DIDACTIC DIVISION

International Mobility Office

# **AREA DELLA DIDATTICA**

# **Ufficio Management Didattico**

 **Higher Education**

 **Learning Agreement for Traineeship form**

 **Student trainee’s name**

|  |
| --- |
|  |

**LEARNING AGREEMENT FOR INTERNATIONAL TRAINEESHIPS**

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name (s)** |  | **First name (s)** |  |
| **Date of birth** |  | **Nationality 1** |  |
| **Sex [M/F]** |  | **Academic year** |  |
| **Study cycle 2** |  | **Subject area, Code 3** |  |
| **Phone** |  | **E-mail** |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name Sector 5 |  | Department |  |
| Address, website |  | Country |  |
| Size of institution 6 |  |  |  |
| Contact person 7 name / position |  | Contact person e-mail / phone |  |

**The Receiving Insitution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | University of Catania  | Faculty |  |
| Erasmus code (if applicable) |  | Department |  |
| Address |  | Country, Country code 4 | IT |
| Contact person name |  | Contact person E-mail / phone |  |
| Mentor 8 name / position /If applicable |  | Mentor e-mail / phone/ if applicable |  |

For end notes please look at Annex 2.

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| **Section to be completed BEFORE THE MOBILITY** |

1. **PROPOSED MOBILITY PROGRAMME**

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| --- |
| **Planned period of the mobility:** from [month/year] ….……. till [month/year] ………… |
| **Number of working hours per week:** … |
| **Traineeship title:** … |
| **Detailed programme of the traineeship period…** |
| **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship** … |
| **Monitoring plan** The hosting institution will monitor the training activity through an intermediate questionnaire ……. The sending institution will …… |
| **Evaluation plan** Both the hosting institution and the sending institution will evaluate the training activity through the traineeship certificate (Recognition Outcomes). |

|  |
| --- |
| **Language competence of the trainee** The level of language competence 9 in ………….. *[workplace main language]* that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ο A2 ο B1 ο B2 ο C1 ο C2 ο |

**The sending institution**

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

*[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]*

|  |
| --- |
| The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to: • Award …….. ECTS credits. • Give a grade based on: Traineeship certificate • Record the traineeship in the trainee's Transcript of Records/Diploma Supplement |

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 **Student/trainee’s name**

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|  |
| The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to: • Award ECTS credits: Yes ο No ο If yes, please indicate the number of ECTS credits: …. • Give a grade: Yes ο No ο If yes, please indicate if this will be based on: Traineeship certificate |

|  |
| --- |
| **The receiving institution**The trainee will receive a financial support for his/her traineeship: Yes  No If yes, amount in EUR/month: ….The trainee will receive a contribution in kind for his/her traineeship: Yes  No If yes, please specify: ….Is the trainee covered by the accident insurance? Yes  No If not, please specify whether the trainee is covered by an accident insurance provided bythe sending institution: Yes  No The accident insurance covers: - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No Is the trainee covered by a liability insurance? Yes  No The receiving organisation/enterprise undertakes to ensure that appropriate equipmentand support is available to the trainee.Upon completion of the traineeship, the organisation/enterprise undertakes to issue aTraineeship Certificate by maximum 5 weeks after the traineeship. |

1. **RESPONSIBLE PERSONS**

|  |
| --- |
| **Responsible person** 10 **in the sending institution**: Name: Function: Phone number: E-mail: |

|  |
| --- |
| **Responsible person** 11 **in the receiving institution (supervisor):** Name: Function: Phone number: E-mail: |

1. **COMMITMENT OF THE THREE PARTIES**

By signing this document, the trainee, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving institution will communicate to the sending institution any problem or changes regarding the traineeship period.

 **Higher Education**

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 **Student/trainee’s name**

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| --- | --- | --- |
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| --- |
| **The trainee** Trainee’s signature Date: |
| **The sending institution** Responsible person’s signature Date: **The receiving institution**Responsible person’s signature Date: |

 |

|  |
| --- |
|  |

**Annex 2: End notes**

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) – for recent graduates, specify the latest study cycle.

3 The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-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 **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

5 The list of top-level **NACE sector codes** is available at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\_NOM\_DTL&StrNo m=NACE\_REV2&StrLanguageCode=EN.

6 The size of the institution could be, for instance, 1-50 / 51-500 / more than 500 employees.

7 **Contact person:** a person who can provide administrative information within the framework of international traineeships.

8 **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.

9 For the Common European Framework of Reference for Languages **(CEFR)** see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

10 **Responsible person in 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.

11 **Responsible person in the receiving institution (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate (Recognition Outcomes).