**Learning Agreement**

**Student Mobility for Studies combined with a Traineeship**

**Between Programme and Partner Countries**

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| **Student** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[1]](#endnote-2)** | **Sex [M/F]** | **Study cycle[[2]](#endnote-3)** | **Field of education[[3]](#endnote-4)** |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**  | **Address** | **Country** | **Contact person name[[4]](#endnote-5) email; phone** |
| Università degli Studi Internazionali di Roma - UNINT |  | I ROMA20 | Via Cristoforo Colombo 200,Rome, 00174 | Italy | Roberta Brottointernational@unint.eu+39/06/510.777.249 |
| **Receiving Institution**  | **Name** | **Faculty/ Department** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  | Albania |  |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[5]](#endnote-6) name; position; e-mail; phone** | **Mentor[[6]](#endnote-7) name; position;****e-mail; phone** |
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**Before the mobility**

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| ***Table A- Study Programme at the Receiving Institution***Planned period of the mobility: from [month/year] ……………. to [month/year] …………… |
| **Component[[7]](#endnote-8) code**(if any) | **Component title at the Receiving Institution**(as indicated in the course catalogue[[8]](#endnote-9)) | **Semester**  | **Number of ECTS credits (or equivalent)[[9]](#endnote-10) awarded upon successful completion** |
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|  |  |  | **Total: …** |

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| ***Table A - Traineeship Programme at the Receiving Organisation*** **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** |
| **Traineeship title:**  |
| **Number of working hours per week:**  | **Traineeship in digital skills:**  |
| **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[[10]](#endnote-11)**  in \_\_\_\_\_\_\_\_ [*indicate here the main language of instruction and 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* [ ]  |

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|    | ***Table B- Commitment of the Sending Institution before the mobility regarding recognition*** **Recognition based on Study Programme** |
|  | **Component code** (if any) | **Component title at the Sending Institution**(as indicated in the course catalogue) | **Semester**  | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution** |
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|   |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]* |
| **Recognition linked to the Traineeship Programme**The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

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| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   |  If yes, please indicate the number of credits: 5 |
| 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 [ ] Diploma Supplement (mandatory if sending institution in EHEA) Yes [ ]  No [ ] Europass Mobility Document: Yes [ ]  No [ ]   |

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| ***Table B - Commitment of the Programme Country Institution regarding*** **Accident insurance for the trainee**

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| The Programme Country Institution will provide accident insurance to the trainee (if not provided by the Receiving Organisation): Yes [ ]  No [ ]   | The accident insurance covers: - accidents during work-related travel: Yes [ ]  No [ ]  - accidents on the way to work or from work: Yes [ ]  No [ ]  |
| The Programme Country Institution will provide liability insurance to the trainee (if not provided by the Receiving Organisation): Yes [ ]  No [x]  |

iiiii |

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| ***Table C - Receiving Organisation***

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| The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes [ ]  No [ ]   | If yes, amount (EUR/month): |
| The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes [x]  No [ ]  If yes, please specify: Certificate of Appreciation |
| The Receiving Organisation will provide accident insurance to the trainee (if not provided by the Programme Country Institution): Yes [ ]  No [ ]   | The accident insurance covers: - accidents during work-related travel: Yes [ ]  No [ ]  - accidents on the way to or from work: Yes [ ]  No [ ]  |
| The Receiving Organisation will provide liability insurance to the trainee (if not provided by the Programme Country Institution): Yes [ ]  No [ ]  |
| The Receiving Organisation will provide appropriate support and equipment to the trainee.  |
| Upon completion of the traineeship, the Organisation undertakes to issue a Traineeship Certificate within 4 weeks after the end of the traineeship |

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| ***Commitment:***By signing this document, the student, the Programme Country Institution, the Receiving Organisation and the Partner Country Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student, the Receiving Institution and the Receiving Organisation will communicate to the Sending Institution any problems or changes regarding the programme abroad, responsible persons and/or planned period of mobility.The Programme Country Institution and the trainee also commit to what is set out in the Erasmus+ grant agreement. The Programme Country Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships and the Partner Country Institution commits to respect the principles agreed in the inter-institutional agreement for institutions located in Partner Countries. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  |  |  |  |
| Responsible person[[11]](#endnote-12) at the Programme Country Institution | Prof. Luciano Nieddu | l.nieddu@unint.eu | Rector’s Delegate for the International Relations and Mobility Office |  |  |
| Responsible person at the Partner Country Institution |  |  |  |  |  |
| Supervisor[[12]](#endnote-13) at the Receiving Organisation |  |  |  |  |  |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-2)
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). [↑](#endnote-ref-3)
3. **Field of education:** The ISCED-F 2013 search tool 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. [↑](#endnote-ref-4)
4. **Contact person at the Programme/ Partner Country 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. [↑](#endnote-ref-5)
5. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. The contact person may act as well as supervisor who is the person responsible for signing the Learning Agreement [↑](#endnote-ref-6)
6. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the contact person and the supervisor. [↑](#endnote-ref-7)
7. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-8)
8. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-9)
9. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. [↑](#endnote-ref-10)
10. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-11)
11. **Responsible person at the Programme/Partner Country 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. [↑](#endnote-ref-12)
12. **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. [↑](#endnote-ref-13)