

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	NOME	COGNOME	GG/MM/AAAA	NAZIONE	M/F	EQF6 EQF7 EQF8	TROVA IL TUO QUI
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
		DIPARTIMENTO DEL TUO CdS			ITALY	REFERENTE U.D.I.PRESSO IL DIPARTIMENTO: NOME, COGNOME E-MAIL TELEFONO	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	NOME AZIENDA OSPITANTE	SETTORE DI LAVORO	INDIRIZZO ; SITO INTERNET	NAZIONE AZIENDA	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	NOME COGNOME; POSIZIONE IN AZIENDA; EMAIL; TELEFONO	SE UGUALE RICOPIARE DA SINISTRA SENNÒ INSERIRE DATI DIVERSI DEL TUTOR

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [month/year] GG/MM/AAAA to [month/year] GG/MM/AAAA	
Traineeship title: TITOLO DEL TIROCINIO	Number of working hours per week: ORE ESPRESSE IN NUMERO SETTIMANALI
Detailed programme of the traineeship: PROGRAMMA DETTAGLIATO E MOLTO ESTESO CON COSA ANDRAI A FARE DURANTE IL TIROCINIO	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): COMPETENZE, ABILITÀ E CONOSCENZE CHE SARANNO ACQUISITE ALLA FINE DEL TIROCINIO	
Monitoring plan: PIANO DI SUPERVISIONAMENTO DEL TIROCINIO (COME VERRETE CONTROLLATI E DA CHI)	
Evaluation plan: PIANO DI VALUTAZIONE	

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/international-standard-classification-of-education-iscde_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-iscde_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 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.

The level of **language competence**⁸ in **INSERIRE LA LINGUA PRINCIPALE DI LAVORO** [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 A2 B1 B2 C1 C2 **Native speaker**
(SBARRARE SOLTANTO IL LIVELLO DI LINGUA RICHIESTO PR IL TIROCINIO)

Table B - Sending Institution

Please use only one of the following three boxes:⁹
USA SOLO UNA CASELLA DELLE TRE SEGUENTI

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

SE IL TIROCINIO È RICONOSCIUTO COME CURRICULARE (PUÒ SOSTITUIRE IL TIROCINIO OBBLIGATORIO) INDICARE SOLTANTO IL NUMERO DI CREDITI

Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate
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: No	

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

SE È UN TIROCINIO VOLONTARIO, I CREDITI NON VENGONO RICONOSCIUTI DALL'UNIVERSITÀ

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	If yes, please indicate if this will be based on: Traineeship certificate
Record the traineeship in the trainee's Transcript of Records: No	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: No	

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

SE IL TIROCINIO È POST LAUREA, NON DA CREDITI IN QUANTO DOPO LA LAUREA NON ESISTONO

Award ECTS credits (or equivalent): No	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): No	

Accident insurance for the trainee

NON MODIFICARE

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes	The accident insurance covers: - accidents during travels made for work purposes: No - accidents on the way to work and back from work: No
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes	

Table C - Receiving Organisation/Enterprise

COMPILARE DA PARTE DELL'AZIENDA SE DANNO SOLDI O MENO E SE VI ASSICURANO LORO

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):	

⁸ **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>

⁹ **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.

¹⁰ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "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.

Learning Agreement

Student Mobility for Traineeships

Yes <input type="checkbox"/> No <input checked="" 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.					
<p>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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries).</p>					
Commitment	Name	Email	Position	Date	Signature
Supervisor ¹¹ at the Receiving Organisation	NOME COGNOME	EMAIL	RUOLO	GG/MM/AAAA	FIRMA
Trainee	NOME COGNOME	<u>EMAIL</u>	Trainee	GG/MM/AAAA	FIRMA
Responsible person ¹² at the Sending Institution	NOME COGNOME COORDINATORE ERASMUS	<u>EMAIL</u>	Erasmus Coordinator	GG/MM/AAAA	FIRMA

¹¹ **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.

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.