

Learning Agreement Student Mobility for Virtual internships

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

<p><i>Table A - Internship Programme at the Receiving Organisation/Enterprise</i></p> <p>Planned period of the mobility: from [month/year] to [month/year]</p>	
Internship title: ...	Number of working hours per week: ...
Detailed programme of the internship:	
Knowledge, skills and competences to be acquired by the end of the internship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
<p>The level of language competence⁸ in _____ [indicate here the main language of work] that the student already has or agrees to acquire by the start of the mobility period 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"/></p>	

<p><i>Table B - Sending Institution</i></p> <p>Please use only one of the following three boxes:⁹</p>	
1. The internship is embedded in the curriculum and upon satisfactory completion of the internship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Internship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the internship in the student's Transcript of Records and Diploma Supplement (or equivalent).	
Record the internship in the student's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The internship is voluntary and, upon satisfactory completion of the internship, 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: Internship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the internship in the student's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the internship in the student's Diploma Supplement (or equivalent).	
Record the internship in the student's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The internship is carried out by a recent graduate and, upon satisfactory completion of the internship, 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 internship in the student's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	



Accident insurance for the student

The Sending Institution will provide an accident insurance to the student (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 student (if not provided by the Receiving Organisation/Enterprise): Yes No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the student for the internship: Yes No If yes, amount (EUR/month):

The Receiving Organisation/Enterprise will provide a contribution in kind to the student for the internship: Yes No
If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the student (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 student (if not provided by the Sending Institution):
Yes No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the student.

Upon completion of the internship, the Organisation/Enterprise undertakes to issue a Internship Certificate within 5 weeks after the end of the internship.

By signing this document, the student, 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 student and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the internship period. The Sending Institution and the student 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 internships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

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

During the Mobility

Table A2 - Exceptional Changes to the Internship 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 [month/year] till [month/year]

Internship title: ...

Number of working hours per week: ...

Detailed programme of the internship period:

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

Monitoring plan:



Evaluation plan:

After the Mobility

Table D - Internship Certificate by the Receiving Organisation/Enterprise

Name of the student:
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 internship: from [day/month/year] to [day/month/year]
Internship title:
Detailed programme of the internship period including tasks carried out by the student:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the student:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



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- 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](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 **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.
- 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.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- 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.
- 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 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 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.