Projekt 25

Erasmus+

Hochschule für Wirtschaft und Recht Berlin
Berlin School of Economics and Law

Beneficiary organisation
Hochschule für Wirtschaft und Recht Berlin,
Badensche Straße 52, 10825 Berlin
ERASMUS-Code: D BERLIN06
Country: Germany, Country-Code: DE

Department 1 ☒ Department.2 ☐ Department 3-5 ☐

Contact person: **Ms Monika Sakka**, coordination internship office
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Higher EDUCATION: ERASMUS+ LEARNING AGREEMENT 1 STUDENT MOBILITY FOR TRAINEESHIPS[1]

Academic Year 2025/2026

the student (trainee)

Last Name(s)		Nationality[2]
First Name(s)		
Date of Birth		Field of education[4]/Subject Area Code 04 Business, Administration and Law, specified: ☐ Economics ☐ Business Administration/Intern.Management ☐ Wirtschaftsrecht ☐ Wirtschaftsinformatik ☐ Wirtschaftsingenieurwesen ☐ Others
Level of education[3] Study Cycle ☐ Bachelor (1rst cycle (EQF level 6)) ☐ Master (2nd cycle (EQF level 7))	Gender ☐ Male ☐ Female ☐ Undefined	
Study program:		
Phone		
E-mail		
Former Participation in Erasmus Programme	☐ none ☐ study ☐ work placement **if yes, duration of ERASMUS+ period** **month, that means days** (please check your Grant Agreement) Study program WS 20 / SS 20	

Receiving Organisation

Name of the company/ institution		
Address and website		
Department		Country
Size of enterprise	☐ < 250 employees | ☐ >250 employees	
Contact person[8] – name/position/ e-mail/phone		
Mentor[9] – name/position/e-mail/phone		

Section to be completed BEFORE THE MOBILITY

Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical component

from [day/month/year] to [day/month/year]

If applicable, planned period of the virtual component:
from [day/month/year] to [day/month/year]

Traineeship title:

Number of working hours per week:

Detailed programme of the traineeship period (including the virtual component, if applicable)

Traineeship in digital skills (Please read No [10] p.5): Yes ☐ No ☐

Knowledge, skills and competences to be acquired by end of the traineeship (expected learning outcome):

Monitoring plan (Please read No [10.1] p.5):
The **sending institution (HWR Berlin)** is in regular contact with the interns.
The **receiving institution**:

Evaluation plan (Please read No [10.2] p.5):

Language competence of the trainee

The level of language competence[11] **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 ☐

Sending Institution (HWR Berlin)

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

The traineeship is: (Please choose only one of the three options)

☐ **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award 29 ☐ / 25 ☐ / 15 ☐ ECTS credits (or equivalent)
- Give a grade based on: Traineeship certificate ☒ Final report ☐ Interview ☐
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☒

☐ **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes ☐ No ☒
- Give a grade: Yes ☐ No ☒
- Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☒
- Record the traineeship in the trainee's Diploma Supplement (or equivalent)
- Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒

☐ **carried out by a recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes ☐ No ☒
- Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒

LIABILITY AND ACCIDENT INSURANCE FOR THE TRAINEE

Sending institution

The beneficiary organisation will provide:

an accident insurance to the trainee: Yes ☐ No ☒
a liability insurance to the trainee: Yes ☐ No ☒

In case of internships abroad we strongly advise to take out an additional insurance.

Receiving Organisation

The Receiving Organisation will provide:

- financial support to the trainee for his/her traineeship: Yes ☐ No ☐
- If yes, amount in EUR/month:
- a contribution in kind for to the trainee for the traineeship: Yes ☐ No ☐
- If yes, please specify:
- an accident insurance to the trainee: 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 ☐
- a liability insurance to the trainee: Yes ☐ No ☐
- appropriate equipment and support to the trainee.
- Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the traineeship.

Commitment of the three Parties

By signing this document, the trainee, the beneficiary organisation and the receiving organisation 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 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
Name: E-mail:

_____ Date: _____
Trainee's signature

Responsible person at the sending institution:
Name: Monika Sakka
Function: coordination internship office FB 1 ☒ FB 2 ☐ FB 3 – 5 ☐
E-mail: praxis.erasmus@hwr-berlin.de;
Phone: +49 (0)3030877 – 1257 monika.sakka@hwr-berlin.de

_____ Date: _____
Responsible person's signature

Responsible person in at receiving organisation/ (supervisor) [16]**:**

Name: E-mail:
Function: Phone:

_____ Date: _____
Responsible person's signature

[1] In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

[2] Country to which the person belongs administratively and that issues the ID card and/or passport.

[3] **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

[4] **Field of education:** The ISCED-F 2013 search tool 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.

[5] In the case of outgoing mobility, the beneficiary organisation is the sending institution.

[6] **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 EU Member States and third countries associated to the programme.

[7] **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.

[8] **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

[9] **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

[10] **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.

[10.1] **Monitoring plan:** Please point out how the support and guidance during the traineeship will be realized (weekly meetings, briefings, contact with the supervisor,...)

[10.2] **Evaluation plan:** Which tools will ensure the success and quality during the traineeship (feedback meetings, discussions,…)

[11] **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

[12] **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.

[13] **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "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.

[14] **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for 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.

[15] **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for 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 responsible person at the beneficiary organisation.

[16] **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.