

Explanatory Notes on the Learning Agreement for Traineeships

Purpose of the Learning Agreement

The Learning Agreement for Traineeships outlines the programme for your traineeship abroad that you have agreed with your host institution and the objectives of this traineeship. It sets out criteria for having your achievements formally recognized after you return to the University of Bonn.

The information requested in the Learning Agreement template must be provided and must not be amended or abridged.

Please note:

- The **Learning Agreement** must be completed and signed by all three relevant parties (yourself, your Erasmus Departmental Coordinator or Examination Office, and your host institution) **BEFORE the beginning of your traineeship abroad**.
- You will need to upload your **signed Learning Agreement** Before the Mobility to your Mobility-Online account as a **SINGLE PDF document BEFORE** you go abroad.

Your Grant Agreement will not be provided to you until your Learning Agreement has been completed correctly and confirmed by your Erasmus Departmental Coordinator.

Section: Before the mobility phase

Please complete **all fields on page 1** of your Learning Agreement for Traineeships in full. Make sure that the details you provide are **accurate**, particularly those on the host institution for your traineeship, its exact address and your contact.

TABLE A: TRAINEESHIP PROGRAMME AT YOUR HOST INSTITUTION

Table A must be completed together with your Departmental Coordinator and host institution.

- **Precise information on the start and end date** of your traineeship; **number of hours to be worked each week**
Start date = your first day as a trainee at your host institution
End date = your last day as a trainee at your host institution
- **Detailed programme:** duties and work to be performed during your traineeship and the schedule earmarked for them.

- **Description of the skills and knowledge (= learning outcomes) to be acquired by the end of the traineeship**, e.g. academic and analytical expertise, communication skills, decision-making skills, intercultural skills, skills in the areas of innovation and creativity, strategy and organization as well as foreign languages, team spirit, initiative, adaptability, etc.
- The development of **digital skills** can be agreed between the receiving institution and the student and is expressly desired as part of the Erasmus Programme. Neither party need submit a separate application in this regard.
- **Monitoring plan**: description of how and when you as a trainee will be supervised by your host institution/company, the University of Bonn and, if relevant, a third party during your traineeship.
- **Evaluation matrix**: assessment criteria used to evaluate your traineeship and learning outcomes.

Language proficiency

This is where you indicate the level of proficiency in the **principal language used at your host institution that you already have or that you undertake to reach by the start of your traineeship abroad**. It is graded based on the Common European Framework of Reference (<http://www.europaeischer-referenzrahmen.de/>).

If your language skills are below the level required, you should agree with your Departmental Coordinator how you are going to get it up to the requisite standard by the start of your mobility period (e.g. by attending a language course run by the EU's **Erasmus Online Linguistic Support (OLS)**).

Information on the OLS is available at <http://www.uni-bonn.de/erasmus-praktikum> → Before Your Stay Abroad and in the Erasmus information sheet.

TABLE B: COMMITMENTS BY THE UNIVERSITY OF BONN AND THE HOST INSTITUTION

The University of Bonn commits to recognizing your traineeship provided that you achieve a satisfactory result (particularly in the case of compulsory traineeships).

Your Erasmus Departmental Coordinator/subject advisor/Examination Office must fill in this table.

Insurance

The Erasmus Programme **does not provide you with any insurance cover whatsoever**. Neither are traineeships abroad covered by accident insurance via the University of Bonn. Therefore, please make sure that you read the information on insurance cover (health, liability and accident insurance) on the Erasmus information sheet and at <http://www.uni-bonn.de/erasmus-praktikum> → Before your stay abroad

TABLE C: HOST INSTITUTION/COMPANY

Your host institution/company must fill in this table. They should use it to record the fact that they will be giving you appropriate support and equipment during your traineeship. The table should also indicate whether you are to be reimbursed for your traineeship, either with a wage or non-cash benefits (both are compatible with the Erasmus grant).
The host institution/company commits to issuing a Traineeship Certificate within five weeks of you completing your traineeship.

i Please make sure that you give your host institution/company the **Information for Employers**, which you can get from <http://www.uni-bonn.de/erasmus-praktikum> → Before Your Stay Abroad, as this contains important notes on completing the Learning Agreement.

Signing the first section of the Learning Agreement

All parties must sign the document **BEFORE** your traineeship abroad starts.
Scanned copies of signatures are acceptable.

i Your application for an Erasmus grant can only be processed if you have **completed your Learning Agreement in full**.

Section: During the mobility phase

TABLE A2: UNSCHEDULED CHANGES TO THE TRAINEESHIP PROGRAMME

Table A2 will only need to be filled in if **changes to your original Learning Agreement are required or your traineeship is being extended by more than one week**. In this case, Table A should remain unchanged and your changes will need to be described in **Table A2**. The two tables should always be kept together in all correspondence.

Signing

Changes to the Learning Agreement require the consent of all parties, which they can also give **by email**. Upload the **amended Learning Agreement** and any **declarations of consent** received by email to your Mobility-Online account.

Section: After the mobility phase

TABLE D: TRAINEESHIP CERTIFICATE

Your host institution will be expected to prepare your Traineeship Certificate in line with the specifications given here.

They can find some notes to help them in the [Information for Employers](#) (see above).

i Please provide your host institution with the relevant template: [Traineeship Certificate \(Learning Agreement after the Mobility\)](#), which is available from <http://www.uni-bonn.de/erasmus-praktikum> → After your stay abroad

Gaining recognition for your traineeship abroad (does not apply to graduates!)

- In the case of **compulsory traineeships**: within five weeks of submitting your Traineeship Certificate, you should receive **confirmation of recognition** from your department, which you will need to upload to the mobility portal (see the Erasmus information sheet). This can take the form of a copy of a **printout from BASIS provided it shows that your traineeship abroad has been recognized at the University of Bonn**.
- Students who are sitting the **state examination** should upload their **invitation from the State Examination Office** for their last state examination to serve as **confirmation of recognition**.
- Your traineeship should also go on your **Diploma Supplement** (this is **compulsory in the case of voluntary traineeships**). **You will need to ask your Examination Office to do this—it will not happen automatically.**