

ANNEX 6: TEMPLATE FOR AGREEMENT BETWEEN BENEFICIARIES AND PARTICIPANTS

AGREEMENT – ERASMUS+ - MOBILITY OF INDIVIDUALS

Project code: [YYYY-R-NA00-KA000-FFF-000000000]

[This template is applicable for participants taking part in any mobility activities in the higher education sector (KA131 and KA171). The text in yellow is guidance for using this grant agreement template. Please remove this text once the document is completed. The field in grey should be replaced by the relevant information for each case. Options *[in green square brackets]* mean that the applicable option must be chosen, and not chosen options must be deleted.

The content of the template sets minimum requirements and as such, they must not be deleted. This template can be complemented by the beneficiary/HEI/sending/receiving organisation]

Field: Higher Education

Academic year: 20../20..

Erasmus+ mobility ID number: [if available – or n/a]

PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

on the one part,

the **Organisation** ('the organisation'),

[Option for outgoing mobility: Full official name of the beneficiary organisation/consortium/sending institution and Erasmus code if applicable]

[Option for incoming mobility including incoming invited staff from enterprises: Full official name of the beneficiary organisation/consortium/receiving institution and Erasmus code if applicable]

Address: [official address in full]

Email:

represented for the purposes of signature of this agreement by [forename and surname, function]

and

on the other part,

the '**participant**'

[first name and family name]

Date of birth:

Address: [official address in full]

Phone:

Email:

[Option for participants receiving financial support from Erasmus+, except those receiving only a zero-grant from EU funds, if a European bank account is available:]

Bank account where the financial support should be paid:

Bank account holder:

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:]

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

Terms and Conditions

Annex 1: [Erasmus+ learning agreement for student mobility for studies/ Erasmus+ learning agreement for student mobility for traineeships/ Erasmus+ mobility agreement for staff mobility for teaching/ Erasmus+ mobility agreement for staff mobility for training]¹

[Option for students only: Annex 2: Erasmus Student Charter]

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

¹ It is not compulsory to circulate documents with original signatures for Annex 1 of this agreement: scanned copies of signatures and electronic signatures may be accepted (including via the Erasmus Without Paper Network), depending on the national legislation or institutional regulations.

Total amount includes **[delete non-applicable options]**:

- Base amount for individual support for long-term physical mobility
- Base amount for individual support for short-term physical mobility
- Top-up amount for students and recent graduates with fewer opportunities on long-term mobility
- Top-up amount for students and recent graduates with fewer opportunities on short-term mobility
- Top-up amount for traineeships **[not applicable to KA171 mobility]**
- Top-up amount for green travel to individual support **[not applicable to KA171 mobility]**
- Travel support (standard travel or green travel amount)
- Travel days (additional individual support days)
- Exceptional cost for expensive travel (based on real costs) **[not applicable to KA171 mobility]**
- Inclusion support (based on real costs)

The participant receives **[choose one]**:

- a financial support from Erasmus+ EU funds
- a zero-grant
- a partial financial support from Erasmus+ EU funds for part of the physical duration **[not applicable to KA171 mobility]**

TERMS AND CONDITIONS

ARTICLE 1 – SUBJECT OF THE AGREEMENT

- 1.1 This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a mobility activity under the Erasmus+ Programme.
- 1.2 The organisation will provide support to the participant for undertaking a mobility activity.
- 1.3 The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in the Annex 1.
- 1.4 Amendments to this grant agreement will be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.
- 2.2 The mobility period will start on **[date]** and end on **[date]**.
- 2.3 The period covered by the grant agreement includes:
 - a physical mobility period from **[date]** to **[date]**, equal to **[number of mobility days]** days
 - *[Option [...] funded travel days]*
 - *[Option for blended mobility: a virtual component from **[date]** to **[date]**]*
- 2.4 The **[choose what is applicable: transcript of records/traineeship certificate/certificate of attendance (or statement attached to these documents)]** shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version.
- 3.2 The participant will receive a financial support from Erasmus+ EU funds for [...] days of [The number of days will be equal to the duration of the physical mobility period plus travel days; if the participant will not receive financial support for a part or the entire mobility period, this number of days are to be adjusted accordingly]
- 3.3 The participant may submit a request concerning the extension of the physical mobility period within the limit set out in the Erasmus+ Programme Guide of [...] days [to be completed by the beneficiary according to the Erasmus+ Programme Guide rules]. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
- 3.4 [Option for students, beneficiary shall select Option 1 or Option 3]
[Option for staff, beneficiary shall select Option 1, Option 2 or Option 3]

[Option 1:

The organisation shall provide the participant the total financial support for the mobility period *[Option if applicable: and travel days]* in the form of a payment of EUR [...] / *Option for zero-grant participants 0]*

[Option 2:

The organisation shall provide the participant with the required support in the form of direct provision of the needed support services. The organisation shall ensure that the provision of services will meet the necessary quality and safety standards.]

[Option 3:

The organisation shall provide the participant with the required support in the form of a payment of the following amount EUR [...] and in the form of direct provision of: [travel/subsistence]. The organisation shall ensure that the direct provision of services will meet the necessary quality and safety standards.]

- 3.5 The contribution towards costs incurred in connection with travel or inclusion needs ([choose what is applicable:] [inclusion support, exceptional costs for expensive travel, travel support, green travel top-up, top-up for fewer opportunities]), shall be based on the supporting documents provided by the participant.
- 3.6 The financial support may not be used to cover costs for actions already funded by Union funds.
- 3.7 Notwithstanding Article 3.6, the financial support is compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex I.

ARTICLE 4 – PAYMENT ARRANGEMENTS

[Option if in Article 3.4 Option 1 or 3 are selected

4.1 [Option for outgoing mobility

Payment shall be made to the participant no later than (whichever comes first):

- 30 calendar days after the signature of the agreement by both parties

- *[beneficiary to choose one option:* the start date of the mobility period / *[Not applicable for participants receiving the top-up for fewer opportunities or inclusion support:]* upon receipt of confirmation of arrival by the participant.]

[Option for incoming mobility]

The participant shall receive individual and travel support, if applicable, in a timely manner after the arrival of the participant.]

The payment shall be made to the participant representing [...] *[organisation to choose between 70% and 100%]* of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

- 4.2 *[Option if the payment under Article 4.1 is lower than 100% of the financial support:* The submission of the participant report via the online EUSurvey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have *[Option for outgoing mobility: 45]* *[Option for incoming mobility: 20]* calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.]

ARTICLE 5 – RECOVERY

- 5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

ARTICLE 6 – INSURANCE

- 6.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own. *[In case the receiving organisation is identified as the responsible party in art 5.3, a specific document will be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.]*
- 6.2 Insurance coverage shall include at minimum a health insurance *[mandatory for traineeships and optional for other mobilities:]* and a liability insurance and an accident insurance.] *[Explanation: In the case of intra-European mobility, the participant's national health insurance will include a basic coverage during their stay in another EU country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay abroad. Varying regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or formally enrolled at their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 5.2 if there is a justification to adapt the default requirements to the national context.]*

[It is recommended to also include the following information:][Insurance provider(s), insurance number and insurance policy].

- 6.3 The responsible party for taking the insurance coverage is: [the organisation OR the participant OR the receiving organisations] [In the case of separate insurances, the responsible parties may be different and will be listed here according to their respective responsibilities].

ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

- 7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

[Option if not included in the Learning Agreement

- 7.2 The level of language competence in [main language of instruction/work to be specified] that the participant already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2

ARTICLE 8 – PARTICIPANT REPORT

- 8.1 The participant shall complete and submit the participant report on their mobility experience (via the online EUSurvey tool) within *[Option for incoming long-term student mobility: 10 / Option for all other mobilities: 30]* calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online participant report may be required by their organisation to partially or fully reimburse the financial support received.
- 8.2 *[Option for students mobility for studies* A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.]

ARTICLE 9 – ETHICS AND VALUES

- 9.1 Ethics: The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.
- 9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.

ARTICLE 10 – DATA PROTECTION

- 10.1 The funding organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>
- 10.2 All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

- 10.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of his/her personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of his personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

ARTICLE 11 – TERMINATION OF THE AGREEMENT

- 11.1 In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.
- 11.2 In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded.

ARTICLE 12 – CHECKS AND AUDITS

- 12.1 The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Czech Republic or by any other outside body authorised by the European Commission or the National Agency of Czech Republic to check that the mobility period and the provisions of the agreement are being properly implemented.

ARTICLE 13 – LIABILITY

- 13.1 Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.
- 13.2 The National Agency of Czech Republic, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Czech Republic or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 14 – APPLICABLE LAW AND COMPETENT COURT

- 14.1 The Agreement is governed by law of the Czech Republic.
- 14.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant
[name / forename]

[signature]

For the organisation
[name / forename / function]

[signature]

Done at [place], [date]

Done at [place], [date]

Annex 1

[Key Action 1 – HIGHER EDUCATION Institution to select]

Erasmus+ learning agreement for student mobility for studies

Erasmus+ learning agreement for student mobility for traineeships

Erasmus+ mobility agreement for staff mobility for teaching

Erasmus+ mobility agreement for staff mobility for training

Erasmus+ Learning Agreement

Student Mobility for Studies

(KA131 International mobility)

General information

[Applicable for all learning agreement types]

| | | | | | | |
|---|---|---------------------------|---------------------------------------|--|---|--|
| Student | Last name(s) | First name(s) | Date of birth | Nationality | Gender | |
| | | | | | | |
| | European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small> | | Level of education (EQF level) | Field of education (ISCED code) | <Field of education (clarification)> | |
| | | | | | | |
| Sending Institution | Name | Faculty/Department | Erasmus code/City | Country | Administrative contact person name; email | |
| | | | | | | |
| Receiving Institution | Name | Faculty/Department | Erasmus code /City | Country | Administrative contact person name; email | |
| | | | | | | |
| <p>The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:</p> <p style="text-align: center;">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"/></p> | | | | | | |

Learning agreement type and mobility duration

| | |
|--|--|
| Learning agreement for studies type (select one) <ul style="list-style-type: none"> • Long-term mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Short-term mobility with a mandatory virtual component <input type="checkbox"/> • Short-term doctoral mobility <input checked="" type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> | Estimated duration (to be confirmed by the Receiving Institution) Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year] • from [<day>/month/year] • to [<day>/month/year] |
|--|--|

Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the learning agreement

| Exceptional changes to Table A | | | | | | |
|--------------------------------|-------------------------|---|--|--------------------------------------|--|--|
| Table A2 | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | Reason for change [Add the applicable reason code or write other reason] | Number of ECTS credits (or equivalent) to be awarded |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |

| Exceptional changes to Table B (if applicable) | | | | | | | |
|--|-------------------------|---|--|--------------------------------------|---------------------|--|--------------------------------|
| Table B2 | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | <Reason for change> | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

| Exceptional changes to Table C (if applicable) | | | | | | |
|--|-------------------------|--|--|--|--|--------------------------------|
| Table C2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component | Reason for change [Add the applicable reason code or write other reason] | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the learning agreement

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

| Table D | Component code (if any) | Component title or description of the study programme | Short description of the virtual component | Number of ECTS credits to be awarded | Automatic recognition [Yes/No] |
|---------|-------------------------|---|--|--------------------------------------|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: ... | |

Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the learning agreement

| Exceptional changes to Table D | | | | | | |
|--------------------------------|-------------------------|--|--|--|--|--------------------------------|
| Table D2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component | Reason for change (Add the applicable reason code or write other reason) | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the learning agreement

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Learning agreement for short-term doctoral mobility

Study Programme at Receiving Institution and recognition at the Sending Institution

| Table E | Component code (if any) | Component title or description of the study programme | <Short description of the virtual component> | <Number of ECTS credits to be awarded> | Automatic recognition [Yes/No] |
|---------|-------------------------|---|--|--|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: ... | |

Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the learning agreement

| Exceptional changes to Table E | | | | | | |
|--------------------------------|-------------------------|--|---|--|--|--------------------------------|
| Table E2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component (only if applicable) | Reason for change (Add the applicable reason code or write other reason) | <Number of ECTS credits (or equivalent) to be awarded> | Automatic recognition [Yes/No] |
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the learning agreement

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Glossary

| Term | Definition/Explanation |
|---|---|
| Nationality | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| The European Student Identifier (ESI) | A unique European electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal. |
| 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. |
| Field of education | The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 student by the Sending Institution. |
| Erasmus code | A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme. |
| Administrative Contact person | 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 works at the international relations office or equivalent body within the institution. |
| Long-term mobility | A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months. |
| Blended mobility | Any mobility can be carried out as a “blended mobility” by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes. |
| Short description of a virtual component | A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example, it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution. |
| Short-term mobility with a mandatory virtual component | Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component. |
| Short-term doctoral mobility | A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes. |
| ECTS credits (or equivalent) | In countries where the ECTS system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. |
| Automatic recognition | All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study |

| | |
|--|---|
| | programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students’ diploma supplement or Europass Mobility Document. |
| Educational component | A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. |
| 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 |
| Course catalogue | Detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered; the learning, teaching and assessment procedures; the level of programmes; the individual educational components and the learning resources. The course catalogue should include the names of people to contact, with information about how, when and where to contact them. |
| Responsible person at the Sending Institution | An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full and automatic recognition of the study programme described in the learning agreement on behalf of the responsible academic body. 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. |
| Reasons for deleting a component | <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) |
| Reason for adding a component | <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) |

Erasmus+ Learning Agreement

Student Mobility for Studies

Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

General information

[Applicable for all learning agreement types]

| | | | | | |
|---|---|-----------------------------------|---------------------------------------|--|---|
| Student | Last name(s) | First name(s) | Date of birth | Nationality | Gender |
| | | | | | |
| | European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small> | | Level of education (EQF level) | Field of education (ISCED code) | <Field of education (clarification)> |
| | | | | | |
| Sending Institution | Name | Faculty/Department | Erasmus code | Country | Administrative contact person name; email |
| | | | | | |
| Receiving Institution | Name | <Faculty/Department> | Erasmus code | Country | Administrative contact person name; email |
| | | | | | |
| <p>The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:</p> <p style="text-align: center;">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"/></p> | | | | | |

Learning agreement type and mobility duration

| Learning agreement for studies type (select one) | Estimated duration (to be confirmed by the Receiving Institution) |
|---|--|
| <ul style="list-style-type: none"> • Long-term mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> • Short-term mobility with a mandatory virtual component <input type="checkbox"/> • Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/> | Planned period of the physical mobility: <ul style="list-style-type: none"> • Academic year [year/year] • from [<day>/month/year] • to [<day>/month/year] |
| Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions. | |

Commitment of the three parties

By digitally signing/approving, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the learning agreement

| Exceptional changes to Table A | | | | | | |
|--------------------------------|-------------------------|---|--|--------------------------------------|--|--|
| Table A2 | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | Reason for change [Add the applicable reason code or write other reason] | Number of ECTS credits (or equivalent) to be awarded |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Choose an item. | |

| Exceptional changes to Table B (if applicable) | | | | | | | |
|--|-------------------------|---|--|--------------------------------------|---------------------|--|--------------------------------|
| Table B2 | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | <Reason for change> | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

| Exceptional changes to Table C (if applicable) | | | | | | |
|--|-------------------------|--|--|--|--|--------------------------------|
| Table C2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component | Reason for change [Add the applicable reason code or write other reason] | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the learning agreement

By digitally signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

| Table D | Component code (if any) | Component title or description of the study programme | Short description of the virtual component | Number of ECTS credits to be awarded | Automatic recognition [Yes/No] |
|---------|-------------------------|---|--|--------------------------------------|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: ... | |

Commitment of the three parties

By digitally signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the Learning Agreement

| Exceptional changes to Table D | | | | | | |
|--------------------------------|-------------------------|--|--|--|--|--------------------------------|
| Table D2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component | Reason for change (Add the applicable reason code or write other reason) | Number of ECTS credits (or equivalent) to be awarded | Automatic recognition [Yes/No] |
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the Learning Agreement

By digitally signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Learning agreement for short-term doctoral mobility

Study Programme at Receiving Institution and recognition at the Sending Institution

| Table E | Component code (if any) | Component title or description of the study programme | Short description of the virtual Component (only if applicable) | <Number of ECTS credits to be awarded> | Automatic recognition [Yes/No] |
|---------|-------------------------|---|---|--|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: ... | |

Commitment of the three parties

By digitally signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Exceptional changes to the learning agreement

Exceptional changes to Table E

| Table E2 | Component code (if any) | Component title or description of the study programme at the Receiving Institution | Short description of the virtual component (only if applicable) | Reason for change (Add the applicable reason code or write other reason) | <Number of ECTS credits (or equivalent) to be awarded> | Automatic recognition [Yes/No] |
|----------|-------------------------|--|---|--|--|--------------------------------|
| | | | | Choose an item. | | |
| | | | | Choose an item. | | |

Approval of exceptional changes to the Learning Agreement

By digitally signing/approving this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Approval |
|---|------|-------|----------------|------|----------|
| Student | | | <i>Student</i> | | |
| Responsible person at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution | | | | | |

Glossary

| Term | Definition/Explanation |
|---|---|
| Nationality | Country to which the person belongs administratively and that issues the ID card and/or passport. |
| The European Student Identifier (ESI) | A unique European electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal. |
| 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. |
| Field of education | The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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 student by the Sending Institution. |
| Erasmus code | A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme. |
| Administrative Contact person | 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 works at the international relations office or equivalent body within the institution. |
| Long-term mobility | A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months. |
| Blended mobility | Any mobility can be carried out as a “blended mobility” by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes. |
| Short description of a virtual component | A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example it can be an online course, embedded in a course selected at the receiving institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution. |
| Short-term mobility with a mandatory virtual component | Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component. |
| Short-term doctoral mobility | A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes. |
| ECTS credits (or equivalent) | In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. |
| Automatic recognition | All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students’ degree (study programme) without any additional work or assessment of the student. This is signalled in the |

| | |
|--|---|
| | learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students’ diploma supplement or Europass Mobility Document. |
| Educational component | A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. |
| 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 |
| Course catalogue | Detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered; the learning, teaching and assessment procedures; the level of programmes; the individual educational components and the learning resources. The course catalogue should include the names of people to contact, with information about how, when and where to contact them. |
| Responsible person at the Sending Institution | An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full and automatic recognition of the study programme described in the learning agreement on behalf of the responsible academic body. 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. |
| Reasons for deleting a component | <ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify) |
| Reason for adding a component | <ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify) |

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

| | | | | | | | |
|--|--------------|---|--|--------------------------|---|--|--|
| Trainee | Last name(s) | First name(s) | Date of birth | Nationality ² | Gender [Male/Female/ Undefined] | Level of education (EQF level) ³ | Field of education ⁴ |
| | | | | | | | |
| Beneficiary organisation⁵ | Name | Faculty/ Department (if applicable) | Erasmus code ⁶ (if applicable) | Address | Country | Contact person name ⁷ ; email | |
| | | | | | | | |
| Sending Institution <small>[only if different from Beneficiary Organisation]</small> | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name; email | |
| | | | | | | | |
| Receiving Organisation | Name | Department | Address; website | Country | Size | Contact person ⁸ name; position; email | Mentor ⁹ name; position; email |
| | | | | | <input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees | | |

Before the mobility

| | |
|--|---------------------------------------|
| <i>Table A - Traineeship Programme at the Receiving Organisation</i> | |
| 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] | |
| Traineeship title: ... | Number of working hours per week: ... |
| Detailed programme of the traineeship (including the virtual component, if applicable): | |
| Traineeship in digital skills ¹⁰ : Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes): | |
| Monitoring plan: | |
| Evaluation plan: | |
| The level of language competence ¹¹ in _____ [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 <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"/> | |

| | |
|---|--|
| <i>Table B - Sending Institution</i> | |
| Please use only one of the following three boxes: ¹² | |
| 1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to: | |
| AwardECTS credits (or equivalent) ¹³ | 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 (or equivalent). | |

Record the traineeship in the trainee's Europass Mobility Document: Yes No

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

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Give a grade: Yes No If yes, please indicate if this will be based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records: Yes No

Record the traineeship in the trainee's Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes No

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

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes No

Accident insurance for the trainee

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

If yes, amount (EUR/month):

The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes No

If yes, please specify:

The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary 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 Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation):

Yes No

The Receiving Organisation will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.

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 ¹⁴ at the beneficiary organisation | | | | | |
| [Responsible person ¹⁵ at the sending institution, if different from the beneficiary organisation] | | | | | |
| Supervisor ¹⁶ at the receiving organisation | | | | | |

During the Mobility

| | |
|--|---------------------------------------|
| <p>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)</p> <p>Planned period of the mobility: from [day (optional)/month/year] till [day (optional)/month/year]</p> <p>If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] to [day (optional)/month/year]</p> | |
| 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: | |

After the Mobility

| | |
|---|--|
| <p>Table D - Traineeship Certificate by the Receiving Organisation</p> | |
| 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: |
| |

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](http://ec.europa.eu/education/tools/isced-f_en.htm) 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://euopass.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.

Erasmus+ Mobility Agreement Staff Mobility For Teaching¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days:

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

The teaching staff member

| | | | |
|------------------------|--|--------------------------|-----------|
| Last name (s) | | First name (s) | |
| Seniority ² | | Nationality ³ | |
| Sex [M/F/Undefined] | | Academic year | 20../20.. |
| E-mail | | | |

The Sending Organisation

| | | | |
|--|--|---|--|
| Name | | | |
| Erasmus code ⁴ (if applicable) | | Faculty/Department (if applicable) | |
| Address | | Country/ Country code ⁵ | |
| Contact person name and position | | Contact person e-mail / phone | |
| Type of organisation: | | Size of organisation (if applicable) | <input type="checkbox"/> <250 employees <input type="checkbox"/> ≥250 employees |

The Receiving Institution

| | | | |
|-------------------------------------|--|----------------------------------|--|
| Name | | Faculty/Department | |
| Erasmus code (if applicable) | | | |
| Address | | Country/ Country code | |
| Contact person name and position | | Contact person e-mail / phone | |

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁶:

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme (including the virtual component, if applicable):

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the teaching staff member, the sending organisation and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution or other organisation supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share their experience, in particular its impact on their professional development and on the sending higher education institution or other organisation, as a source of inspiration to others.

The teaching staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending organisation any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member

Name:

Signature:

Date:

The sending organisation

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

¹ Adaptations of this template

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between higher education institutions (HEIs) this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of KA171 outgoing mobility of invited staff from (non-academic) organisation to teach in a HEI, this agreement must be signed by the participant, the beneficiary organisation, the HEI receiving the staff member, and the organisation they belong to (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.
- In the case of incoming mobility of invited staff from enterprises/(non-academic) organisation to teach in a HEI, this agreement must be signed by the staff member, the receiving institution (if applicable, the beneficiary organisation (if different from the receiving institution)) and the sending organisation (three or four signatures in total).

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui>.

⁶ The [ISCED-F 2013 search tool](https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_%28ISCED%29#ISCE) (available at https://ec.europa.eu/eurostat/statistics-explained/index.php?title=International_Standard_Classification_of_Education_%28ISCED%29#ISCE) should be used to find the ISCED 2013 detailed field of education and training.

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the beneficiary organisation (in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.

Erasmus+ Mobility Agreement

Staff Mobility For Training¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days:

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

The Staff Member

| | | | |
|------------------------|--|--------------------------|-----------|
| Last name (s) | | First name (s) | |
| Seniority ² | | Nationality ³ | |
| Sex [M/F/Undefined] | | Academic year | 20../20.. |
| E-mail | | | |

The Sending Institution

| | | | |
|--|--|---------------------------------------|--|
| Name | | Faculty/Department | |
| Erasmus code ⁴ (if applicable) | | | |
| Address | | Country/ Country code ⁵ | |
| Contact person name and position | | Contact person e-mail / phone | |

The Receiving Organisation

| | | | |
|--------------------------------------|--|---|--|
| Name | | | |
| Erasmus code (if applicable) | | Faculty/Department (if applicable) | |
| Address | | Country/ Country code | |
| Contact person, name and position | | Contact person e-mail / phone | |
| Type of organisation: | | Size of organisation (if applicable) | <input type="checkbox"/> <250 employees <input type="checkbox"/> ≥250 employees |

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

| |
|--|
| Overall objectives of the mobility: |
| Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved): |
| Activities to be carried out (including the virtual component, if applicable): |
| Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions): |

II. COMMITMENT OF THE THREE PARTIES

By signing⁶ this document, the staff member, the sending institution and the receiving organisation confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share their experience, in particular its impact on their professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary organisation commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving organisation will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name:

Signature:

Date:

The sending institution

Name of the responsible person:

Signature:

Date:

The receiving organisation

Name of the responsible person:

Signature:

Date:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of mobility between higher education institutions (HEIs), this agreement must always be signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of incoming mobility of higher education staff to an organisation, this agreement must be signed by the participant, the beneficiary organisation, the sending HEI and the organisation receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary organisation organising the mobility.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui>

⁶ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the beneficiary institution (in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.