



Student's name

Academic Year

Learning Agreement Student Mobility for Traineeships (Free Mover)

Trainee

Last name First name Date of birth Gender

Nationality¹ Study cycle² Field of education³

Sending Institution

Name Faculty/Department Address

Country Contact person⁴ (name, email, phone)

Receiving Organisation/Enterprise

Name Department Address

Country Website Size (employees) < 250 > 250

Contact person⁵ (name, position, email, phone)

Mentor⁶ (name, position, email, phone)

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Before the Mobility

Table A – Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility

from [month/year]

to [month/year]

If applicable, planned period(s) of the virtual mobility

from [month/year]

to [month/year]

Traineeship title

Number of working hours per week

Detailed programme of the traineeship

Traineeship in digital skills⁷

 Yes No

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)

Monitoring plan

Evaluation plan

The level of language competence⁸ 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

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Before the Mobility

Table B – Sending Institution

Please use only one of the following three boxes⁹:

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

Award

Give a grade based on

ECTS credits (or equivalent)¹⁰

Traineeship certificate

Final report

Interview

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

No

2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent)

If yes, please indicate the number of credits

Yes

No

Give a grade

If yes, please indicate if this will be based on

Yes

No

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).

Record the traineeship in the trainee's Europass Mobility Document

Yes

No

3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, and, upon the institution undertakes to

Award ECTS credits (or equivalent)

If yes, please indicate the number of credits

Yes

No

Record the traineeship in the trainee's Europass Mobility Document (highly recommended)

Yes

No

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise)

Yes

No

The accident insurance covers

Accidents during travels made for work purposes:

Accidents on the way to work and back from work:

Yes

No

Yes

No

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise)

Yes

No

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Before the Mobility

Table C – Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship

 Yes No

If yes, amount

 EUR/month

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship

 Yes No

If yes, please specify:

Traineeship in digital skills⁷

 Yes No

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution)

 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

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):

 Yes No

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.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

Student's name

Academic Year

During the Mobility

Table A – 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 physical mobility

from [month/year]

to [month/year]

If applicable, planned period(s) of the virtual mobility

from [month/year]

to [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

Student's name

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After the Mobility

Table D – Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee

Name of the Receiving Organisation/Enterprise

Sector of the Receiving Organisation/Enterprise

Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail address), website

Start date and end date of the complete traineeship (incl. virtual component, if applicable):

from [day/month/year]

to [day/month/year]

Start date and end date of physical mobility:

from [day/month/year]

to [day/month/year]

Traineeship title

Detailed programme of the traineeship period including tasks carried out by the trainee

Knowledge, skills, (intellectual and practical) and competences acquired (achieved Learning Outcomes)

Evaluation of the trainee

Date

Name and signature of the Supervisor at the Receiving Organisation/Enterprise

Glossary

- 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 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 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.
- ⁵ Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁶ 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.
- ⁷ 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.
- ⁸ 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>
- 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 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.
- 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.