

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
			ASALZBUR19			Kontaktperson im Studiengang / Studiengangsleiter*in. Diese Person muss das LA auch unterschreiben.	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Bitte alle Angaben sorgfältig ausfüllen! Wenn Angaben nicht auf Sie und Ihre Mobilität zutreffen, dann bitte „Nein“ ankreuzen“.

<p><i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i></p> <p>Planned period of the physical mobility: from [day/month/year] to [day/month/year]</p> <p>If applicable, planned period(s) of the virtual mobility: from [day/month/year] to [day/month/year]</p>	
Traineeship title: ... (Clinical or Research) internship at Abteilung)	Number of working hours per week: ... 40
<p>Detailed programme of the traineeship:</p> <p style="color: red;">Bitte beschreiben Sie, welche Tätigkeiten und Aufgaben Ihnen in welchen Einrichtungen während Ihres Praktikums zugewiesen werden. Inhalt oder Aufgaben für Ihre Masterarbeit oder Dissertation sind hier NICHT relevant. BITTE SIEHE DAS BEISPIEL AM ENDE DIESES DOKUMENTS.</p>	
<p>Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</p> <p style="color: red;">Welche Fähigkeiten und Kompetenzen sollen Sie während des Praktikums erlernen? Was sind laut Curriculum Ihre Lernziele während des Praktikums?</p>	
<p>Monitoring plan:</p> <p style="color: red;">Welche Maßnahmen werden ergriffen um den Ablauf und Fortschritt Ihres Praktikums laufend zu beurteilen (zB.: regelmäßige Meetings, Beurteilungsgespräche o.Ä.)</p>	
<p>Evaluation plan:</p> <p style="color: red;">Evaluierung Ihrer Leistung und Lernziele/Learning Outcomes. Wird es ein Abschlussgespräch mit dem/ der Betreuer*in vor Ort geben? Wenn ja, wann?</p>	
<p>The level of language competence⁹ 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"/></p>	

<p><i>Table B - Sending Institution</i></p> <p>Please use only one of the following three boxes:¹⁰</p>	
<p>1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:</p>	
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 (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:</p>	
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: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

Bitte sorgfältig informieren, wo Sie wann und wie versichert sind. Sie müssen nachweislich über einen ausreichenden Versicherungsschutz während der Mobilität verfügen. Dieser Versicherungsschutz geht über den ÖH Beitrag hinaus.

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input 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 work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

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 (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 work purposes: 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 Sending 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.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise 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/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes 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 Institution					
Supervisor ¹³ at the Receiving Organisation					

Mit der Unterschrift bestätigen die Verantwortlichen, dass alle Angaben korrekt sind und der Inhalt curricular verankert ist.

During the Mobility

**Diesen Teil bitte nur ausfüllen, wenn sich etwas an beschriebenen Daten ändert.
Das beeinflusst die Mobilität und Learning Outcomes.**

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (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/Enterprise)	
Planned period of the mobility: from [day/month/year] till [day/month/year]	
If applicable, planned period(s) of the virtual mobility: from [day/month/year] to [day/month/year]	
Traineeship title: ...	Number of working hours per week: ...

Detailed programme of the traineeship period:
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
Monitoring plan:
Evaluation plan:

After the Mobility

Hier wird Ihre Lernleistung nach Ihrer Mobilität bestätigt.

Bitte von Betreuer*in in der Gastinstitution am Ende der Mobilität (vor der Abreise) unterschreiben lassen.

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, 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 mobility: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:

Received ECTS:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

-
- 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](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-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 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.
- 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:** 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.
- 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 Institution:** 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.

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Paracelsus Medical University		A SALZBUR19	Strubergasse 21, 5020 Salzburg	Austria		
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

Traineeship title: Analysis of the dopamine system in Line 61 mice after Montelukast treatment via immunohistochemistry

Number of working hours per week: 40

Detailed programme of the traineeship:

Within the 3 weeks of the stay, the trainee will plan and conduct an immunohistochemistry experiment. This experiment will be performed on brain tissue sections of study mice from the trainee's PhD project (total n=20; 5 compound treated transgenic mice, 5 vehicle-treated transgenic mice, 5 compound treated non transgenic littermates and 5 vehicle treated non transgenic littermates). The brain section samples have already been prepared for the analysis at the sending institution and will be brought along to the receiving organisation. At the receiving institution the trainee will be trained to follow the laboratory's immunohistochemistry staining protocol and will afterwards perform the experiment autonomously. In detail, the experiment comprises the assessment of the expression of dopamine markers [tyrosine hydroxylase (TH), dopamine transporter (DAT) and dopamine and adenosine 3',5' monophosphate regulated phosphoprotein of 32 kDa (DARPP 32)] in the brains of the study animals with the aim of determining whether the expression of dopaminergic system changed after the treatment with an anti-inflammatory compound (Montelukast). Together with the preceding training, it will be feasible to complete the planned analysis within 3 weeks. In addition, the trainee will attend two thesis defences taking place at the receiving organisation on the 11th and 13th of May.

Traineeship in digital skills⁸: Yes No

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

The trainee is expected to gain a fundamental understanding of the dopaminergic signaling pathways in physiological and pathological conditions and will acquire practical experience in performing an immunohistochemical analysis of the dopamine system in mice. The trainee will be able to strengthen her organisational, analytic and teamwork competences and research skills. Furthermore, the traineeship allows the trainee to improve her language skills and to gain insight into the [redacted] culture.

Monitoring plan:

The trainee will receive supervision from an internal mentor who she will be able to consult in case of arising questions or problems. In addition, meetings between the trainee, the sending institution and the receiving organisation will be held on a regular basis to keep everyone up-to date and for tracking and discussing the progress of the experiment.

Evaluation plan:

The assessment of the trainee will be based on the trainee's personal initiative, strategic organisational skills and performance during the implementation of the experiment. The quality of the execution of the project should allow for the possible publication of the results in a suitable peer reviewed journal.