Higher Education: Erasmus+
Learning Agreement form
Student's name _____
Academic Year 2026/2027

Erasmus+ Learning Agreement
Student Mobility for Traineeships[1]

Wichtig! Das Erasmus+Büro kann nur **vollständige** Learning Agreements akzeptieren!
Important! The Erasmus+ Office can only accept **complete** Learning Agreements!

Trainee	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality**[2]	**Gender [Male/Female/ Undefined]**	**Level of education (EQF level)**[3] **6 (Bachelor) / 7 (Master)**	**Field of education**[4] **(degree programme and subject)**
	Nachname	Vorname	Geburtsdatum	Nationalität	Geschlecht	Bitte tragen Sie hier das Level Ihrer Lehre ein (Bachelor/Master) Please fill in your Level of education (Bachelor/Master)	Bitte tragen Sie hier Ihren Studiengang ein (z.B. Bauingenieurwesen B. Sc.) Please fill in your Degree programme (e.g. architecture B.A.)
Sending Institution[5]	**Name**	**Faculty/ Department** (if applicable)	**Erasmus code**[6] (if applicable)	**Address**	**Country**	**Contact person name**[7]**; email**	
	Hochschule Bremen	Bitte tragen Sie hier Ihre Fakultät ein. Please fill in your faculty.	D Bremen04	Neustadtswall 30, 28199 Bremen	Germany	Tragen Sie hier die verantwortliche Kontaktperson Ihrer Fakultät ein. Please fill in your administrative contact person of your faculty.	
Receiving Organisation	**Name**	**Department**	**Address; website**	**Country**	**Size**	**Contact person**[8] **name; position; email**	**Mentor**[9] **name; position; email**
	Name von Ihrer aufnehmenden Einrichtung. Name of your host institution.	Tragen Sie hier die Abteilung der Einrichtung ein, in der Sie arbeiten werden. Please fill in the department of your host institution, in that you will work.	Bitte tragen Sie hier die Adresse Ihrer aufnehmenden Einrichtung ein sowie die Website. Please enter the address and website of your host institution here.	Das Land, in welches Sie reisen. The country, that you will visit	☐ ≤250 employees ☐ > 250 Employees Tragen Sie hier die Mitarbeiter-anzahl des Unternehmens ein. Please enter the number of employees at the company.	Tragen Sie hier die Kontaktperson des Unternehmens, sowie Ihre Position und Ihre E-Mail ein. Please enter the company contact person, the position, and the email address here.	Tragen Sie hier den/die Mentor/Mentorin des Unternehmens, sowie Ihre Position und Ihre E-Mail ein. Please enter thementor, the position, and the email address here.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] ..... to [day (optional)/month/year] .....

If applicable, planned period of the virtual component: from [day (optional)/month/year] ..... to day (optional)/month/year] .....

Bitte tragen Sie hier ihre geplanten Aufenthaltsdaten ein. Bitte achten Sie darauf, dass die virtuelle Komponente im logischen und zeitlichen Rahmen der Mobilität liegt. Diese sollte z.B. nicht ein Jahr vor der Mobilität liegen

Please fill in your planned period. Please ensure that the virtual component falls within the logical and chronological framework of the mobility period. For example, it should not take place a year before the mobility.

Traineeship title: … Tragen Sie hier den Namen von dem Praktikum ein (z.B. Human Resources Trainee oder Praktikant im Personalwesen) Please fill in the title of the traineeship (e.g. Human Resource Trainee)	**Number of working hours per week: …** Tragen Sie hier ein, wie viele Wochenstunden Sie arbeiten werden. Wichtig: Für ein Vollzeitpraktikum müssen es mindestens 30 Wochenstunden sein. Enter the number of hours you work per week here. Important: For a full-time internship, you must work at least 30 hours per week.

Detailed programme of the traineeship (including the virtual component, if applicable):
Bitte geben Sie hier die Inhalte und die Aufgaben des Praktikums an sowie einen ungefähren Zeitplan.
Please describe the tasks and responsibilities of the traineeship and a time schedule.

Traineeship in digital skills[10]**:** Yes ☐ No ☐ werden Sie in dem Praktikum mit digitalin Medien arbeiten und diegitale Fähigkeiten erlemen? Bitte kreuzen Sie an.
Will you be working with digital media and learning digital skills during the internship? Please check the box.

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):
Welche Fähigkeiten/Kompetenzen/Eigenschaften etc. und welches Wissen werden sie voraussichtlich durch das Praktikum erwerben? Geben Sie an.
What skills, competencies, qualities and what knowledge do you expect to gain from the traineeship? Please specify.

Monitoring plan:
Wie und wann werden Sie während des Praktikums betreut und durch wen? Geben Sie an.
How and when will you receive guidance during your traineeship, and from whom? Please specify.

Evaluation plan:
Wie wird das Praktikum evaluiert? (monatliche Gespräche, Zeugnis, Abschlussbericht etc.) Geben Sie an.
How is the traineeship evaluated? (monthly meetings, evaluation, final report, etc.) Please specify.

The level of **language competence**[11] in Please select [*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* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐

Bitte geben Sie hier die Unterrichtssprache, bzw. Die Sprache die in der Einrichtung gesprochen wird, sowie Ihr Sprachniveau an.
Please indicate the main language of work here, as well your level of language.

Table B - Sending Institution

Bitte füllen Sie nur eine Box aus / Please use only one of the following three boxes: [i]

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to: (Pflichtpraktikum)

Award ……ECTS credits (or equivalent)[ii] Tragen Sie hier die ECTS-Punkte ein. Please enter the ECTS credits here.	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐ Wonach werden sie bewertet?
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). Das Praktikum muss im Leistungsnachweis und im Diplomzusatz (oder gleichwertiges Dokument) vermerkt werden. Sie müssen hier nichts ausfüllen. The traineeship must be record in the trainee´s Transcript of Records and Diploma Supplement. You don´t need to fill out anything here.	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ Wird von der HSB nicht angeboten – bitte "Nein" auswählen Is not offered by HSB – please select "No"	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to: (freiwilliges Praktikum)

Award ECTS credits (or equivalent): Yes ☐ No ☐ Erhalten Sie für das freiwillige Praktikum ECTS-Punkte? Do you receive ECTS credits for the voluntary traineeship?	If yes, please indicate the number of credits: …. Wenn ja, bitte hier die Anzahl eingeben
Give a grade: Yes ☐ No ☐ Erhalten Sie für das Praktikum eine Note? Will you receive a grade?	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐ Wenn ja, bitte geben Sie an, worauf dies basieren wird
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐ Wird das Praktikum im Leistungsnachweis vermerkt?	
Record the traineeship in the trainee's Diploma Supplement (or equivalent). Das Praktikum muss im Diplomzusatz (oder gleichwertiges Dokument) vermerkt warden. Sie müssen hier nichts ausfüllen. The traineeship must be record in the trainee´s Diploma Supplement. You don´t need to fill out anything here.	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ Wird von der HSB nicht angeboten – bitte "Nein" auswählen Is not offered by HSB – please select "No"	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to: (Graduiertenpraktikum)

Award ECTS credits (or equivalent): Yes ☐ No ☐ Erhalten Sie für das Graduiertenpraktikum ECTS-Punkte? Do you receive ECTS credits for the traineeship?	If yes, please indicate the number of credits: ….
Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☐ Wird von der HSB nicht angeboten – bitte "Nein" auswählen Is not offered by HSB – please select "No"	

Accident insurance for the trainee

Dieser Teil ist im Dokument von der HSB vorausgefüllt. Sie müssen keine Angaben machen
This section is pre-filled in the document provided by HSB. You do not need to enter any information.

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): 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 ☐
The beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No ☐	

Table C - Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes ☐ No ☐ Werden Sie für das Praktikum bezahlt? Are you getting paid for the traineeship?	If yes, amount (EUR/month): …… Wenn ja, wie viel Geld erhalten Sie? (Bitte in Euro umrechnen) If yes, how much money do you receive? (please convert to euros)
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: …. Erhalten Sie von der Institution Sachbeiträge? (Beispiele: Essen/Wohnung/ÖPNV Ticket…) Wenn Ja, geben Sie an welche. Do you receive any in kind benefits from the institution? (e.g. meals, housing, public transport tickets…) If yes, please specify.	
The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐ Schließt die aufnehmende Einrichtung eine Unfallversicherung für Sie ab? Will the host institution provide an accident insurance for you?	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 ☐ Wenn ja, bitte geben Sie an, was diese Unfallversicherung abdeckt. If yes, please indicate what will be covered by the accident insurance.
The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐ Schließt die aufnehmende Einrichtung eine Haftpflichtversicherung für Sie ab? Will the host institution provide an liability insurance for you?	
The Receiving Organisation will provide appropriate support and equipment to the trainee. Die aufnehmende Einrichtung muss den Praktikanten angemessen unterstützen und eine Ausstattung bereitstellen. Sie müssen hier keine Angaben machen. The host institution must provide adequate support to the trainee and supply the necessary equipment. You do not need to provide any information here.	
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship. Nach Abschluss des Praktikums verpflichtet sich die aufnehmende Organisation, innerhalb von fünf Wochen nach Ende des Praktikums eine Praktikumsbescheinigung auszustellen. Sie müssen hier keine Angaben machen. You don´t need to fill anything out here.	

Das Learning Agreement muss vollständig ausgefüllt sein und hier von allen drei Parteien unterschrieben werden:
The completed Learning Agreement must be signed here by all three parties:

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	**Name**	**Email**	**Position**	**Date**	**Signature**
Trainee	Angaben zur eigenen Person. Your own data.		*Trainee*		
Responsible person[iii] at the beneficiary organisation	Verantwortliche Person von der Heimat Institution				
Supervisor[iv] at the receiving organisation	Verantwortliche Person von der aufnehmenden Einrichtung				

During the Mobility

Falls Sie während des Aufenthalts Änderungen am Learning Agreement vornehmen möchten, tragen Sie diese bitte hier ein und lassen Sie das Dokument von allen drei Parteien unterschreiben. Alle Felder wurden bereits oben in dem "Before the Mobility" erläutert, bei Schwierigkeiten schauen Sie bitte dort nach.

If you wish to make changes to the Learning Agreement during your stay, please enter them here and have the document signed by all three parties. All fields have already been explained above in the "Before the Mobility" section; if you have any difficulties, please refer to that section.

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation

(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)

Planned period of the mobility: from [day (optional)/month/year] …….. till [day (optional)/month/year] ……..

If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] …….. to [day (optional)/month/year] ……..

Traineeship title: …	**Number of working hours per week: …**

Detailed programme of the traineeship period (including the virtual component, if applicable):

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

Monitoring plan:

Evaluation plan:

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	**Name**	**Email**	**Position**	**Date**	**Signature**
Trainee			*Trainee*		
Responsible person[17] [18] at the sending institution					
Supervisor[19] at the receiving organisation					

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation
Name of the trainee:
Name of the Receiving Organisation:
Sector of the Receiving Organisation:
Address of the Receiving Organisation [street, city, country, 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 component: from [day/month/year] ……. to [day/month/year] …….**
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
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:

Glossary

[1] In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.

[2] Country to which the person belongs administratively and that issues the ID card and/or passport.

[3] **Level of education:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.

[4] **Field of education:** The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

[5] In the case of outgoing mobility, the beneficiary organisation is the sending institution.

[6] **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

[7] **Contact person at the sending institution**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

[8] **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

[9] **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

[10] **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.

[11] **Level of language competence**: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[12] **There are three different provisions for traineeships**:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

[13] **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

[14] **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

[15] **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and

associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

[16] **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. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

[17] **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

[18] **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation.

[19] **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. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

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[i] **There are three different provisions for traineeships**:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

[ii] **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

[iii] **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document.

[iv] **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. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document.