**LEARNING AGREEMENT 1 FOR TRAINEESHIPS, Academic Year 2024/25**

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| **the student (trainee)** | Last Name(s) | | Nationality |
| First Name(s) | |
| Date of Birth | | Field of education/Subject Area Code:  311 Economics  041 Business Admin., Management, …  042 Wirtschaftsrecht  061 Wirtschaftsinformatik  072 Wirtschaftsingenieur  Others |
| Level of education Study Cycle  Bachelor  Master | Sex  Male  Female  Undefined |
| Phone |  | |
| E-mail |  | |
| Former Participation  in Erasmus Programme | none  study  work placement  **if yes, duration of ERASMUS+ period       month**  Study program       WS 20      / SS 20 | |

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| **receiving organisation/enterprise** | Name of the company |  | |
| Address and website |  | |
| Department |  | Country |
| Size of enterprise | < 250 employees |  >250 employees | |
| Contact person – name/position/ e-mail/phone | | |
| Mentor – name/position/e-mail/phone | | |

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

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| **Traineeship Programme at the Receiving Organisation/Enterprise** | **Planned period of the physical component**  from [day/month/year]       till [day/month/year]  If applicable, planned period of the virtual component: from [day/month/year]       till [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:** Yes  No |
| **Knowledge, skills and competences to be acquired by end of the**  **traineeship** (expected learning outcome): |
| **Monitoring plan**:  The **sending institution (HWR Berlin)** is in regular contact with the interns.  The **receiving institution**: |
| **Evaluation plan**: |
| **Language competence of the trainee**  The level of language competence **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**: [Choose 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 * 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), except if the trainee is a recent graduate. * 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**

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| **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.** |

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| **Receiving Organisation/Enterprise** | **The Receiving Institution/ Enterprise 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. |

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| **Commitment of the three Parties** | By signing this document, the trainee, the beneficiary 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**  Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Trainee’s signature | |
| **Responsible person in the sending institution:** | |
| Name: Joanna Rieloff Function: Erasmus Administration  Phone: +49 (0)3030877 – 2043    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Responsible person’s signature | FB 1  FB 2  FB 3 – 5  E-mail:  Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Responsible person in the receiving organisation/enterprise (supervisor):** | |
| Name:  Function:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Responsible person’s signature | E-mail:  Phone:  Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Explanation**

**Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

**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).

**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.

**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.

**Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

**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.

**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.

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

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

**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>

**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.

**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.

**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.

**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.

**Traineeship Certificate:** This document confirms the ERASMUS+ traineeship period, it has to be filled and signed from the Supervisor of the Receiving Organisation