

Projekt „MIX IT“ Erasmus+ Praktikum für Studierende / Graduierte

Büro für EU-Auslandspraktika
EU-Hochschulbüro Hannover/ Hildesheim
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Learning Agreement for Traineeships

Liebe/r Bewerber*in,

bitte füllen Sie das Formular „LEARNING AGREEMENT FOR TRAINEESHIPS“ **mit dem Computer** so weit wie möglich aus und schicken Sie es an Ihre Praktikumsinstitution als E-Mail-Anhang. Die Praktikumsinstitution soll die Angaben über sich selbst sowie über das Praktikum **detailliert und vollständig** ausfüllen. Die Angaben in diesem Formular bilden die Grundlage für die Bewilligung einer Erasmus+ -Förderung. Bitte wenden Sie sich bei Fragen an Ihre/n Erasmus-Hochschulbeauftragte*n oder an das EU-Hochschulbüro.

1. Füllen Sie das Formular mit Hilfe Ihres Faculty Coordinators aus. Das betrifft die Angaben unter "The Intern", "The Sending Institution" sowie "Section III".
2. Im Anschluss verschicken Sie das Formular per E-Mail an Ihre Praktikumsinstitution. Diese füllt alle weiteren Angaben zu Inhalt, Dauer und Rahmenbedingungen des Praktikums aus. Ihre Praktikumsinstitution muss dann **das gesamte Dokument** ausdrucken, im Original unterschreiben und **alle Seiten** per E-Mail wieder an Sie zurückschicken.
3. Nun können Sie und Ihr Faculty Coordinator den Inhalt prüfen, das Dokument vollständig ausdrucken und ebenfalls im Original unterschreiben. Bitte tauschen Sie keine Seiten aus und nehmen Sie keine handschriftlichen Änderungen vor.
4. Danach reichen Sie das originale Learning Agreement zusammen mit Ihren restlichen Bewerbungsunterlagen bei Ihrer/Ihrem Hochschulbeauftragte*n ein (siehe Liste der Hochschulbeauftragten auf unserer Website), der/die als „Institutional Coordinator“ für die „Sending Organisation“ nach Prüfung der Angaben unterschreiben und die Bewerbungsunterlagen an das EU-Hochschulbüro weiterleiten wird.

Dear Responsible at the Host Organisation,

This „LEARNING AGREEMENT FOR TRAINEESHIPS“ should document the content of the internship you will be offering to the student intern. It is very important that each section is filled out. The quality of the content will determine if the student will be awarded financial support through our Erasmus+ Project "MIX IT".

This Learning Agreement will then serve as a binding contract between the student, your organisation, the university and the EU-Liaison Office Hannover/Hildesheim. Each of the signing parties will receive a copy as well as the German National Agency (DAAD) and the European Commission. Therefore, if any changes in the duration or content need to be made in the course of the internship, please contact our office immediately.

Please fill out the following sections on **the computer, handwritten entries will not be accepted:**

1. **Page 2 Receiving Organisation/Enterprise:** Please fill in all sections!
2. **SECTION I Internship Programme:** Please fill out each question in detail.
This section is crucial for us to be able to ascertain the content and to determine the quality and mentoring of the internship offered by your organisation.
3. **SECTION II Benefits, Terms and Conditions:** Please answer all questions.
4. **SECTION IV Commitment:** Please fill in all sections, **print the entire document**, and sign the Agreement on behalf of the Receiving Organisation/ Enterprise.

Please **scan the entire Learning Agreement and send it back to the student by email**. After all parties have signed the form, you will receive a copy from the student. If you would prefer an original copy, please send two or more original copies by postal mail to the student.

If you have any questions, please do not hesitate to contact our office.



Learning Agreement for Traineeships

The Trainee

Last Name(s)	
First Name(s)	
Date of Birth	
Email	
Phone	
Subject Area	
Study Cycle	

The Sending Institution

Name of Organisation	
Erasmus Code	
Faculty/Department	
Street Address	
Postal Code and City	
Country and Country Code	Germany [DE]
Name of Faculty Coordinator <small>Responsible for academic recognition</small>	
Phone	
Email	
Name of Institutional Coordinator (Consortium)	
Phone	
Email	

The Receiving Organisation/ Enterprise

Name of Organisation	
Department	
Sector / Field of Activity	
Street Address	
Postal Code and City	
Country	
Website	
Size of organisation/enterprise <small>(Number of employees excluding interns)</small>	
Name of Contact Person*	
Position / Function	
Phone <small>(direct dial)</small>	
Email	
Name of Mentor* <small>(If different from the Contact Person)</small>	
Position/Function	
Phone <small>(direct dial)</small>	
Email	

* **Contact person:** Either the responsible person in the organisation and/or the person responsible for the administration of the Erasmus+ internship.

* **Mentor:** The role of the mentor is to provide support, encouragement and information to the intern relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.) as well as general support and counsel throughout the internship. If suitable, the mentor should be a different person than the supervisor.

SECTION I: Traineeship Programme

Traineeship Title		Erasmus+ Student Internship	
Period of Traineeship Please note: the training period must be at least 2 months = 60 days		from	to
Number of working days per week			
Number of working hours per week Please note that internship must be a full-time position and working hours may not exceed 40 hours/week. Overtime should not be the rule.			
Number of vacation days during traineeship period			
Further comments			
Level of Language Competence			
Please enter the language(s) and the respective language level the trainee needs to have at the start of the internship.			
Language		Language Level	
Expected Learning Outcomes			
Please briefly describe what types of knowledge, skills and competences the trainee will be able to acquire by the end of the itraineeship			
Traineeship in digital skills*		<input type="radio"/> Yes	<input type="radio"/> No

* **Traineeship in digital skills:** Any traineeship will be considered as such when one or more of the following activities are practised by the trainee: 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.

A: Work Programme / Timetable

Please provide a general timetable/schedule covering the entire traineeship period. It should demonstrate that the receiving organisation/enterprise has developed a concrete plan for introducing the trainee to the workplace and to the various tasks described below in the next question under B: Tasks / Work Activities.

For example: Introduction, Week 1, Week 2, etc. and/or Month 1, Month 2, etc.

B: Tasks / Work Activities

Please give a detailed description/overview of the specific tasks, assignments, responsibilities, projects and activities to be assigned to the student throughout the traineeship period. Please describe the tasks etc. in such a manner which is comprehensible to non-specialists.

In the event that the traineeship will take place in a representation or public institution of the home country of the student, please indicate the additional transnational benefits the student will obtain as compared with a comparable traineeship in his/her home country.

The information provided in this section is crucial for determining the quality of the traineeship and whether or not the work activities are suitable to the student's academic qualifications.

(B: Tasks / Work activities continued)

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C: Mentoring and Evaluation Plan

Please describe how the trainee will be mentored and supervised; by whom and in what manner (e.g. daily guidance, weekly/monthly conversations, meetings, evaluations, reports etc.).

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**SECTION II: Benefits, Terms and Conditions provided by
the Receiving Organisation / Enterprise**

<p>The trainee will receive a financial support for her / his traineeship</p> <p>If yes, amount in EUR/month</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>The trainee will receive a contribution in kind (i.e. accommodation, free meals, language lessons etc.)</p> <p>If yes, please specify</p> <p>Amount in EUR/month</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Is the trainee covered by an accident insurance (covering at least damages caused to the trainee at the workplace)?</p> <p>Please note: The trainee is not covered by an accident insurance provided by the sending institution(s).</p> <p>If yes, please specify if it also covers...</p> <p> ... accidents during travels made for work purposes</p> <p> ... accidents on the way to work and back from work</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Yes No</p>
<p>Is the trainee covered by a liability insurance (covering damages caused by the trainee at the workplace)?</p> <p>Please note: The trainee is not covered by a liability insurance provided by the sending institution(s).</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Number of permanent staff in the department/team hosting the student:</p>	
<p>Number of other students/trainees hosted in the department/ team at the same time:</p>	

SECTION III: Academic Recognition of the Traineeship
(to be filled out by the faculty coordinator of the sending institution)

The traineeship is embedded in curriculum (Pflichtpraktikum)

Upon satisfactory completion of the traineeship, the Sending Institution ensures to ... *Please provide an answer to each question.		
Award ECTS credits	Yes	No
If yes, number of credits		
Give a grade	Yes	No
If yes, it will be based on...	Traineeship Certificate Final Report Interview	
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).		

The internship is voluntary (freiwilliges Praktikum)

Upon satisfactory completion of the traineeship, the Sending Institution ensures to ... *Please provide an answer to each question.		
Award ECTS credits	Yes	No
If yes, number of credits		
Give a grade	Yes	No
If yes, it 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).		

As an additional form of academic recognition, the EU-Hochschulbüro Hannover/ Hildesheim will issue an Erasmus+ Certificate to the student/graduate at the completion of their traineeship.

SECTION IV: Commitment Of The Four Parties

By signing this document, all parties: The Trainee, The Sending Institution, The Receiving Organisation and the Project Promoter confirm their approval of this proposed Learning Agreement and that they will comply with all the arrangements agreed upon it.

The Trainee and Receiving Organisation will inform the Sending Institution and the Project Promoter immediately if the event of problems or changes arise regarding the content or the duration of the traineeship as agreed upon in this Learning Agreement.

The Project Promoter and the Trainee should also commit to what is set out in the Erasmus+ grant agreement.

The Trainee

Date: _____

Signature: _____

The Sending Institution

The Sending Institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships.

Faculty Coordinator:

Date: _____

Signature: _____

Erasmus+ Coordinator (Institutional Coordinator of the Consortium):

Date: _____

Signature: _____

The Receiving Organisation/ Enterprise

- agrees to make utilise the above student's knowledge and skills and provide him/her with tasks and responsibilities appropriate to his/her qualifications and experience as well as provide appropriate equipment and support.
- agrees to provide the student with logistical support, if possible.
- agrees to cooperate, whenever necessary, with the project director Azar Haghshenas.
- verifies that it is not an official body, agency, organisation or institution of the European Union and/ or an organisation/institution that administers Community Programmes of the European Union.
- will issue a traineeship certificate to the student at the end of the traineeship.

Responsible Person

Name

Function

Email

Phone

Date: _____

Signature: _____

The Project Promoter (Project Mix It)

EU-Liaison Office / EU-Hochschulbüro Hannover/ Hildesheim, Leibniz Universität Hannover

The Project Promoter will monitor the traineeship and issue an Erasmus+ certificate to the student.

Name of Project Director Azar Haghshenas

Address Bruehlstrasse 27, D-30169 Hannover, Germany

Phone +49 511 762 19179

Website www.uni-hannover.de/eu-praktika

Email azar.haghshenas@zuv.uni-hannover.de

Date: _____

Signature: _____