



How to fill out Erasmus+ Learning Agreement for Traineeships

1. Fill in your personal information in the “Trainee” section
 - a. Study cycle: Bachelor = EQF level 6
Master = EQF level 7
2. Fill in the correct NHH contact person (see page 2 of this document)
3. Fill in dates for your traineeship in the “Before the mobility” Table A section
4. Fill in the following in the Table B section:
 - a. CEMS:

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

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

- a. Internship course (including ENINT):

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

Award ECTS credits (or equivalent): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: 7,5 ECTS (2,5 ECTS for ENE)
Give a grade: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input checked="" type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

- a. Recent graduate:

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 checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>	

5. Send the LA to the receiving organization and request them to fill in the following:
 1. All fields in Table A and Table C
 2. “Commitment” section, including signature

Contact person and responsible person at NHH (sending institution):

CEMS

Name: Marie van Beijeren

Position: CEMS Corporate Relations Manager

Phone: +47 55 95 96 19

E-mail: marie.van.beijeren@nhh.no

Internship Abroad Bachelor and Master

Name: Alexandra Blumenstein

Position: Higher Executive Officer

Phone: +47 55 95 98 30

E-mail: alexandra.blumenstein@nhh.no

Recent graduate

ENEINT

Name: Merete Wiik Ånes

Position: Institutional Erasmus+ Coordinator

Phone: +47 55 95 99 33

E-mail: merete.anes@nhh.no
