

Erasmus+ Learning Agreement

Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Gender	Date of Birth	Nationality ¹
	TU Delft Email		Study cycle ²	Field of education ³ (ISCED)	Student number
Sending organisation (TU Delft)	Name	Faculty/ Department	Erasmus Code ⁴	Country	Administrative contact person ⁵ name; email; phone
Receiving organisation/ Enterprise	Name	Department	Organisation /Enterprise	Country	Administrative contact person name ⁶ ; email; phone and/or Mentor ⁷ Name; Position; email

Will you be enrolled as a full time TU Delft student during the Mobility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For the entire period abroad will you be both living and working in the host country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the duration of the mobility be between 2 and 12 months? <i>The mobility must end before 1 May 2025</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you following one of these Joint Programmes (Applied Geophysics, EWEM, COSSE)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously participated in any TU Delft Erasmus + programmes? If yes, in which academic year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you receive a financial payment, will it be less than €1000 per month,- netto ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the special case the mobility is not part of your Individual Examination Programme will your Traineeship be registered in the diploma supplement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be doing your traineeship at: - A European commission (EC) institution (see the list of institutions here) - An Organisation administering EU Programmes, such as the 'National Agencies'	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Top ups	
Are you travelling sustainably to <u>and</u> from your study abroad destination? Please check here for more information and mandatory additional documents, required for the top up. If Yes, please indicate which mode of transport :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to request an Erasmus+ scholarship top up because you are in financial need ? Please check here for more information and mandatory additional document, required for the financial support top up.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to request an Erasmus + Scholarship top up because you have a disability ? Please check here for more information and mandatory additional document, required for the financial support top up.	<input type="checkbox"/> Yes <input type="checkbox"/> No
WORKPLACE LANGUAGE IS: in _____ [<i>indicate here the main language of work</i>]	
The level of language competence ⁹ 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"/> ID or passport is required to prove your mother tongue	

Before the Mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility from [dd/mm/yyyy] to [dd/mm/yyyy]

Traineeship in digital skills⁸: Yes No

Traineeship title:

Number of working hours per week:

Detailed programme of the traineeship:

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

Monitoring plan:

Evaluation plan:

Table B - Sending Institution TU Delft

Please complete only **one** of the following two boxes¹⁰:

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

Award	ECTS credits (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 : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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

Award ECTS credits (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 and Diploma supplement: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Beneficiary institution insurance for the trainee

The beneficiary organisation will provide an accident insurance to the trainee, when the trainee registers their stay abroad in Osiris (if not provided by the receiving organisation): Yes <input checked="" 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/back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The beneficiary organisation will provide a liability insurance to the trainee, when trainee registers their stay abroad in Osiris (if not provided by the Receiving Organisation): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
TU Delft students must register their stay abroad in Osiris to receive this travel insurance. TU Delft has taken out worldwide working travel insurance which is applicable to its students who stay abroad within the educational framework of the Delft University of Technology. The coverage includes personal accident, full secondary medical expenses, assistance, trip cancellation and coverage for personal and business belongings, personal liability, legal assistance, kidnap, hijacking and unlawful detention and political evacuation. The maximum period of stay abroad for trainees is set at 365 days. All stays with a longer duration than 365 days are not covered by the insurance . Students have to take out a travel insurance policy for the additional days themselves.	

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 (netto) 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 workpurposes: 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 beneficiary 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.	

Commitment of the 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			<i>trainee</i>		
Responsible person ¹² at the sending organisation					
Supervisor ¹³ at the receiving organisation					

Glossary

Term	Definition/Explanation
1.Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
2.Study cycle	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).
3.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.
4.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 Programme Countries.
5.Contact person at the sending organisation	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.
6.Contact person at the receiving organisation	A person who can provide administrative information within the framework of Erasmus+ traineeships.
7. Mentor	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.
8. 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.
9. Level of language competence	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
10 .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 (not applicable to TU Delft)
11.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.
12.Responsible person at the sending organisation	This person is responsible for signing the Learning Agreement, amending it if needed and 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.
13.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.

14. TU Delft Travel Insurance

TU Delft students must register their stay abroad in Osiris to receive this travel insurance. TU Delft has taken out worldwide working travel insurance which is applicable to its students who stay abroad within the educational framework of the Delft University of Technology. The coverage includes personal accident, full secondary medical expenses, assistance, trip cancellation and coverage for personal and business belongings, personal liability, legal assistance, kidnap, hijacking and unlawful detention and political evacuation. The maximum period of stay abroad for trainees is set at 365 days. All stays with a longer duration than 365 days are not covered by the insurance. Students have to take out a travel [insurance](#) policy for the additional days themselves.