

Student's name **Namen eintragen**  
Academic Year 20.../20... **Jahr des  
Auslandsaufenthaltes SS/WS einsetzen**

<b>Trainee</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Nachname	Vorname	Geburtsdatum 04.11.1994	Nationalität	Weiblich oder männlich	Bachelor oder Master?	0723 (Für FB07 so ausfüllen)
<b>Sending Institution</b>	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Hochschule Niederrhein	International Office	D KREFELD01	Reinarzstr. 49, 47805 Krefeld	Germany	Alexandra Howe ; <a href="mailto:alexandra.howe@hsnr.de">alexandra.howe@hsnr.de</a> ; +492151 8222724 (ist bei den Online-Formularen schon eingetraen)	
<b>Receiving Organisation /Enterprise</b>	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	Name des Praktikumsun- ternehmens	In welcher Abteilung werden Sie eingesetzt?	Adresse und Webseite Praktikumsun- ternehmens	Gastland	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Kontaktperson bzw. Ansprechpartner, Mailadresse, Telefonnummer, evtl erfragen	Betreuer, Mailadresse, Telefonnummer, evtl erfragen (contact person und mentor können auch dieselbe Person sein)

**Before the mobility (vom Arbeitgeber auszufüllen)**
**Table A - Traineeship Programme at the Receiving Organisation/Enterprise**

Planned period of the mobility: from [day/month/year] ..... to [day/month/year] ..... Ihren Praktikumszeitraum vom 1. bis letzten praktikumstag  
eintragen.

<b>Traineeship title: ...</b> Genauen Titel der Stellenbeschreibung (z. B.: Traineeship in the design department)	<b>Number of working hours per week: ...</b> Vollpraktikum, Wochenstunden, die im Vertrag stehen, einsetzen
<b>Detailed programme of the traineeship:</b>  Detaillierten Praktikumsablauf darstellen, z. B. Aufgaben, Projekte etc.	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b> Welche Lernziele und Kompetenzen sollen erworben werden? Organisation skills etc.	
<b>Monitoring plan:</b> evtl. auszuführende Tätigkeiten aus Praktikumsvertrag übernehmen Weekly meeting with supervisor, participation on intercultural seminar	
<b>Evaluation plan:</b> Social, intercultural, planning skills	
<b>Sprachkompetenz eintragen</b> The level of language competence <sup>8</sup> in _____ [indicate here the main language of work] that the trainee already has is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

**Table B - Sending Institution** Table B wird nur von der Heimathochschule ausgefüllt

Please use only one of the following three boxes:<sup>9</sup>

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

Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	

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

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The 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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

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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  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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No

**Table C - Receiving Organisation/Enterprise** *Table C wird von dem Praktikumsunternehmen ausgefüllt. Wer nicht über den Arbeitgeber unfall- und haftpflichtversichert wird, dann z.B. über das Studentenwerk versichern. Info über das International Office einholen.*

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: ....

The Receiving Organisation/Enterprise 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

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee :

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.

**Unterschriften aller drei Beteiligten: Trainee, Verantwortliche Person der Heimathochschule und des Unternehmens**

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).

Commitment	Name	Email	Position	Date	Signature/Stamp
Trainee	Vor- und Nachname	Mailadresse	Trainee	Datum	Unterschrift
Responsible person <sup>11</sup> at the Sending Institution	Vor- und Nachname	Mailadresse	Faculty Member	Datum	Unterschrift
Supervisor <sup>12</sup> at the Receiving Organisation	Vor- und Nachname	Mailadresse		Datum	Unterschrift

**During the Mobility (changes to the original LA)**

Sollten Änderungen während des Praktikums entstehen, soll das Formular **Table A2** ausgefüllt werden und der Heimathochschule per Mail zugeschickt werden.

**Table A2 - Exceptional Changes to the 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 mobility: from [day/month/year] ..... till [day/month/year] .....

Traineeship title: ...

**Genaue Stellenbezeichnung**

Number of working hours per week: ...

**Vollpraktikum, Wochenstunden, die im Vertrag stehen, einsetzen**

Detailed programme of the traineeship period:

Detaillierten neuen/geänderten Praktikumsablauf darstellen, z. B. Aufgaben, Projekte etc.

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

Welche Lernziele und Kompetenzen sollen erworben werden?

Organisation skills etc.



## Higher Education Learning Agreement for Traineeships



**Hochschule Niederrhein**  
University of Applied Sciences

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<b>Monitoring plan:</b> Geänderte bzw. neue auszuführende Tätigkeiten aus Praktikumsvertrag übernehmen
<b>Evaluation plan:</b> Geänderte bzw. neue Skills einsetzen

### After the Mobility (Example Transcript)

Nach der Mobilität auszufüllen.

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
<b>Name of the trainee:</b>
<b>Name of the Receiving Organisation/Enterprise:</b>
<b>Sector of the Receiving Organisation/Enterprise:</b>
<b>Address of the Receiving Organisation/Enterprise</b> [street, city, country, phone, e-mail address], <b>website:</b>
<b>Start date and end date of traineeship:</b> from [day/month/year] ..... to [day/month/year] .....
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b>

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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **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](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.
- <sup>4</sup> **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.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **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.
- <sup>8</sup> **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>
- <sup>9</sup> **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.
- <sup>10</sup> **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 weblink to an explanation to the system should be added.
- <sup>11</sup> **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.
- <sup>12</sup> **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.