

Learning Agreement
Student in traineeship

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	Mentor ^[7] name; position; e-mail; phone
	University of Rome Tor Vergata				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
					Number of employees engaged with no time limit: ...		

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the traineeship: 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:	
Evaluation plan (select one or more items from the following): <ul style="list-style-type: none"> - Professional competences and skills acquisition and improvement - Foreign language improvement - Personal and professional development - Research results if it's the case - Guidance for future career 	

Table B - Sending Institution

Please use only one of the following three boxes: **[8]**

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

Award ECTS credits (or equivalent) ^[9]	Give a grade based on: Traineeship certificate [] Final report [] Interview []
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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 [] (if requested by the Trainee) 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 [] (if requested by the Trainee) 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:

issue a final certificate: Yes [] (if requested by the Trainee) 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 []

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

- INAIL insurance coverage for job injuries

- Insurance coverage for job injuries UNIPOL SAI n. 77/149949019

- Civil liability UNIPOL SAI n. 65/149948891

The aforementioned policies are valid only during the traineeship activity.

The aforementioned insurance policies do not include the coverage of risks related to the activity of medical professions and of health structures. Therefore students enrolled to any medical degree programmes will be responsible for finding autonomously these insurances.

Health care abroad is guaranteed by the European Health Insurance Card TEAM issued by the competent Ulss.

At page http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Support%20specific%20details specific details for each country are provided; for getting more insurance coverage please contact the competent Ulss or your insurance company.

Please note that the coverage of the European Health Insurance Card or of a private insurance may not be sufficient, especially in case of repatriation and / or of specific medical intervention. In this case, a supplementary private insurance could be useful.

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 host company follows its national regulations concerning traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ^[10] at the Sending Institution	CdL/Dipartimento		Presidente CdL/Direttore		
Supervisor ^[11] at the Receiving Organisation					

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- [1] **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- [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).
- [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.
- [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.
- [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.
- [6] **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- [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.
- [8] **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.
- [9] **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.
- [10] **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.
- [11] **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.