



Co-funded by the
European Union

Erläuterungen zum Learning Agreement

für Erasmus+ Auslandspraktikum



Co-funded by the European Union



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Name und akademisches Jahr
hinzufügen



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
						„1st cycle“ - für Bachelor „2nd cycle“ - für Master	
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
			D BOCHUM02			Auslandskoordinator*in im Fachbereich oder betreuende(r) Professor*in des Praktikums	
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	Kontaktperson in organisatorischen Fragen	Fachliche Unterstützung und Begleitung während des Praktikums

Hochschule Bochum

Praktikumsunternehmen



Co-funded by the
European Union

In diesem Teil geht es um das Programm des geplanten Praktikums. Den Teil füllen Sie in Absprache mit dem/der Betreuenden im Praktikumsunternehmen.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise Planned period of the physical mobility: from [month/year] to [month/year] If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Ihre Aufgaben während des Praktikums</div>	
Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): <div style="border: 1px solid black; height: 40px; margin: 5px 0;"></div>	
Monitoring plan: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Wie wird das Praktikum betreut? Z. B. regelmäßige Gespräche, Berichte usw.</div>	
Evaluation plan: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Wie wird das Praktikum von Ihrem Unternehmen bewertet? Z. B. mit einem Praktikumszeugnis</div>	
The level of language competence⁹ in _____ [indicate here the main language of work] that the trainee 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"/>	

Vollzeitpraktikum (Vollzeit wird nach landestypischer Arbeitszeit interpretiert)



Co-funded by the
European Union

Table B - Sending Institution	
<i>Please use only one of the following three boxes: ¹⁰</i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (or equivalent) ¹¹	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 <u>Europass</u> 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 <u>credits</u> (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 <u>Europass</u> 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 <u>credits</u> (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 <u>Europass</u> Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Wählen Sie einen der Punkte, entsprechend dem Status Ihres Praktikums an der Hochschule Bochum: ist es ein (Pflicht)praktikum, das in Ihrem Studienverlauf enthalten ist (1), ein freiwilliges Praktikum (2), ein Graduiertenpraktikum spätestens 12 Monate nach dem Abschluss (3).

Europass Mobility Document ist eine Bescheinigung, die zusätzlich zum Praktikumszeugnis erstellt werden kann. Insbesondere ist es bei einem freiwilligen Praktikum interessant, das für den Studienverlauf nicht anerkannt werden kann. Es wird vom International Office in Zusammenarbeit mit Ihnen und dem Praktikumsunternehmen beantragt.

Bei Versicherungen in „Table B“ bitte überall „no“ ankreuzen, da die Hochschule Bochum keine Versicherungen für Sie übernimmt.



Co-funded by the
European Union

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		
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.		

In Absprache mit dem Praktikumsunternehmen ausfüllen oder vom Unternehmen ausfüllen lassen.

Kranken-, Unfall- und Haftpflichtversicherung sind bei einem Auslandspraktikum verpflichtend. Sollten sie nicht vom Praktikumsunternehmen übernommen werden, müssen Sie sich selbst um diese kümmern.



Co-funded by the European Union

Das Learning Agreement ist vollständig, wenn alle drei Seiten es unterschrieben haben

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.

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹² at the Sending Institution					
Supervisor ¹³ at the Receiving Organisation					

Sie

Auslandskoordinator*in im Fachbereich oder
betreuende(r) Professor*in des Praktikums

Praktikumsbetreuer*in im Gastunternehmen



Co-funded by the
European Union

During the Mobility

<p><i>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</i> (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)</p> <p>Planned period of the mobility: from [month/year] till [month/year]</p> <p>If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Der Teil „During the mobility“ muss nur ausgefüllt werden, wenn Sie während des Auslandsaufenthalts Änderungen zu Ihrem Praktikum vornehmen müssen.

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>	
Name of the trainee:	
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 the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year]	
Start date and end date of physical mobility: from [day/month/year] to [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:	
Date:	
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:	

„After the Mobility“ kann das Praktikumszeugnis ersetzen, falls dieses vom Unternehmen nicht zur Verfügung gestellt wird.