



Instructions to fill in the Learning Agreement - Student Mobility for Traineeships

Please fill out the Learning Agreement with complete and correct information about the planned internship on the computer. Your application can only be considered if doing so.

Study cycle:

Bachelor/State examination: EQF level 6

Master: EQF level 7

PhD: EQF level 8

Field of education:

BA/MA European Studies: 0288

BA/MA Governance and Public Policy: 0312

BA/MA International and Cultural Business Studies 0288

BA/MA Media and Communication: 0211

BA Language and Text Sciences: 0320

MA Geography: 0532

Law: 0421

Teaching profession (Grund-, Real-, Mittelschule, Gymnasium): 0110

For further codes, please consult the German completion instructions on page 4 at:
https://www.uni-passau.de/fileadmin/dokumente/ZKK/Stipendien/ERASMUS/Dt_Ausf%C3%BClleleitung_Learning_Agreement_for_Traineeships_2024.pdf

The details of the internship institution must be filled in completely and correctly. This includes a full address and the details of the contact person and mentor, who may be the same person.

Before the mobility

Table A – Traineeship Programme at the Receiving Organization/Enterprise

- **Exact information about the period of the internship:** Here we pay attention to the exact day. The first working day counts as the start of the internship and the last working day as the end of the internship. Please respect the minimum duration of 60 days, whereby a month is always counted as a lump sum of 30 days.



- Provide the **exact title of the job description**.
- Please note that only full-time internships can be funded. The **weekly working time** must be at least 30 hours. In the case of teaching internships, 12 hours per week is sufficient, as this, together with the preparation time, is considered full-time.
- **Detailed programme of the traineeship:** This includes the tasks and deliverables to be performed by the intern during the internship. The time planned for this should also be taken into account.
- **Traineeship in digital skills:** This includes the following tasks: digital marketing (e.g. social media management, Web Analytics), digital graphic, mechanical or architectural design, development of apps, software or websites, management of IT systems and networks, cybersecurity, data analytics, programming and training of robots, artificial intelligence, etc. General customer service, order processing, data entry or office tasks do not fall into this category.
- The next point refers to a description of the **knowledge, skills and competences** to be acquired by the end of the internship.
Examples: academic or analytical knowledge, communication skills, decision-making ability, information and communication technology, innovative and creative, strategic-organizational skills, knowledge of foreign languages, teamwork, initiative, adaptability, etc.
- **Monitoring plan:** This plan should indicate how and when the intern will be supervised by the internship institution during the internship. Examples: Introduction at the beginning, weekly meetings, interim meeting halfway through the internship, final meeting, etc.
- **Evaluation plan (= Feedback):** The evaluation plan should explain the evaluation criteria according to which the internship certificate will be issued, and which general points will be included. Examples: Communication skills, initiative, ability to work in a team, motivation, etc.

Detailed descriptions are expected in the previously mentioned fields (1-2 sentences are not sufficient).

Language competence:

This should indicate the level of the main language of work which the trainee can demonstrate before starting the traineeship. The language test (Online Linguistic Support/OLS) is also completed in this language. Please note that you can only select one level and not several.



Table B – Sending Institution

This table is completely filled in by the Centre for Careers and Competencies at the University of Passau. Therefore, you do not have to make any entries here.

Table C – Receiving Organisation/Enterprise

This should indicate whether the intern receives any **payment** (financial or other contribution) and, if so, the amount of the payment per month. Other allowances can be, for example, accommodation or food. This has no effect on a possible Erasmus+ grant.

Furthermore, information on **insurance coverage** (accident and/or liability insurance) by the internship institution is required.

The Learning Agreement must already be uploaded with the **signatures** of both the internship institution (with company stamp if possible) and the applying student in the online application and then submitted to the Centre for Careers and Competencies together with all other required documents.

The signature of the Centre for Careers and Competencies will only be required if the student is accepted for an Erasmus+ grant.

Signatures: scanned, digital, DocuSign and Adobe signatures are sufficient.