

BANDO ERASMUS TRAINEESHIP – ERASMUS TRAINEESHIP CALL

GUIDA ALLA COMPILAZIONE DEL LEARNING AGREEMENT – LEARNING AGREEMENT COMPILATION GUIDE

Informazioni preliminari/*preliminary information:*

- ✓ **Chi deve consegnare il Learning Agreement for Traineeship (LAT) al momento della presentazione della candidatura? *Who must attach the Learning Agreement for Traineeship (LAT) during the application stage?***

Solo gli studenti che si candidano per una mobilità individuale sono tenuti ad allegare il Learning Agreement in fase di candidatura. Nel caso in cui ci si candidi per una mobilità strutturata, il Learning Agreement deve essere consegnato all'Ufficio mobilità e relazioni internazionali solo in seguito alle selezioni e in caso di ottenimento della borsa o dell'idoneità a svolgere il tirocinio/ *Only students who are applying for an individual mobility are required to attach the LAT when submitting the application. Students who are applying for a structured mobility are required to provide the LAT duly signed by all parties to the Mobility and International relations Office after the selections in case they are selected.*

- ✓ **Chi deve firmare il Learning Agreement? *Who has to sign the Learning Agreement?***

In fase di candidatura il Learning Agreement va firmato esclusivamente dallo studente e dal referente (tutor/supervisor) della sede ospitante. In seguito all'espletamento delle selezioni e in caso di approvazione del programma di tirocinio da parte della Commissione di dipartimento, il LA sarà sottoscritto anche dal Delegato Erasmus di dipartimento. Una versione completa di tutte le firme va trasmessa all'Ufficio Mobilità e relazioni internazionali in seguito alla pubblicazione della graduatoria definitiva. *In order to submit the application, the Learning Agreement must be signed by the student and by the supervisor at the receiving institution only. In case the application is approved by the Erasmus department commission, the LAT must be signed for approval by the department Erasmus Delegate as well. A version of the document duly signed by all parties must be sent to the Mobility and International relations Office at the end of the selection process (after the final list of selected students is made available online).*

Compilazione del documento/*How to fill in the document*

Informazioni di contatto/*contact details:*

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	University of Sassari		I SASSARI01	Piazza Università, 21	Italy		
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

- **Trainee:** inserire le informazioni generali dello studente, leggendo attentamente le note riportate in calce nel Learning Agreement/ *Add the details of the student, according to the footnotes of the Learning Agreement;*
- **Sending Institution:** nel box Contact person inserire nome e contatti del referente/delegato Erasmus di dipartimento (vedere l'allegato al bando "elenco referenti"); *the contact person box should include the contact details of the Erasmus department Delegate/Administrative staff*
- **Receiving Organisation/Enterprise:** inserire nei rispettivi box il nome dell'ente/impresa/università ospitante (name), il dipartimento nel caso di università (department), l'indirizzo fisico della sede (specificando anche la città), l'indirizzo web (address;website), il Paese (country); le dimensioni dell'ente ospitante; nome e contatti **di un referente e del tutor presso la sede ospitante (vedere le note presenti nel Learning Agreement);** *add in the relevant fields the name of the receiving institution, the department, if the case, the address of the host institution (address, city), the website and the host Country, the size of the host institution and the contacts of the supervisor/tutor at the receiving organisation (see footnotes in the Learning Agreement).*

Programma di lavoro/Traineeship programme:

Before the mobility	
<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the physical component: from [month/year] to [month/year]	
If applicable, planned period of the virtual component: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills ⁸ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 ⁹ 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

La tabella A della sezione *Before the mobility* deve riportare il programma dettagliato del tirocinio, le conoscenze e competenze che si prevede di acquisire, il piano di monitoraggio e di valutazione previsti dalla sede ospitante. Si prega di prestare molta attenzione nella descrizione del programma di tirocinio, in quanto costituisce il principale elemento di valutazione da parte della Commissione Erasmus di dipartimento. Il programma deve essere concordato con i referenti della sede ospitante. *Table A of the Learning Agreement must include the detailed traineeship programme, the knowledge and skills to be acquired, the monitoring and evaluation plan foreseen. Describe the traineeship programme very carefully as it is relevant for the selection process.*

Il tirocinante dovrà, inoltre specificare le date della mobilità fisica e le date della eventuale mobilità virtuale, se prevista. *The trainee must also include the exact period of the mobility abroad as well as the period of the virtual mobility, if the case.*

Specificare se tratta di tirocini finalizzati all'acquisizione delle digital skills (vedere elenco all'art.7, comma 7 del bando). *Please, specify if the traineeship is aimed at acquire specific digital skills (see list of digital skill on art. 7, par. 7 of the Call).*

Conoscenze linguistiche/language skills:

The level of language competence⁸ 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 linguistica richiesto dalla sede ospitante per lo svolgimento della mobilità. E' consigliabile avere almeno un livello B1 nella lingua del Paese di destinazione o nella lingua di lavoro, per poter svolgere proficuamente il tirocinio. *Specify the level of language proficiency required by the host institution. A b1 language level in the language of the host country or in the language of work is recommended.*

Tabella B/Table 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 <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Selezionare una delle seguenti tipologie di tirocinio/ one of the following options must be selected:

- **Embedded in the curriculum:** selezionare questa opzione nel caso in cui si svolga un tirocinio curriculare obbligatori, previsti dal proprio piano di studi. Specificare il numero di CFU che saranno riconosciuti/ *Select this option in case of traineeship included in the study plan. Add the number of ECTS that will be recognised after the mobility.*
- **voluntary:** selezionare questa opzione nel caso di tirocini non obbligatori e rientranti nella tipologia delle attività a scelta, crediti liberi, etc. Aggiungere il numero di CFU che saranno riconosciuti/*Select this option in case the traineeship is not a compulsory activity included in the study plan (such as free choice activity, etc.). Add the number of ECTS that will be recognised.*
- **carried out by a recent graduate:** selezionare questa opzione nel caso di tirocini da svolgere dopo il conseguimento del titolo/ *Select this option in case the traineeship will be carried out after the graduation.*

Nei primi due casi (tirocini obbligatori o volontari) è necessario indicare il numero di crediti previsti per il riconoscimento delle attività di tirocinio (verificare tale informazione con i referenti di dipartimento)/ *If one of the first two options applies, it is necessary to specify the number of ECTS to be recognised (check this information with the Erasmus staff at your department);*

Barrare **NO** alla voce Record the traineeship in the trainee's Europass Mobility / *Select NO for this option*
Barrare **NO** alla voce Record the traineeship in the trainee's Transcript of Records/*Select NO for this option*

Assicurazione/Insurance

Barre **SI** per tutte le voci

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 <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

The receiving organisation

La compilazione di tale sezione è a cura di un referente della sede ospitante/ *TO be filled in by the receiving organisation*

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
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.	

Firme/Signatures

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

Il documento deve essere firmato dal candidato (trainee) e da un responsabile presso la sede ospitante (Supervisor at the receiving Organisation). In caso di approvazione del progetto da parte della Commissione Erasmus, il Delegato di dipartimento dovrà apporre la propria firma alla voce Responsible person at the Sending Institution. *The document has to be signed by the supervisor at the receiving institution and by the student. In case the application is selected, the document must be signed by the Erasmus Department Delegate as well.*

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