

## LEARNING AGREEMENT FOR TRAINEESHIPS

### The Trainee

|                               |                                    |
|-------------------------------|------------------------------------|
| Last name(s)                  | First name(s)                      |
| Date of birth<br>[dd/mm/yyyy] | Nationality <sup>1</sup>           |
| Sex [M/F]                     | Academic year      2015/2016       |
| Study cycle <sup>2</sup>      | Subject area,<br>Code <sup>3</sup> |
| Phone                         | E-mail                             |

### The Sending Institution

|                     |                                       |                                    |  |
|---------------------|---------------------------------------|------------------------------------|--|
| Name                | Technische Universität München        | Faculty                            | Praktikantenamt am Wissenschaftszentrum Weihenstephan Alte Akademie 1 85354 Freising |
| Erasmus code        | D MUNCHEN02                           | Department                         |  |
| Address             | Arcisstrasse 21 80333 München Germany | Country, Country code <sup>4</sup> | Germany DE   |
| Contact person name | Kornelia Schredl                      | Contact person E-mail / phone      | schredl@zv.tum.de +49 (0)8161 713572   |

### The Receiving Organisation/Enterprise

|   |                               |
|---|-------------------------------|
| Name Sector <sup>5</sup>                    | Department                    |
| Address, website                            | Country                       |
| Size of enterprise <sup>6</sup>             |                               |
| Contact person <sup>7</sup> name / position | Contact person e-mail / phone |
| Mentor <sup>8</sup> name / position         | Mentor e-mail / phone         |

**For end notes, please look at page 6.**



## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

|  |                       |
|--|-----------------------|
| <b>Planned period of the mobility</b>  |                       |
| from [day/month/year]  | till [day/month/year] |
| <b>Number of working hours per week</b>  |                       |
| <b>Traineeship title</b>   |                       |
| <b>Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the trainee</b>   |                       |
| <b>Knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes)</b>  |                       |
| <b>Monitoring plan</b> [describing how/when the trainee will be monitored during his / her traineeship by both the sending institution and the receiving organisation / enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes, specify the contact details of the person in charge.] |                       |
| <b>Evaluation plan</b> [describing the assessment criteria to be used to evaluate the trainee'ship period.] Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptive communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills                        |                       |



**Language competence of the trainee**

The level of language competence<sup>9</sup> in \_\_\_\_\_ [workplace language] that the trainee already has or agrees to acquire by the start of the mobility period (for the above-mentioned dates) is:

- A1  A2  B1  B2  C1  C2

**The sending institution**

The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships.

**1. 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. Yes  No
- Record the traineeship in the trainee's Diploma Supplement (or equivalent). Yes  No
- Record the traineeship in the trainee's Europass Mobility Document Yes  No

**OR**

**2. 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. Yes  No
- Record the traineeship in the trainee's Europass Mobility Document Yes  No



**The receiving organisation/enterprise**

The trainee will receive a financial support for his/her traineeship: Yes  No

If yes, amount in EUR/month: \_\_\_\_\_

The trainee will receive a contribution in kind for his/her traineeship: Yes  No

If yes, please specify: \_\_\_\_\_

Is the trainee covered by the accident insurance (covering at least damages caused to the trainee at the workplace)? Yes  No

If yes, please specify if it also covers:

- accidents during travels made for work purposes: Yes  No
- accidents on the way to work and back from work: Yes  No

If not, please specify whereas the trainee is covered by an accident insurance provided by the sending institution: Yes  No

If yes, please specify if it also covers:

- accidents during travels made for work purposes: Yes  No
- accidents on the way to work and back from work: Yes  No

Is the trainee covered by a liability insurance (covering damages caused by the trainee at the workplace)? Yes  No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate to the trainee *[corresponding to the form in the section After the Mobility which needs to be filled in the present document and can additionally be issued independently.]*

## II. RESPONSIBLE PERSONS

**Responsible person<sup>10</sup> in the sending institution:**

Name: \_\_\_\_\_ Function: Departmental Erasmus+  
SMP Coordinator

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Responsible person<sup>11</sup> in the receiving organisation/enterprise (supervisor):**

Name: \_\_\_\_\_ Function: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## III. COMMITMENT OF THE THREE PARTIES

By signing<sup>12</sup> 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 mobility period.

**The trainee**

Trainee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The sending institution**

By signing this document the trainee is additionally nominated for the participation in the Erasmus+ student mobility for placements program.

Departmental Erasmus+ SMP Coordinator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The receiving organisation/enterprise**

Responsible person's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## End notes

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- <sup>1</sup> Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> 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) - specify the latest study cycle for recent graduates.
- <sup>3</sup> Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the trainee by the sending institution. For the list of detailed subject fields, see page 7 of this document.
- <sup>4</sup> Please use ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- <sup>5</sup> For the list of top-level NACE sector codes, see :  
[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN).
- <sup>6</sup> For instance: 1-50 / 51-500 / more than 500 employees.
- <sup>7</sup> A person who can provide administrative information within the framework of Erasmus traineeships.
- <sup>8</sup> 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.
- <sup>9</sup> For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.
- <sup>10</sup> The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement.
- <sup>11</sup> The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate.
- <sup>12</sup> Scanned copies of signatures or digital signatures are recognised. **There is no need to circulate papers with original signatures.**

| <b>Fakultätsname und englische Bezeichnung der Fachgebiete</b>                  | <b>ISCED-Code (2013)</b> |
|---|--------------------------|
| <b>Fakultät für Architektur</b>   |                          |
| Architecture  | 0731                     |
| <b>Ingenieur fakultät Bau Geo Umwelt</b>  |                          |
| Building and Civil Engineering  | 0732                     |
| Environmental Sciences, Ecology   | 0712                     |
| Geodesy, Cartography, Remote Sensing  | 0532                     |
| Geology   | 0532                     |
| <b>Fakultät für Chemie</b>  |                          |
| Chemistry   | 0531                     |
| Chemical Engineering  | 0711                     |
| <b>Fakultät für Elektrotechnik und Informationstechnik</b>                      |                          |
| Electricity and Energy  | 0713                     |
| Electronic und Automation   | 0714                     |
| <b>Fakultät für Informatik</b>  |                          |
| Computer Science  | 061                      |
| <b>Fakultät für Mathematik</b>  |                          |
| Mathematics   | 054                      |
| <b>Fakultät für Medizin</b>   |                          |
| Medicine  | 0912                     |
| <b>Fakultät für Maschinenwesen</b>  |                          |
| Mechanics and Metal Work  | 0715                     |
| Aeronautical Engineering  | 0716                     |
| Medical Diagnostic and treatment technology                                     | 0914                     |
| <b>Fakultät für Physik</b>  |                          |
| Physics   | 0533                     |
| <b>Fakultät für Sport- und Gesundheitswissenschaft</b>                          |                          |
| Sports  | 1014                     |
| Sports - Health   | 091                      |
| Sports - Therapy and rehabilitation   | 0915                     |
| <b>Fakultät für Wirtschaftswissenschaften</b>                                   |                          |
| Business and Administration   | 041                      |
| Business and Administration mit technischen Hintergrund                         | 071                      |
| <b>Munich School of Engineering</b>   |                          |
| Engineering   | 071                      |
| <b>TUM School of Education</b>  |                          |
| Teacher Training and Education Science  | 011                      |
| <b>Wissenschaftszentrum Weihenstephan für Ernährung, Landnutzung und Umwelt</b> |                          |
| Agriculture   | 081                      |
| Horticulture  | 0812                     |
| Biology   | 0511                     |
| Brewery   | 0721                     |
| Food Science and Technology   | 0721                     |
| Forestry  | 082                      |
| Landscape Architecture - Architektur  | 073                      |
| Landscape Architecture - Environment Science                                    | 052                      |