**LEARNING AGREEMENT FOR TRAINEESHIPS**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name(s)** |  | **First name(s)** |  |
| **Date of birth** |  | **Gender [Male/Female/Undefined]** |  |
| **Phone** |  | **Nationality1** |  |
| **E-mail** |  | **Academic year** | **20     /20** |
| **Study cycle2** |  | **Field of education3** |  |

**1Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

**2Study 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  Recent graduates, please specify the last study cycle | EQF level 8 |

**3Field of education:**

ISCED-F 2013 search tool available at <http://ec.europa.eu/education/tools/isced-f_en.htm>

For students enrolled at JGU Mainz: [www.eu-servicepoint.de/bewerbung/](http://www.eu-servicepoint.de/bewerbung/)

**The Beneficiary Organisation**

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| --- | --- | --- | --- |
| **Name & Address** | **EU-ServicePoint (Erasmus code: D MAINZ01\_K)** | | |
|  | **Abteilung Internationales, JGU, 55099 Mainz** | | |
| **Country** | **Germany** |  |  |
| **Contact person** | **Dr. Thomas Weik** | | |
| **E-mail** | [**eu-servicepoint@international.uni-mainz.de**](mailto:eu-servicepoint@international.uni-mainz.de) | | |
|  | | | |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of institution** |  | | |
| **Erasmus code** |  | |  |
| **Faculty / Department** |  | |  |
| **Street address** |  | | |
| **Postcode, City** |  | | |
| **Country** | **Germany** | **Country code** | **DE** |
|  |  | | |
| **Name of Faculty Coordinator** |  | | |
| **Phone** |  | | |
| **E-mail** |  | | |
|  |  | | |

**The Receiving Organisation/Enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation /   enterprise** |  | | |
| **Department (if applicable)** |  | | |
| **Sector / Field of activity** (see list of sector codes on page 8) |  | | |
| **Street address** |  | | |
| **Postcode, city** |  | | |
| **Country** |  | | |
| **Website** |  | | |
| **Size of enterprise** |  | < 250 employees > 250 employees | |
| **Name of contact person4** |  | | |
|  | **position** | |  |
|  | **e-mail address** | |  |
|  | **phone number** | |  |
| **Name of mentor5**  (If different from the contact  person) |  | | |
|  | **position** | |  |
|  | **e-mail address** | |  |
|  | **phone number** | |  |

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

#### 5**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.). If suitable, the mentor should be a different person than the supervisor.

#### **Section to be completed BEFORE THE MOBILITY I. TRAINEESHIP PROGRAMME AT THE RECEIVING INSTITUTION (to be filled in by the receiving organisation)**

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| **Planned period of the mobility** [day/month/year]  Planned period of the physical mobility:  **from**       /       /       **till**       /       /  Please note: The period must be at least 2 months (60 days) for *long-term mobility* or 5-30 days for a *blended mobility*  If applicable, planned period(s) of the virtual mobility:  **from**       /       /       **till**       /       / |
| **Number of working hours per week**        Please note that the internship must be a full-time position (min. 30 hours per week) and working hours may not exceed 40 hours per week. |
| **Traineeship title:** Erasmus+ traineeship |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** |
| **Traineeship in digital skills6: Yes**   **No**  **6Traineeship 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**. |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of  the traineeship (expected learning outcomes):** |
| **Monitoring plan** (mandatory field, please specify, how the trainee’s work progress is monitored): |
| **Evaluation plan** (mandatory field, please specify, how the trainee’s work is evaluated): |
| **Language competence of the trainee (indicate here the main language of work)**  The level of language competence\* in the language(s) required at the workplace that the trainee already has or agrees to acquire by the start of the mobility period is:  **Language 1:**  Language Level: A1  A2  B1  B2  C1  C2  native speaker  **Language 2 (if applicable):**  Language Level: A1  A2  B1  B2  C1  C2  native speaker  *\*Please see table on last page “Common European Framework of Reference for Languages”* |

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| **The Receiving Organisation/Enterprise**  The Receiving Organisation will provide financial support to the trainee for the traineeship:  Yes  No  If yes, amount in EUR/month:  The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship:  Yes  No  If yes, please specify:    The Receiving Organisation will provide 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  If not, please specify whether the trainee is covered by an accident insurance provided by the sending or beneficiary institution: Yes  No [please do not change this information]  The Receiving Organisation will provide a liability insurance to the trainee: Yes  No  If not, please specify whether the trainee is covered by a liability insurance provided by the sending or beneficiary institution: Yes  No [please do not change this information]  The Receiving Organisation will provide appropriate support and equipment to the trainee.  Upon completion of the traineeship, the Receiving Organisation undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. | |
| **The Sending Institution**  The **sending institution** undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.  *Please fill in only one of the following parts depending upon whether the traineeship is embedded in the curriculum or is a voluntary traineeship.*  The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award ECTS credits (or equivalent):  If yes, number of credits: | Yes  No | | Give a grade:  If yes, it will be based on: | Yes  No  Traineeship certificate  Traineeship Final report  Traineeship Interview | | Record the traineeship in the trainee´s Diploma Supplement (or equivalent): | Yes  No | | If ECTS credits or a Diploma Supplement cannot be awarded there are other options to recognize the traineeship:  Record the traineeship in the trainee's Transcript of Records: | Yes  No | | Record the traineeship in the trainee's Europass Mobility Document | Yes  No |   **OR**  The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award ECTS credits (or equivalent):  If yes, number of credits: | Yes  No | | Give a grade:  If yes, it will be based on: | Yes  No  Traineeship certificate  Final report  Interview | | Record the traineeship in the trainee´s Diploma Supplement (or equivalent)  If ECTS credits or a Diploma Supplement cannot be awarded there are other options to recognize the traineeship: | Yes  No | | Record the traineeship in the trainee's Transcript of Records: | Yes  No | | Record the traineeship in the trainee's Europass Mobility Document | Yes  No | | **OR**  The voluntary traineeship is carried out by a recent graduate 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 credits:  Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes  No | | | |

**II. RESPONSIBLE PERSONS**

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| **Responsible person**\* **in the sending institution:**  Name:       Function:  Phone number:       E-mail: |

**\*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.

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| **Responsible person**\* **in the receiving organisation/enterprise (supervisor):**  Name:       Function:  Phone number:       E-mail: |

**\*Responsible person in the receiving organization (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

**III. COMMITMENT OF THE FOUR PARTIES**

By signing this document, the trainee, the beneficiary organisation, the receiving organisation and the sending institution 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 will communicate to the sending institution and beneficiary organisation any problem or changes regarding the traineeship period. The sending institution, the beneficiary organisation and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The sending institution and the receiving institution, if the receiving organisation is a higher education institution, undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

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| --- | --- |
| **The trainee** |  |
| Trainee´s signature: | Date: |
| **The sending institution** |  |
| Responsible person´s signature: | Date: |
| **The receiving organisation/ enterprise**  Responsible person´s signature: | Date: |
| **The beneficiary organisation [EU-ServicePoint]**  Responsible person´s signature:  Dr. Thomas Weik | Date: |

**End notes:**

List of top-level **NACE sector codes**:

|  |  |
| --- | --- |
| **Kennziffer** | **Beschreibung** |
| A | AGRICULTURE, FORESTRY AND FISHING |
| B | MINING AND QUARRYING |
| C | MANUFACTURING |
| D | ELECTRICITY, GAS,STEAM AND AIR CONDITIONING SUPPLY |
| E | WATER SUPPLY; SEWERAGE,WASTE MANAGEMENT AND REMEDIATION ACTIVITIES |
| F | CONSTRUCTION |
| G | WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES |
| H | TRANSPORTATION AND STORAGE |
| I | ACCOMMODATION AND FOOD SERVICE ACTIVITIES |
| J | INFORMATION AND COMMUNICATION |
| K | FINANCIAL AND INSURANCE ACTIVITIES |
| L | REAL ESTATE ACTIVITIES |
| M | PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES |
| N | ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES |
| O | PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY |
| P | EDUCATION |
| Q | HUMAN HEALTH AND SOCIAL WORK ACTIVITIES |
| R | ARTS, ENTERTAINMENT AND RECREATION |
| S | OTHER SERVICE ACTIVITIES |
| T | ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS/SERVICES |
| U | ACTIVITIES OF EXTRA TERRITORIAL ORGANISATIONS AND BODIES |

