

Students: How to fill in the Learning Agreement

i The Learning Agreement has to be submitted to the Leonardo-Office BEFORE the start of the traineeship (date of signatures). Usually, you hand it in via mail with your application documents. If necessary, you can also send a scan of it via e-mail later.

Step by step

- 1) You fill in the fields “Trainee” and “The Sending Institution” and send the Word file via e-mail to your receiving organisation/enterprise.



- 2) The receiving organisation/enterprise fills in the relevant fields electronically (*I. The Three Parties: The Receiving Organisation; II. Details of the Traineeship Programme: Duration, Contents, Language Competence; IV. The Receiving Organisation: Salary, Insurance*), prints the document, signs it on page 6 and returns a scan of the document via e-mail to you.



- 3) You print the document and then you go to your university to fill in the following parts with their help (*I. The Three Parties: The Sending Institution Responsible Contact Person; III. The Sending Institution: Recognition, Insurance*). Afterwards, the Responsible Contact Person of your university signs on page 6.



- 4) You sign the document on page 6 and check again if all fields are filled in completely, if all questions are answered, if there are no pages lacking, if the pages are in correct order and if they are stitched together with a paper clip. Finally, you send the original document via mail or as a scanned version via e-mail to us.

General Guidelines

- All fields must be filled in completely or be marked with a cross.
- The pages must contain page numbers, they need to be complete and continuous, i.e. nothing shall be missing and each page shall occur only once.
- The receiving organisation/enterprise sends a scanned version of the document to the trainee.
- If single pages need to be handed in later, please make sure that either they fit seamlessly into the available parts of the document or scan the whole document again.
- All scans must be of good quality and look like an original (no photos, no crooked scanned pages etc.).
- You will not receive a copy of the document from us.

Please find some completed Learning Agreements on our homepage.