - accidents on the way to work and back from work: <input type="checkbox"/> Yes <input type="checkbox"/> No
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): <input type="checkbox"/> Yes <input type="checkbox"/> 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.	

Please complete all of these fields based on the information that is available to you or in agreement with the organization where your internship takes place, if applicable.

Step 6: Signing the Learning Agreement

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	Max Friedrich <u>Mustermann</u>	max.mustermann@ edu.uni-graz.at	Trainee		
Responsible person at the Sending Institution					
Responsible person at the Receiving Organisation					

The Learning Agreement must be signed by all three parties before the start of your internship (uploaded in Mobility-Online, the original remains with you). Please fill in all fields except for date and signature in advance, so that the responsible persons only have to sign. **You can enlarge the fields for the signature by inserting blank lines.**

- Trainee: you sign here
- Responsible person at the Sending Institution: signature of the body of recognition of your field of study at the University of Graz
- Supervisor at the Receiving Organisation: signature of the person in charge at the organization