



LEARNING AGREEMENT FOR TRAINEESHIPS

– **UKRAINIANS** in Saxony-Anhalt –

Erasmus Traineeship 2021-2023

I. THE THREE PARTIES

The Trainee

Last name(s):	Date of birth:
First name(s):	Nationality ⁽¹⁾ :
Gender: male female diverse	Phone:
E-mail:	
Study cycle:	Academic year:

The Coordinating Institution

Name of Institution:	Office for Erasmus traineeships Saxony-Anhalt Otto-von-Guericke-Universität Magdeburg
Erasmus Code:	D MAGDEBU01 (OVGU)
Address:	Universitätsplatz 2, D-39106 Magdeburg
Contact person:	Angela Wittkamp, Head of Office for Erasmus traineeships Saxony-Anhalt

The Receiving Organisation/Enterprise

Name of Receiving Institution:	Size: < 250 > 250 <i>[Number of employees]</i>
Department: <i>(if applicable)</i>	
Street:	
Postal Code:	
City:	
Country:	Germany, Saxony-Anhalt
Website:	

(1) Country to which the person belongs administratively and that issues the ID card and/or passport.

II. DETAILS OF THE TRAINEESHIP PROGRAMME

Duration

Period of the Mobility [day/month/year]: Start: End:

Number of working hours per week: Vacation [days/month]:

*Please note that the traineeship must be a full-time position (min. 35h/week).

Contents/Tasks⁽²⁾

- **Detailed programme of the traineeship:**

- **Traineeship in digital skills⁽³⁾:** Yes No

- **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning outcomes):**

(2) To find out what has to be described here, [see model version \(Musterbeispiele\)](#) on our website.

(3) Traineeship 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.

- **Monitoring Plan (Betreuung):**

- **Evaluation Plan (Feedback):**

Language competence of the trainee

The main working language(s) is (are):

The level of language competence⁽⁴⁾ that the trainee already has or agrees to acquire by the start of the mobility period is:

Language Level in	:	A1	A2	B1	B2	C1	C2	Native speaker
Language Level in	:	A1	A2	B1	B2	C1	C2	Native speaker
Language Level in	:	A1	A2	B1	B2	C1	C2	Native speaker

(4) Here you find [a description of the Common European Framework of Reference for Languages \(CEFR\)](#).

III. THE RECEIVING ORGANISATION/ENTERPRISE

Salary

The Receiving Institution will provide financial support to the trainee for the traineeship:	Yes	No
If yes, amount (€/month):		
Other contribution in kind (e.g. free accommodation, bonus, food and meals, public transport, etc.).	Yes	No
Please specify:		
having a value of approx.	€/month	

Insurance

The Receiving Institution will provide a liability insurance (damages caused by the trainee at the workplace) to the trainee.	Yes	No
The Receiving Institution will provide an accident insurance (damages caused to the trainee at the workplace) 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

IV. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the Coordinating 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 collaborate with the Coordinating Institution and communicate any problem or changes regarding the mobility period. The Coordinating 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.

The Trainee

Date:

Signature: _____

The Receiving Organisation/Enterprise

We agree to make use of the above student's knowledge and skills and provide him/her with tasks and responsibilities appropriate to his/her qualifications and experience. We will provide the trainee with appropriate equipment and support.

Upon completion of the traineeship, the Organisation/Enterprise will collaborate in issuing the Europass Mobility and a Reference Letter or the EU-Traineeship Certificate and the completed Euroskills-Questionnaire within 1 week after the traineeship.

We confirm that we are not an official body/agency of the EU and/or that our institution does not administer Community programmes of the EU.

Contact Person
(Supervisor)⁽⁵⁾:

Position/Function:

Phone:

E-mail:

Date:

Signature: _____

Mentor ⁽⁶⁾ (if different
from supervisor):

Position/Function:

Phone:

E-mail:

Date:

Signature: _____

The Coordinating Institution

Upon satisfactory completion of the traineeship, the Coordinating Institution undertakes to record the traineeship in the trainee's Europass Mobility Document. The Coordinating Institution **will not** provide a liability insurance to the trainee and **will not** provide an accident insurance to the trainee.

Contact Person: Angela Wittkamp

Position/Function: Head of Office for Erasmus traineeships Saxony-Anhalt

Phone: +49-(0)391-67-58778

E-mail: angela.wittkamp@ovgu.de

Date:

Signature: _____

(5) Contact person (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. He or she can also provide administrative information within the framework of Erasmus+ traineeships.

(6) 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.