**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth | /     /      [DD/MM/YYYY] | Nationality[[1]](#endnote-1) |  |
| Sex [*M/F*] *please choose* |  | Academic year |  |
| Study cycle[[2]](#endnote-2) *please choose* |  | Subject area,  Code/Field of education[[3]](#endnote-3) |  |
| Phone |  | E-Mail |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Graz University** | Faculty |  |
| Erasmus code[[4]](#endnote-4)  (if applicable) | **A GRAZ01** | Department |  |
| Address | **Universitätsplatz 3, 8010 Graz** | Country | **Austria** |
| Contact person  name[[5]](#endnote-5) | **Vera Hartmann** | Contact person E-mail / phone | [**auslandspraktikum@uni-graz.at**](mailto:auslandspraktikum@uni-graz.at) **+43 316 380-1251** |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  Sector *please choose* |  | Department |  |
| Address,  website | http:// | Country |  |
| Size of enterprise please choose | < 250 employees  > 250 employees |  |  |
| Contact person[[6]](#endnote-6)  name / position | / | Contact person e-mail / phone | / |
| Mentor[[7]](#endnote-7) name /  position | / | Mentor e-mail / phone | / |

For guidelines, please look at the end notes.

#### **Section to be completed BEFORE THE MOBILITY**

#### **I. Traineeship Programme at the Receiving Organisation/Enterprise**

|  |
| --- |
| **Planned period of the mobility**:  from *[day/month/year]*  till *[day/month/year]* |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship** |
| **Traineeship in digital skills[[8]](#endnote-8):** Yes  No |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning Outcomes)** |
| **Monitoring plan** |
| **Evaluation plan** |

|  |
| --- |
| **Language competence of the trainee**  The level of language competence[[9]](#endnote-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 |

**II. Sending Institution**

*[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]*

|  |
| --- |
| * The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to: * Award       ECTS credits. * 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 |
| The traineeship is **voluntary** and upon satisfactory completion of the traineeship, the institution undertakes to:   * Award ECTS credits: Yes  No   If yes, please indicate the number of ECTS 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), except if the trainee is a recent graduate. * Record the traineeship in the trainee's Europass Mobility Document Yes  No |

|  |
| --- |
| **Accident Insurance for the trainee**  The sending institution will provide an accident insurance to the trainee (if not provided by the Receiving Organistaion/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 trainee (if not provided by the Receiving Organistaion/Enterprise): Yes  No |

**III. Receiving Organisation/Enterprise**

|  |
| --- |
| The Receiving Organisation/Enterprise will provide a financial support to the trainee for the traineeship: Yes  No  If yes, amount in 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 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 |

**IV. Responsible persons**

|  |
| --- |
| **Responsible person[[10]](#endnote-10) in the sending institution:**  Name:       Function:  Phone number:       E-mail: |

|  |
| --- |
| **Responsible person[[11]](#endnote-11) in the receiving organisation/enterprise (supervisor):**  Name:       Function:  Phone number:       E-mail: |

**V. Commitment of the three parties**

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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.

|  |  |
| --- | --- |
| **The trainee**  Trainee’s signature Date: | |
| **The sending institution**  Responsible person’s signature Date and stamp: | |
| **The receiving organisation/enterprise**  Responsible person’s signature Date and stamp: |

**Section to be completed DURING THE MOBILITY**

#### **I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

|  |
| --- |
| **Planned period of the mobility**:  from *[day/month/year]*  till *[day/month/year]* |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship** … |
| **Monitoring plan** … |
| **Evaluation plan**  … |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

**Approval by e-mail** or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

#### **II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

|  |
| --- |
| **New responsible person in the sending institution:**  Name:       Function:  Phone number:       E-mail: |
| **New responsible person in the receiving organisation/enterprise**:  Name:      Function:  Phone number:       E-mail: |

|  |
| --- |
| **The trainee**  Trainee’s signature Date: |
| **The sending institution**  Responsible person’s signature Date and stamp: |
| **The receiving organisation/enterprise**  Responsible person’s signature Date and stamp: |

**Section to be completed AFTER THE MOBILITY**

#### **TRAINEESHIP CERTIFICATE by the Receiving Organistation/Enterprise**

|  |
| --- |
| **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 and end of the traineeship:**  from *[day/month/year]*  till *[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:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and Stamp**

**End notes**

**Übersicht ISCED Codes:**

|  |  |
| --- | --- |
| **ISCED Code** | **Studium Uni Graz** |
| 0110: Education, not further defined (05.0, 05.1 - 1, 14, 140) | Pädagogik, Sozialpädagogik, Weiterbildung, Inclusive Education |
| 0215: Music and performing arts (03.2, 03.3 - 212) | Musikologie |
| 0220: Humanities (except languages), not further defined (08.0 - 2, 22, 220) | Jüdische Studien |
| 0221: Religion and theology (08.2 - 221) | Theologie |
| 0222: History and archaeology (03.6, 08.3, 08.4 - 225) | (Alte) Geschichte, Archäologie, Kunstgeschichte, EUROMACHS, Geschichte des Südöstl. Europas, South Eastern European Studies |
| 0223: Philosophy and ethics (08.1 - 226) | Philosophie |
| 0229: Humanities (except languages), not elsewhere classified (08.9 - 229) | Europ. Ethnologie |
| 0231: Language acquisition (09.0, 09.2, 09.5, 09.6 - 222) | Anglistik/Amerikanistik, Bosnisch/Serbisch/Kroatisch, Germanistik, Romanistik, Russisch, Slowenisch |
| 0232: Literature and linguistics (09.1, 09.3, 09.4, 09.7 - 223) | Dolmetschen, Sprachwiss., Transkulturelle Kommunikation, Übersetzen |
| 0310: Social and behavioural sciences, not further defined (14.0 - 3, 31, 310) | Gender Studies, Interdiszipl. Geschlechterstudien |
| 0311: Economics (14.3 - 314) | Volkswirtschaft, USW VWL |
| 0313: Psychology (14.4 - 311) | Psychologie |
| 0314: Sociology and cultural studies (14.2, 14.7, 14.8 - 312) | Soziologie, Kultursoziologie |
| 0410: Business and administration, not further defined (04.0, 04.1, 04.2 - 3, 34, 340) | Betriebswirtschaft, Wirtschaftspädagogik, USW BWL |
| 0421: Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380) | Rechtswissenschaften |
| 0511: Biology (13.0, 13.1, 13.4, 13.6 - 421) | Biologie, Molekularbiologie, Molekulare Mikrobiologie, Ökologie und Evolutionsbiologie, Pflanzenwiss., Verhaltensphysiologie |
| 0512: Biochemistry (13.0, 13.1, 13.4, 13.6 - 421) | Biochemie |
| 0521: Environmental sciences (422) | Umweltsystemwissenschaften |
| 0531: Chemistry (13.3 - 442) | Chemie, Technische Chemie |
| 0532: Earth sciences (07.0, 07.1, 07.2, 07.3 - 443) | Erdwissenschaften, Geographie, Gebirgs- und Klimageographie, Nachhaltige Stadt- und Regionalentwicklung, Sustainable Development, USW Geographie |
| 0533: Physics (13.2, 13.5, 13.7 - 441) | Physik |
| 0541: Mathematics (11.1 - 461) | Mathematik |
| 0916: Pharmacy (12.5 - 727) | Pharmazie |
| 1014: Sports (16.1 - 813) | Sport- und Bewegungswissenschaften |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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) [↑](#endnote-ref-2)
3. **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> 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.

   **An der Universität Graz:** siehe Übersichtsliste am Ende des Dokuments [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
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. [↑](#endnote-ref-8)
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> [↑](#endnote-ref-9)
10. **Responsible person in 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.

    **An der Universität Graz:** Cuko-Vorsitzende(r)/Studiendekanin(REWI, THEOL) [↑](#endnote-ref-10)
11. **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. [↑](#endnote-ref-11)