

Learning Agreement

Student Mobility for Traineeships

Please fill in all parts which are marked in yellow!

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
	Please fill in	Please fill in	Please fill in	Please fill in	Please fill in	Bachelor or Master	Explanation on the last page
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	FH JOANNEUM	Please fill in	A GRAZ09	According to location	Austria	International Coordinator or internship coordinator of your degree program	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	Name of the enterprise	Please fill in	Please fill in	Please fill in	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Please fill in. Explanation on the last page	Please fill in. Explanation on the last page

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ... for example: mandatory traineeship, BA Aviation, 5.semester or voluntary traineeship, MA International Management, 3. Semester or work field: e.g. "Corporate Design/Packaging"	Number of working hours per week: ... Please fill in Note: The internship has to be full-time!
Detailed programme of the traineeship: Please fill in (tasks/deliverables to be carried out by the trainee) – see also „Guidelines on how to use the Learning Agreement“	
Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input type="checkbox"/> 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 and graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and network cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment or office tasks are not considered in this category.	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): Please fill in (e.g.. academic, analytical, communication, ICT, foreign language skills, teamwork, adaptability, etc. ...) See also „Guidelines on how to use the Learning Agreement“	
Monitoring plan: Please fill in See also „Guidelines on how to use the Learning Agreement“	
Evaluation plan: Please fill in. Who is assessing the internship and with which criteria? See also „Guidelines on how to use the Learning Agreement“	
The level of language competence⁹ in <u>please fill in</u> [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"/>	

Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

In case you make an obligatory internship which will be recognized for your studies and for which you will receive ECTS, you have to fill in box 1.

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award fill in number ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> In case you don't get a grade, you don't need to check a box
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"/>	

Box nr. 2 has to be filled in if your traineeship is voluntary and you do not get credit for it at FHJ. The content of the traineeship has to have a connection to your studies. The traineeship is also voluntary when you write your Master's or Bachelor's thesis at an enterprise since you don't receive ECTS for the internship but for the actual writing of the thesis. Therefore : Award ECTS : NO

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 checked="" type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input checked="" 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"/> (please fill in according to your degree program's way of use)	
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"/>	

Box nr. 3 has to be filled in when you do the traineeship as a recent graduate:

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 checked="" 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"/>	

Accident insurance for the trainee

With paying the student union fee at FH JOANNEUM you automatically have an accident and liability insurance – also in your traineeship abroad (does not apply to recent graduates).

<http://www.oeh-joanneum.at/service-und-beratung/oh-versicherung/>

<https://www.oeh.ac.at/service/versicherung>

"However, the insurance is only valid when the enterprise is not obliged by law or contract to procure an equivalent." (Extract of the student union contract)

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

Table C - Receiving Organisation/Enterprise

All boxes have to be filled in!

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> Please check a box	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: Please check a box	
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"/> Please check a box	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): Please check a box 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.	

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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	Please fill in	Please fill in	<i>Trainee</i>	Please fill in	Please sign
Responsible person ¹² at the Sending Institution = head of degree program at FH JOANNEUM	Please fill in	Please fill in	Head of degree program	Please fill in	Please get the signature
Supervisor ¹³ at the Receiving Organisation	Please fill in	Please fill in	Please fill in	Please fill in	Please get the signature

During the Mobility

If major changes occur or the duration of the traineeship is extended, this section has to be filled in.

All three parties (trainee, head of degree program at FHJ, enterprise) have to sign it and the document has to be sent to the International Office (and the degree program) of FH JOANNEUM.

See also „Guidelines for Learning Agreement for Traineeships“

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

After the traineeship the trainee has to see to it that this section has to be fully filled in and signed by the enterprise.
 The document has to be sent to the International Office of FH JOANNEUM within 5 weeks after the end of the traineeship (scanned per mail or by post).

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>	
Name of the trainee:	please fill in
Name of the Receiving Organisation/Enterprise:	please fill in
Sector of the Receiving Organisation/Enterprise:	please fill in
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:	please fill in
Start date and end date of traineeship:	from [day/month/year] bitte ausfüllen to [day/month/year] please fill in
Traineeship title:	please fill in
For example: mandatory traineeship, BA Aviation, 5.semester or voluntary traineeship, MA International Management, 3. Semester or work field: e.g. "Corporate Design/Packaging"	
Detailed programme of the traineeship period including tasks carried out by the trainee:	please fill in
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	please fill in
Evaluation of the trainee:	please fill in – here the enterprise has to evaluate the trainee!
Date:	please fill in
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:	Name and signature of the supervisor

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- 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](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.
- 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, in particular for institutions located in Partner Countries not participating in the Bologna process, "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.