

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name(s):	First name(s):	
Date of birth:	Nationality ¹ :	Sex : <input type="checkbox"/> M <input type="checkbox"/> F
Academic year 2014/2015	ID N° (matricola):	
Study cycle: ²	Subject area:	
ISCED Code ³ :		
Phone:	E-mail:	

The Sending Institution

Name : UNIVERSITY OF MACERATA	Dept: International Office, via Pescheria Vecchia
Erasmus code: IT MACERAT 01	IT-62100 Macerata
Address: Piaggia della Torre, 8	Country: ITALY
62100 Macerata (Italy)	Country code: IT
Contact person ⁴	Contact person E-mail laura.concetti@unimc.it
name : Laura Concetti	phone+39 0733 258 6067- fax +39 0733 258 6039

The Receiving Organisation/Enterprise

Name:	Department:
Sector ⁵ :	
Address:	Country:
Website:	Size of enterprise ⁶ :

¹ Country to which the person belongs administratively and that issues the ID card and/or passport.

² 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) - specify the latest study cycle for recent graduates.

³ Please refer to the ISCED 2013 subject field that is closest to the subject of the degree to be awarded to the trainee by the sending institution. For the list of detailed subject fields, see:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>.

⁴ A person who can provide administrative information within the framework of Erasmus traineeships.

⁵ For the list of top-level NACE sector codes, see :

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁶ For instance: 1-50 / 51-500 / more than 500 employees.

Contact person ⁷ name / position	Contact person e-mail / phone
Mentor ⁸ name / position	Mentor e-mail / phone

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned dates of the start and end of the mobility period:
from [day/month/year] till [day/month/year]

Number of working hours per week:

Traineeship title:

Detailed programme of the traineeship period, including tasks/deliverables and associated timing to be carried out by the trainee:

⁷ A person who can provide administrative information within the framework of Erasmus traineeships.

⁸ 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.

Knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes):

Monitoring plan *[describing how/when the trainee will be monitored during his / her traineeship by both the sending institution and the receiving organisation / enterprise. Specify the number of supervision hours. Specify if a third party is also involved, such as a higher education institution in the receiving country, and if yes, specify the contact details of the person in charge.]*

The Erasmus + Traineeship experience will be monitored by the sending institution (University of Macerata, Italy) through a **monthly report** that the student will submit to Project Manager (**Training Diary**) for a total of 3 supervision hours per month. Through such reports, the University will be able to know how the Traineeship is proceeding, if / how this Learning Agreement for Traineeships is being put into effect and/or fully accomplished, and will monitor the overall quality of the experience. The supervision of the traineeship will be performed by the receiving organization / enterprise for a total of 3 supervision hours per month. No third parties involved.

Evaluation plan *[describing the assessment criteria to be used to evaluate the traineeship period.]*

The traineeship period assessment criteria to be used are as follows:

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)

Language competence of the trainee

The level of language competence⁹ in [*workplace language*] that the trainee already has or agrees to acquire by the start of the mobility period (for the above-mentioned dates) is:

- A1 (Beginners) A2 (Pre-intermediate) B1 (Intermediate)
 B2 (Upper-intermediate) C1 (Advanced) C2 (Proficiency)

The sending institution

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

- **IF** The traineeship is embedded in the curriculum, upon satisfactory completion of the traineeship, the institution undertakes to, according to the student's individual course of studies):
- Award up to 12 ECTS credits (+2 as an "added value").
 - Give a grade based on: Traineeship certificate Final report Interview
 - Record the traineeship in the trainee's Transcript of Records (only if the student is still in his/her studies).
 - Record the traineeship in the trainee's Europass Mobility Document Yes No
- **IF** The traineeship is voluntary, upon satisfactory completion of the traineeship, the institution undertakes to:
- Award ECTS credits: Yes No but only if the student is still in his/her studies. If yes, please indicate the number of ECTS credits: 12 (+2 as an "added value")
 - Give a grade: Yes No
 - Record the traineeship in the trainee's Transcript of Records Yes No but only if the student is still in his/her studies.
 - Record the traineeship in the trainee's Europass Mobility Document Yes No (If the trainee is a recent graduate this is recommended).
- Is the trainee covered by the accident insurance provided by the sending institution (covering at least damages caused to the trainee at the workplace)? Yes No
- **Accidents at work: INAIL policy for Accidents at work: accomplished according to articles 4 and 119 of the Consolidated Law 1124/1965.**
- Is the trainee covered by a liability insurance provided by the sending institution (covering damages caused by the trainee at the workplace)? Yes No
- **Third Parties Liability: Policy n. ITCANB16118 issued by ACE European Group Ltd., exp. 31/12/2015.**

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

The receiving organisation/enterprise

- 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 (covering at least damages caused to the trainee at the workplace)? Yes No
 - If yes, please specify if it also covers:
 - accidents during travels made for work purposes: Yes No
 - accidents on the way to work and back from work: Yes No
 - If not, please specify whereas **the trainee is covered by an accident insurance provided by the sending institution**: Yes No
 - If yes, please specify if it also 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 (covering damages caused by the trainee at the workplace)? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee. Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate to the trainee [*corresponding to the form in the section **After the Mobility** which needs to be filled in the present document and can additionally be issued independently.*]

II. RESPONSIBLE PERSONS**Responsible person¹⁰ in the SENDING INSTITUTION:**

Name: Prof.

Function: Erasmus Departmental Coordinator

Phone number:

E-mail:

Responsible person¹¹ in the RECEIVING ORGANISATION/ ENTERPRISE (supervisor):

Name:

Function:

Phone number:

E-mail:

¹⁰ The responsible person in the sending organisation is responsible for signing the Learning Agreement and recognising the credits and associated learning outcomes as set out in the Learning Agreement.

¹¹ The responsible person in the receiving organisation (supervisor) is responsible for signing the Learning Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate.

III. COMMITMENT OF THE THREE PARTIES

By signing¹² this document, the trainee, the sending institution and the receiving organisation/enterprise 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 organisation/enterprise will communicate to the sending institution any problem or changes regarding the mobility period.

The trainee

Trainee's signature

Date:

(either original, scanned or digital)

The sending institutionResponsible person's signature
(*Erasmus Departmental Coordinator*)

Date:

(either original, scanned or digital)

The receiving organisation/enterprise

Responsible person's signature

Date:

(either original, scanned or digital)

¹² Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.