Instructions: How to Fill out the Learning Agreement for Traineeships
For Incoming Trainees to Ulm University

The EU Commission has provided templates for learning agreements that have to be used by all participating universities. The universities may make some changes, but they may not alter or delete any of the required parts and texts. In most cases, the sending universities only add their logo, some change the fonts or layout, rarely additional information is added.

The following instructions are based on the 2017 standard template for the learning agreement and apply to trainees in an institute, for which the human resource department of Ulm University provides the internship contract. Associated research institutes and institutes of the Medical Faculty or any of the university hospitals usually have their own human resource departments; some information may have to be adjusted according to their requirements and regulations (marked in orange).

Prospective trainees are expected to fill out the learning agreement in all aspects.

Hosting institutes are expected to check all information and correct it, if necessary.
Click into the header line and enter your name and academic year. Thus the information is repeated on all pages of the learning agreement.

The details should have been discussed with the host institute and the home institution before filling out the learning agreement.

Working hours: must correspond to regular full time work load: 39.5 hrs.

1/2/3 are different options. Do not fill out 1 + 2 + 3! Please note that not all options are possible at Ulm University!

Mandatory traineeships are possible. Traineeships for final thesis are not considered mandatory internships!

Voluntary traineeships up to 3 months are possible. Voluntary traineeships for longer periods may not be possible!

Traineeships by recent graduates are not possible.

Usually English or German / Minimum: Level B2
Accident insurance: is provided if an internship contract is made; benefits are given only if there is no accident insurance coverage in the home country.

Nothing to be completed here. Just a reminder of the obligations entered by the host institute.

“Contribution in kind” means non-monetary benefits, i.e. free room, bus ticket, meals (usually not applicable), but not work equipment which the student is supposed to return!

Accidents on the way to/from work or while travelling on work purposes are not covered. Liability insurance is not provided by Ulm University.

Only to be completed in case of payment. Usually: NO

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After the mobility, the host institute should send a Traineeship Certificate to the trainee and his/her home university within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.

The Traineeship Certificate will contain at least the information in Table D.

The actual start and end dates of the traineeship programme should be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the host institute to carry out his/her traineeship (not the date of arrival in Ulm).
- The **end date** of the traineeship period is the last day the trainee has been present at the host institute to carry out his/her traineeship (not the date of departure from Ulm).

### Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Name of the trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Receiving Organisation/Enterprise:</td>
</tr>
<tr>
<td>Sector of the Receiving Organisation/Enterprise:</td>
</tr>
<tr>
<td>Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail address, website):</td>
</tr>
<tr>
<td>Start date and end date of traineeship: from [day/month/year] to [day/month/year]</td>
</tr>
<tr>
<td>Traineeship Title:</td>
</tr>
<tr>
<td>Detailed programme of the traineeship period including tasks carried out by the trainee:</td>
</tr>
<tr>
<td>Knowledge, skills (intellectual and practical) and competences acquired (related Learning Outcomes):</td>
</tr>
<tr>
<td>Evaluation of the trainee:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Name and signature of the Supervisor of the Receiving Organisation/Enterprise:</td>
</tr>
</tbody>
</table>

This part is not to be completed by the trainee, but by the traineeship supervisor!