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): Yes ☒ No ☐
         - Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
         - Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent): Yes ☒ No ☐
         - Record the traineeship in the trainee's Europass Mobility Document: Yes ☒ No ☐
   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 ☒ No ☐
         - Give a grade: Yes ☒ No ☐
         - If yes, please indicate the number of credits: 7.5 ECTS (2.5 ECTS for ENE)
         - Record the traineeship in the trainee's Transcript of Records: Yes ☒ No ☐
         - Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes ☐ No ☒
         - Record the traineeship in the trainee's Europass Mobility Document: Yes ☒ No ☐
   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 ☒ No ☐
         - If yes, please indicate the number of credits: ....
         - Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes ☒ No ☐
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):

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**Internship Abroad Bachelor and Master**
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**Recent graduate**
**ENEINT**
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