

COME SI COMPILA IL LEARNING AGREEMENT FOR TRAINEESHIP

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle*	Field of education**
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	UNIVERSITY OF FLORENCE	Scuola di studi Umanistici e Formazione	I FIRENZE01	Via Laura n.48 50135 Firenze	ITALY	Ufficio Erasmus erasmus@st-umaform.unifi.it 055 2756117 055 275 6128	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees		

*indicare EQF level 6 per chi frequenta la Laurea Triennale, EQF level 7 per chi frequenta la Laurea Magistrale oppure EQF level 8 per chi frequenta il dottorato

**Indicare uno dei seguenti codici in base all'area di riferimento:

0110 Education not further defined - 0111 Education science - 0112 Training for pre-school teachers - 0113 Teacher training without subject Specialisation - 0114 Teacher training with subject specialisation - 0119 Education not elsewhere classified 0210 Arts not further defined-0211 Audio-visual techniques and media production - 0213 Fine arts - 0214 Handicrafts - 0215 Music and performing arts- 0219 Arts not elsewhere classified- 0220 Humanities (except languages) not further defined- 0221 Religion and theology - 0222 History and archaeology - 0223 Philosophy and ethics - 0229 Humanities (except languages) not elsewhere classified - 0230 Languages not further defined - 0231 Language acquisition - 0232 Literature and linguistics -0239 Languages not elsewhere classified. - 0288 Inter-disciplinaryprogrammes and qualifications involving arts and humanities.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year] *

Traineeship title: ... TITOLO DEL TIROCINIO	Number of working hours per week: ... ORE DI LAVORO PER SETTIMANA
Detailed programme of the traineeship: PROGRAMMA DETTAGLIATO DELL'ATTIVITA' CHE SI ANDRA' A SVOLGERE	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): CONOSCENZE ED ABILITA' CHE SI ACQUISIRANNO DURANTE IL TIROCINIO	
Monitoring plan: PROGRAMMA DI MONITORAGGIO DEL TIROCINIO	
Evaluation plan: COME SI SVOLGERA' LA VALUAZIONE FINALE DEL TIROCINIO	

*indicare il periodo indicativo dello svolgimento del tirocinio e se ci sarà anche una parte della mobilità da remoto

The level of **language competence*** 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 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

*indicare il livello di conoscenza della lingua già in possesso oppure quella che si vuole acquisire

Table B - Sending Institution

Please use only one of the following three boxes: *

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

AwardECTS credits (or equivalent)	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).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

2. The traineeship is **voluntary** 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:
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

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 (<i>highly recommended</i>): Yes ☐ No ☐	

Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): 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 ☐
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐	

*indicare una delle 3 soluzioni:

se è un tirocinio curriculare compilare il numero 1 indicando i crediti che devono essere acquisiti e mettere un flag su "Final Report".

Se è un tirocinio post laurea compilare il nr. 3 e quindi mettere un flag su NO sui crediti da acquisire.

Per quanto riguarda i PhD compilare invece il numero 2 indicando se ci sono crediti da acquisire.

**mettere un flag su SI per tutte le domande

Table C - Receiving Organisation/Enterprise*

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the 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 ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	
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.	

*questa tabella deve essere compilata dall'Istituto Ospitante

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).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person at the Sending Institution**					
Supervisor at the Receiving Organisation					

*indicare il nome del tutor del tirocinio