

Student Mobility for Traineeships

Bitte zumindest alle gelb markierten Teile ausfüllen!

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	Bitte ausfüllen	Bitte ausfüllen	Bitte ausfüllen	Bitte ausfüllen	Bitte ausfüllen	Bachelor oder Master	Erklärung auf letzter Seite
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	FH JOANNEUM	Bitte ausfüllen	A GRAZ09	Je nach Standort	Austria	Internationale/r KoordinatorIn Ihres Studiengangs oder PraktikumsbetreuerIn	
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 der Praktikumsrichtung	Entsprechende Abteilung	Bitte ausfüllen	Bitte ausfüllen	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Bitte ausfüllen; genaue Erklärung auf letzter Seite	Bitte ausfüllen; genaue Erklärung auf letzter Seite

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: ... zum Beispiel: mandatory traineeship, BA Aviation, 5.semester oder voluntary traineeship, MA International Management, 3. Semester oder Arbeitsgebiet: z.B.: "Corporate Design/Packaging"	Number of working hours per week: ...bitte ausfüllen; Beachten Sie: das Praktikum muss ein Vollzeitpraktikum sein!
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Detailed programme of the traineeship:
 Bitte ausfüllen (z.B. Aufgaben, die auszuführen sind und Zeitplan) – siehe auch „Guidelines on how to use the Learning Agreement“

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
 Bitte ausfüllen (z.B.. akademische, analytische, kommunikative Fähigkeiten, ICT, Fremdsprachkenntnisse, Teamwork, Anpassungsfähigkeit, etc. ..)
 Siehe auch „Guidelines on how to use the Learning Agreement“

Monitoring plan:
 Bitte ausfüllen.
 Wie werden Sie vom Unternehmen und der FH JOANNEUM während des Praktikums begleitet, bekommen Sie Feedback für Ihre Arbeit, gibt es Supervision, etc.?
 Siehe auch „Guidelines on how to use the Learning Agreement“

Evaluation plan:
 Bitte ausfüllen. Wer beurteilt Ihr Praktikum und nach welchen Kriterien?
 Wird genau in den „Guidelines on how to use the Learning Agreement“ erklärt.

The level of **language competence**⁸ in bitte ausfüllen [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

Table B - Sending Institution

Please use only one of the following three boxes:⁹

Falls Sie ein Pflichtpraktikum im Ausland machen, für das Sie an der FHJ ECTS bekommen, ist der Kasten Nr. 1 auszufüllen (= embedded in the curriculum).

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

Award bitte Anzahl einfügen ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Wenn keinen Note vergeben wird, nichts einfügen	
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"/>	

Der Kasten Nr.2 ist auszufüllen, wenn Sie ein freiwilliges Praktikum absolvieren (=voluntary) , für das Sie keine ECTS erhalten bzw. das Ihnen an der FH JOANNEUM nicht angerechnet wird, z.B. ein freiwilliges Praktikum, dessen Inhalt studiengangsrelevant ist (oder auch wenn Sie Ihre Master oder Bachelorarbeit an einem Unternehmen schreiben. In dem Fall erhalten Sie von der FH JOANNEUM auch keine ECTS für das Praktikum sondern für das Verfassen der Bachelor oder Master Arbeit. Daher award ECTS credits: 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"/> (bitte eintragen je nach Handhabung des Studiengangs)	
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"/>	

Der Kasten Nr. 3 ist auszufüllen, wenn Sie ein Graduiertenpraktikum absolvieren (= 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 (highly recommended): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Accident insurance for the trainee

Über den ÖH Beitrag besteht auch im Auslandspraktikum ein Unfall- und Haftpflichtversicherungsschutz (Ausgenommen Graduiertenpraktikum !).
<http://www.oeh-joanneum.at/service-und-beratung/oh-versicherung/>
<https://www.oeh.ac.at/service/versicherung>

Der Versicherungsschutz besteht jedoch nur dann, wenn der Dienstgeber nicht gesetzlich oder vertraglich verpflichtet ist, eine gleichwertige Versicherung abzuschließen.“ (Auszug aus dem ÖH-Bündelversicherungsvertrag)

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

Bitte ALLE Punkte vom Praktikumsunternehmen ausfüllen lassen bzw. einholen und selbst ausfüllen!

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> Bitte ankreuzen	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: Bekommen Sie Sachleistungen, wie z.B. gratis Mittagessen oder Zuschuss zu den Kosten des öffentlichen Verkehrs, etc.	
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"/> Bitte ankreuzen	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): Bitte ankreuzen 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee	Bitte ausfüllen	Bitte ausfüllen	Trainee	Bitte ausfüllen	Bitte unterzeichnen
Responsible person ¹¹ at the Sending Institution = StudiengangsleiterIn an der FH JOANNEUM	Bitte ausfüllen	Bitte ausfüllen	Head of Institute	Bitte ausfüllen	Bitte unterzeichnen lassen
Supervisor ¹² at the Receiving Organisation	Bitte ausfüllen	Bitte ausfüllen	Bitte ausfüllen	Bitte ausfüllen	Bitte unterzeichnen lassen

During the Mobility

Sollte es zu großen Veränderungen im ursprünglichen Praktikumsinhalt kommen oder das Praktikum verlängert werden, muss dieser Abschnitt „During the Mobility“ ausgefüllt und unterzeichnet ans International Office der FH JOANNEUM (bzw. auch den Studiengang) gesendet werden.
 Siehe auch „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:	

Die „Changes to the Learning Agreement sind von der/dem PraktikantIn, der Studiengangleitung an der FH JOANNEUM und der Praktikumeinrichtung zu unterzeichnen.

After the Mobility

Die/der AuslandspraktikantIn muss dafür Sorge tragen, dass dieser Abschnitt am Ende des Auslandspraktikums vollständig ausgefüllt und von der Firma unterzeichnet wird. Das Dokument muss anschließend (innerhalb von 5 Wochen) ans International Office der FH JOANNEUM (eingescannt per Mail oder per Post) übermittelt werden.

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>	
Name of the trainee:	bitte ausfüllen
Name of the Receiving Organisation/Enterprise:	bitte ausfüllen
Sector of the Receiving Organisation/Enterprise:	bitte ausfüllen
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:	bitte ausfüllen
Start date and end date of traineeship: from [day/month/year] to [day/month/year]	bitte ausfüllen bitte ausfüllen
Traineeship title:	bitte ausfüllen
zum Beispiel: "mandatory traineeship, BA Aviation"; 5.semester oder "voluntary traineeship, MA International Management, 3. Semester" oder Arbeitsgebiet z.B. "Corporate Design/Packaging"	
Detailed programme of the traineeship period including tasks carried out by the trainee:	bitte ausfüllen
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):	bitte ausfüllen
Evaluation of the trainee:	bitte ausfüllen – hier muss die Firma die/den PraktikantIn evaluieren!
Date:	bitte ausfüllen
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:	Name und Unterschrift des Supervisors der Praktikumsseinrichtung

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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 **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>
- ⁹ **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.
- ¹⁰ **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.
- ¹¹ **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.
- ¹² **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.