Allegato B

Learning Agreement for Traineeships/Thesis

Student's name
Academic Year
Registration Number
(matricola)

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Department</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Receiving Organisation/Enterprise</th>
<th>Name</th>
<th>Department</th>
<th>Address; website</th>
<th>Country</th>
<th>Size</th>
<th>Contact person name; position; e-mail; phone</th>
<th>Mentor name; position; e-mail; phone</th>
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Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

The level of language competence 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:

1. The traineeship is embedded in the curriculum 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 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 ☐
### Table C - Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Receiving Organisation/Enterprise will provide financial support to the</td>
<td></td>
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<tr>
<td>trainee for the traineeship: Yes ☐ No ☐ If yes, amount (EUR/month):.........</td>
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<tr>
<td>The Receiving Organisation/Enterprise will provide a contribution in kind to</td>
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<tr>
<td>the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: .......</td>
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<tr>
<td>The Receiving Organisation/Enterprise will provide an accident insurance to</td>
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<tr>
<td>the trainee (if not provided by the Sending Institution): Yes ☐ No ☐ The</td>
<td></td>
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<tr>
<td>accident insurance covers:</td>
<td></td>
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<td></td>
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<tr>
<td>- accidents during travels made for work purposes: Yes ☐ No ☐</td>
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<tr>
<td>- accidents on the way to work and back from work: Yes ☐ No ☐</td>
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</tr>
<tr>
<td>The Receiving Organisation/Enterprise will provide a liability insurance to</td>
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<tr>
<td>the trainee (if not provided by the Sending Institution): Yes ☐ No ☐</td>
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<tr>
<td>The Receiving Organisation/Enterprise will provide appropriate support and</td>
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<td>equipment to the trainee.</td>
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<tr>
<td>Upon completion of the traineeship, the Organisation/Enterprise undertakes</td>
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<tr>
<td>to issue a Traineeship Certificate within 5 weeks after the end of the</td>
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<tr>
<td>traineeship.</td>
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</tbody>
</table>

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.
## Learning Agreement for Traineeships/Thesis

### During the Mobility

#### Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Traineeship title: ...</th>
<th>Number of working hours per week: ...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Detailed programme of the traineeship period:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Monitoring plan:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Evaluation plan:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature for approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td></td>
<td></td>
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<tr>
<td>Responsible person at the Sending Institution:</td>
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<tr>
<td>Responsible person at the Receiving Institution:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the trainee:</td>
<td>…………</td>
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<td>---------------------</td>
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<td></td>
</tr>
<tr>
<td>Name of the Receiving Organisation/Enterprise:</td>
<td>…………</td>
<td></td>
</tr>
<tr>
<td>Sector of the Receiving Organisation/Enterprise:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start date and end date of traineeship: from [day/month/year] ………………… to [day/month/year] …………………</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traineeship title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detailed programme of the traineeship period including tasks carried out by the trainee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</td>
<td></td>
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<tr>
<td>Evaluation of the trainee:</td>
<td></td>
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<tr>
<td>Date:</td>
<td></td>
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<tr>
<td>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</td>
<td></td>
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<tr>
<td>Number of curricular ECTS credits to be recognised</td>
<td>Number of extra-curricular ECTS credits to be recognised</td>
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<tr>
<td>Date:</td>
<td></td>
<td></td>
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<tr>
<td>Name and signature of the Responsible person at the Sending Institution:</td>
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</tbody>
</table>