**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Matr. no. (*PKZ*) |  |
| Sex [*M/F*] |  | Nationality[[1]](#endnote-1) |  |
| Study cycle[[2]](#endnote-2) |  | Academic year | 2017/2018 |
| Phone |  | Field of education, Code[[3]](#endnote-3) |  |
| Study Grant(*Studienbeihilfe*) |  □ ja (yes) □ nein (no) | email |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **FH CAMPUS 02**  | Faculty | **Marketing & Sales** |
| Erasmus code[[4]](#endnote-4)(if applicable) | **A..GRAZ10** | Department |  |
| Full address,website | Koerblergasse 1268010 Graz[www.campus02.at](http://www.campus02.at)  | Country, Country Code | **Austria, AT** |
| Contact person[[5]](#endnote-5) name / function | Barbara Schantl,E+ Institutional Coord. | Contact personemail / phone | barbara.schantl@campus02.at+43 316 6002 786 |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Department |  |
| Full address, website |  | Country, Country code, Region([Link](http://www.lebenslanges-lernen.at/fileadmin/lll/dateien/lebenslanges_lernen_pdf_word_xls/erasmus/mobility_tool/2013-14/mt_erasmus_data_dictionary.pdf), p.19 and 21) |  |
| Size of Enterprise | □ < 250 employees  |  □ > 250 employees |
| Contact person[[6]](#endnote-6)name / function |  | Contact person email / phone |  |
| Mentor[[7]](#endnote-7)name / function |  | Mentoremail / phone |  |

**Section to be completed BEFORE THE MOBILITY**

#### **TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE**

#### (*to be completed by the student*)

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| **Planned period of the mobility**: from [day/month/year] ….…………..…. till [day/month/year] ……………………….. |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee by the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:***Company evaluation interview or visit during which a company evaluation form will be completed by the degree programme coordinator together with the company supervisor.* |
| **Evaluation plan**:*After completing the internship/traineeship, students have to provide an internship report**as well as a poster presentation to be able to get full accreditation of 20 credits**for the internship/traineeship.* |

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| **Language competence of the trainee**The level of language competence[[8]](#endnote-8) in ………….. [*indicate here the workplace main language]* 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 🞏 |

**Chosen language for online language course (OLS – Online Linguistic Support)**

□ English □ Spanish □ French □ Italian □ Dutch

**Chosen language for online language course (OLS – Online Linguistic Support)**

□ English □ Spanish □ French □ Italian □ Dutch

**Chosen language for online language course (OLS – Online Linguistic Support)**

□ English □ Spanish □ French □ Italian □ Dutch

|  |
| --- |
| **Chosen language for online language course (OLS – Online Linguistic Support)**□ Bulgarian □ Croatian □ Czech □ Danish □ Dutch □ English □ Finnish □ French □ Greek □ Hungarian □ Italian □ Polish □ Portuguese □ Romanian □ Slovakian □ Spanish □ Swedish  |

#### **SENDING INSTITUTION** (*to be completed by the student*)

The sending institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships. *[Please use only one of the following three boxes.9]*

|  |
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| The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:* Award *20 ECTS* credits (or equivalent)10.
* Give a grade based on: Traineeship certificate 🞏 Final report 🞏 Interview 🞏
* Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Yes **X** No 🞏
* Record the traineeship in the trainee's Europass Mobility Document. Yes 🞏 No **X**
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| The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:* Award ECTS credits (or equivalent): 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). Yes X No 🞏
* Record the traineeship in the trainee's Europass Mobility Document. Yes 🞏 No 🞏
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| The traineeship is carried out by a **recent graduate** 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: ….
* Record the traineeship in the trainee's Europass Mobility Document *(highly recommend-ded).*  Yes 🞏 No 🞏
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| **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 **X** No ☐ (*ÖH/student union general accident insurance; Policy no. 000 1809 6819*)
	+ The accident insurance covers:
		- accidents during travels made for work purposes: Yes **X** No ☐
		- accidents on the way to work and back from work: Yes **X** No ☐
* The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes **X** No ☐ (*ÖH/student union general liability insurance; Policy no. 000 1810 4297*)
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#### **THE RECEIVING ORGANISATION/ENTERPRISE** (*to be completed by the receiving organisation/enterprise*)

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| * The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes 🞏 No 🞏
	+ If yes, amount in EUR/month: ….
* The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes 🞏 No 🞏
	+ If yes, please specify: ….
* 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.
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**RESPONSIBLE PERSONS**

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| **Responsible person11 at the Sending Institution:**Name: Veronika Wolf Function: E+ Departmental Coord. Phone number:+43 316 6002 659 email: veronika.wolf@campus02.at  |

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| **Supervisor12 at the Receiving Organisation/Enterprise:**Name: Function: Phone number: email:  |

**COMMITMENT OF THE THREE PARTIES**

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).

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| **The trainee**Trainee’s signature: Date:  |
| **The Sending Institution**Responsible person’s signature: Date: Stamp: |
| **The Receiving Organisation/Enterprise**Supervisor’s signature: Date: Stamp: |

**Section to be completed DURING THE MOBILITY**

#### **EXCEPTIONAL CHANGES TO THE TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE**

(*to be approved by email or signature by the student, the responsible person in the Sending Institution and the supervisor in the Receiving Organisation/Enterprise*)

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| --- |
| **Planned period of the mobility**: from [day/month/year] ….……………………. till [day/month/year] …………………..…… |
| **Number of working hours per week:** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:** |
| **Evaluation plan:** |

The trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that the proposed amendments to the mobility programme are approved.

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| **The trainee**Trainee’s signature: Date:  |
| **The Sending Institution**Responsible person’s signature: Date: Stamp: |
| **The Receiving Organisation/Enterprise**Supervisor’s signature: Date: Stamp: |

#### **CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

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| **New responsible person in the Sending Institution:**Name: Function: Phone number: email:  |

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| --- |
| **New supervisor in the Receiving Organisation/Enterprise**:Name: Function: Phone number: email:  |

**Section to be completed AFTER THE MOBILITY**

#### **TRAINEESHIP CERTIFICATE by the Receiving Organisation/Enterprise**

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| --- |
| **Name of the trainee:** |

|  |
| --- |
| **Name of the Receiving Organisation/Enterprise:** |

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| --- |
| **Sector of the Receiving Organisation/Enterprise (=area of Business):** |

|  |
| --- |
| **Address of the Receiving Organisation/Enterprise** *[street, city, country, phone, e-mail address]***, website:** |

|  |
| --- |
| **Start date and end date of the traineeship:**from *[day/month/year]* ……………. till *[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:** |

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| --- |
| **Name of the Supervisor at the Receiving Organisation/Enterprise:**Signature: Date: Stamp: |

**End notes**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
8. **Level of language competence:** a description of the European Language Levels (**CEFR**) is available at <http://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 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 in 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. [↑](#endnote-ref-8)