Guida alla compilazione del il Learning Agreement DEFINITIVO

Bando di Mobilità
Erasmus+ per Traineeship
OUTGOING STUDENTS

COMPILAZIONE DEL LEARNING AGREEMENT

Una volta ammesso in graduatoria e aver accettato la sede, dovrai contattare il referente dell'azienda per stabilire il periodo di mobilità e i contenuti dell'attività, in modo da poter procedere alla compilazione del Learning Agreement Definitivo.

Nel caso di **sede generica**, il referente dell'azienda può chiedere di visionare il tuo cv e portfolio e di fissare un colloquio online, prima di accettare definitivamente la tua mobilità.

LEARNING AGREEMENT DEFINITIVO

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015

Erasmus+

Higher Education
Learning Agreement for
Traineeships

Student's name
Academic Year 20.../20...

Camilla Perrone; archint@unifi.it

Trainee	Last name(s)	First name(s)	Date of birth	Nationality[1]	Sex [M/F]	Study cycle[2]	Field of education[3]

DATI STUDENTE

Sending Institution	Name	Faculty/ Department	Erasmus code[4] (if applicable)	Address	Country	Contact person name[5]; email; phone	
	University of Florence	Architecture	I FIRENZE01	Via della Mattonaia 8, FI Italy		Camilla Perrone ; archint@unifi.it	

DATI UFFICIO REL. INT.

Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person[6] name; position; e-mail; phone	Mentor[7] name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees		

DATI AZIENDA

Before the mobility

TABELLA A

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

PERIODO DELLA MOBILITA'

Traineeship title: ... *	Number of working hours per week: ...

Detailed programme of the traineeship:
*

DESCRIZIONE DELLA ATTIVITA' CONCORDATA CON L'AZIENDA*

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
*

Monitoring plan:
*

Evaluation plan:
*

The level of language competence[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* ☐

LIVELLO DI CONOSCENZA LINGUISTICA DICHIARATO

3. LEARNING AGREEMENT DEFINITIVO

TABELLA B

Table B - Sending Institution
Please use only one of the following three boxes: [9]

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

Award ....ECTS credits (or equivalent)[10]	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 *(highly recommended)*: 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 ☐	

SE TIROCINIO CURRICULARE, COMPILARE IL **PUNTO 1 «embedded in the curriculum»** e inserire i CFU (ECTS) corrispondenti

SE TIROCINIO EXTRA-CURRICULARE e VOLONTARIO, SCEGLIERE L' **OPZIONE 2**

3. LEARNING AGREEMENT DEFINITIVO

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Award ....ECTS credits (or equivalent)[10]	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 *(highly recommended)*: 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 ☐	

SE TIROCINIO
POST LAUREA,
COMPILARE IL **PUNTO 3**
«recent graduate».

Università degli Studi
FIRENZE

Scuola di
Architettura
DIDA
Dipartimento di Architettura

2. LEARNING AGREEMENT DEFINITIVO

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Please use only one of the following three boxes: [9]

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

Award ....ECTS credits (or equivalent)[10]	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 *(highly recommended)*: 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 ☐	

ASPETTI ASSICURATIVI UNIFI

LEARNING AGREEMENT DEFINITIVO

TABELLA C

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	Email	Position	Date	Signature
Trainee			*Trainee*		
Responsible person[11] at the Sending Institution					
Supervisor[12] at the Receiving Organisation	Camilla Perrone	archint@unifi.it	Erasmus Delegate		

Sezione che deve essere compilata dall'azienda

DATI E FIRMA STUDENTE
DATI E FIRMA UFFICIO ARCHINT
DATI E FIRMA AZIENDA

COMPILAZIONE DEL LEARNING AGREEMENT

Il Learning Agreement dovrà essere inviato **completo di tutte le firme** ad archint@unifi.it, **prima di firmare il contratto di mobilità** ricevuto dall'Ufficio Centrale di Ateneo e, dunque, prima di iniziare la mobilità.