|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
| **CANCELLARE LE SCRITTE IN GIALLO! GRAZIE** | **CANCELLARE LE SCRITTE IN GIALLO! GRAZIE** |  |  |  |  | **Scegliere uno tra i settori di studio (e cancellare gli altri):** **0011 Basic programmes and qualifications** **0021 Literacy and numeracy** **0031 Personal skills and development** **0111 Education science****0112 Training for pre-school teachers** **0113 Teacher training without subject specialization** **0114 Teacher training with subject specialization** **0211 Audio-visual techniques and media production** **0215 Music and performing arts****0221 Religion and theology** **0222 History and archaeology** **0223 Philosophy and ethics** **0231 Language acquisition** **0232 Literature and linguistics** **0311 Economics** **0312 Political sciences and civics** **0313 Psychology** **0314 Sociology and cultural studies** **0321 Journalism and reporting** **0322 Library, information and archival studies** **0411 Accounting and taxation** **0412 Finance, banking and insurance** **0413 Management and administration** **0414 Marketing and advertising** **0415 Secretarial and office work** **0416 Wholesale and retail sales** **0417 Work skills** **0421 Law** **0921 Care of the elderly and of disabled adult** **0922 Child care and youth services** **0923 Social work and counselling** **1015 Travel, tourism and leisure** |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| **UNIVERSITY OF MACERATA** | **LASCIARE IL PROPRIO DIPARTIMENTO (e cancellare gli altri):****Dipartimento di Economia e diritto****Dipartimento di Giurisprudenza****Dipartimento di Scienze della formazione, dei beni culturali e del turismo****Dipartimento di Scienze politiche, della comunicazione e delle relazioni internazionali****Dipartimento di Studi umanistici - lingue, mediazione, storia, lettere, filosofia** | **IMACERAT01** | **International Relations Office****Via della Pescheria Vecchia,8****62100 – MACERATA**  | **ITALY** | **Anna Bittarelli****anna.bittarelli@unimc.it****0039 0733 258 6067** |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-6) name; position; e-mail; phone** | **Mentor[[7]](#endnote-7) name; position;****e-mail; phone** |
|  |  |  |  | [ ]  < 250 employees[ ]  > 250 employees |  |  |
|  | **SECTOR** | **PIC NUMBER (IF ANY)** | **VAT NUMBER****(IF ANY)** |  |  |  |  |
|  | **LASCIARE UNO TRA I SEGUENTI (e cancellare gli altri):** **SECTION A : AGRICULTURE, HUNTING AND FORESTRY****SECTION B : FISHING****SECTION C : MINING AND QUARRYING****SUBSECTION CA : MINING AND QUARRYING OF ENERGY PRODUCING MATERIALS****SUBSECTION CB : MINING AND QUARRYING, EXCEPT OF ENERGY PRODUCING MATERIALS****SECTION D : MANUFACTURING SUBSECTION****SUBSECTION DA : MANUFACTURE OF FOOD PRODUCTS, BEVERAGES AND TOBACCO****SUBSECTION DB : MANUFACTURE OF TEXTILES AND TEXTILE PRODUCTS****SUBSECTION DC : MANUFACTURE OF LEATHER AND LEATHER PRODUCTS****SUBSECTION DD : MANUFACTURE OF WOOD AND WOOD PRODUCTS****SECTION E : ELECTRICITY, GAS AND WATER SUPPLY****SECTION F : CONSTRUCTION****SECTION G : WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS****SECTION H : HOTELS AND RESTAURANTS****SECTION I : TRANSPORT, STORAGE AND COMMUNICATION****SECTION J : FINANCIAL INTERMEDIATION****SECTION K : REAL ESTATE, RENTING AND BUSINESS ACTIVITIES****SECTION L : PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY****SECTION M : EDUCATION****SECTION N : HEALTH AND SOCIAL WORK****SECTION O : OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES****SECTION P : PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS****SECTION Q : EXTRA-TERRITORIAL ORGANIZATIONS AND BODIES**  |  |  |  |  |  |  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [day/month/year] …………………. to [day/month/year] ………………………** |
| **Traineeship title: …………** | **Number of working hours per week: ………..** |
| **Detailed programme of the traineeship:** |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** |
| **Monitoring plan:****The trainee will be monitored during the traineeship by both the sending institution and the receiving organization/enterprise. If the student or the hosting company does not respect what is stated in this Agreement, both the trainee and the receiving organization can contact the sending institution University of Macerata any time during the traineeship, to point out and solve any upcoming problems.**  |
| **Evaluation plan:****These traineeship assessment criteria will apply:**1. **Performance: Business Awareness Working method, Planning skills, Prioritizing skills:**
2. **Attitude towards work: Professionalism/ Responsibility, Involvement/ Enthusiasm/ Integrity, Speed of working**
3. **Social / Communication skills: Integration with staff, relationships with stakeholders, adaptation to organization rules.**
4. **Underlying competencies: Flexibility, creativity, ability to handle work pressure and conflicts.**
5. **Language skills acquired in workplace language(s)**
 |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[8]](#endnote-8)** 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* [ ]  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[9]](#endnote-9)****CANCELLARE IL PRIMO, IL SECONDO O IL TERZO BOX A SECONDA SE LO STUDENTE DOVRA CONVALIDARE O NO DEI CFU PER IL PROPRIO PIANO DI STUDI.** **DEVONO LASCIARE IL PRIMO RIQUADRO “EMBEDDED IN THE CURRICULUM” GLI STUDENTI CHE POSSONO FARE LA CONVALIDA dei CFU nel PIANO DI STUDI, ANCHE SE SARANNO TUTTI CFU “IN ESUBERO” (SOLO PER STUDENTI CHE SI ISCRIVONO ALL’A.A. 19/20)****DEVONO LASCIARE IL SECONDO RIQUADRO “VOLUNTARY TRAINEESHIP” GLI STUDENTI CHE NON POTRANNO FARE LA CONVALIDA DEI CFU nel PIANO DI STUDI (PERCHE NON ISCRITTI E/O LAUREANDI E/O CHE SVOLGERANNO IL TRAINEESHIP A CAVALLO O DOPO LA LAUREA).****DEVONO LASCIARE “RECENT GRADUATE” COLORO CHE SVOLGERANNO IL TIROCINIO DOPO LA LAUREA (NEANCHE COSTORO CONVALIDERANNO IL TRAINEESHIP NEL PIANO DI STUDI POICHE HANNO GIA CONSEGUITO IL TITOLO).** **CANCELLARE ANCHE QUESTA SPIEGAZIONE IN GIALLO** 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award up to 12 ECTS credits (or equivalent)[[10]](#endnote-10) | Give a grade based on: Traineeship certificate [x]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent), only if the student is enrolled in their studies.  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [x]  No [ ]  |

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

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [x]   |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes [ ]  No [x]   | 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 [x]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). Yes [ ]  No [x]  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [x]  No [ ]   |

1. 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 [x]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [x]  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 [x]  No [ ]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [x]  No [ ]  - accidents on the way to work and back from work: Yes [x]  No [ ]  |
| Data regarding accident insurance provided by the Sending Institution: **INSURANCE POLICY: Cumulative accident policy at Vittoria Assicurazioni SpA, Milan – n. F50.025.0000911955, in force from 01/05/2017 to 28/02/2020****INAIL State coverage for Accidents at work accomplished according to articles 4 and 119 of the Consolidated Law 1124/1965 (no deadline)** |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [x]  No [ ]  |
| Data regarding liability insurance provided by the Sending Institution: **THIRD PARTIES LIABILITY: POLIZZA R.C.T./R.C.O. at QBE Insurance (EUROPE) LTD, Londra (UK) with representation for Italy in Milan – n.  0600000156, in force from 01/05/2017 to 28/02/2020.** |

 |
| ***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. |

 |
| 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 and Surname** | **Email** | **Position** | **Date** | **Signature and Stamp** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[11]](#endnote-11) at the Sending Institution | **TROVARE IL NOME DEL PROPRIO COORDINATORE ERASMUS e contatti mail in :** [**http://iro.unimc.it/it/internazionale/coordinatori-erasmus-di-dipartimento**](http://iro.unimc.it/it/internazionale/coordinatori-erasmus-di-dipartimento) |  **TROVARE IL NOME DEL PROPRIO COORDINATORE ERASMUS e contatti mail in :** [**http://iro.unimc.it/it/internazionale/coordinatori-erasmus-di-dipartimento**](http://iro.unimc.it/it/internazionale/coordinatori-erasmus-di-dipartimento) | *Erasmus Departmental Coordinator* |   |  |
| Supervisor[[12]](#endnote-12) at the Receiving Organisation |   |   |   |   |  |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) 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. [↑](#endnote-ref-3)
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. [↑](#endnote-ref-4)
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. [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
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. [↑](#endnote-ref-7)
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> [↑](#endnote-ref-8)
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. [↑](#endnote-ref-9)
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 weblink to an explanation to the system should be added. [↑](#endnote-ref-10)
11. **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. [↑](#endnote-ref-11)
12. **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. [↑](#endnote-ref-12)