



Erasmus+

LEARNING AGREEMENT FOR TRAINEESHIPS

Trainee

Last name(s)		First name(s)	
Date of birth		Nationality ¹	Italian
Sex [M/F]		Academic year	20.. /20...
Study cycle ²		Subject area, Code ³	0215
Phone	+39	E-mail	

Sending institution

Name	Istituto Superiore di Studi Musicali "Arturo Toscanini"		
Erasmus code ¹ (if applicable)	I AGRIGEN02	Faculty/Department	Erasmus Office
Address	Corso Umberto I n. 359, 92016 Ribera AG	Country/ Country code ²	IT
Contact person name and position	Mariangela Longo, Erasmus Coordinator	Contact person e-mail / phone	+39 0925 61280

Receiving organization/enterprise

Name			
Erasmus code ³ (if applicable)		Faculty/Department	

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) – for recent graduates, specify latest study cycle.

³The **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.

Address		Country/ Country code ⁴	
Contact person name and position		Contact person e-mail / phone	00
Type of enterprise: NACE code ⁵ (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

BEFORE THE MOBILITY

Table A – Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from to
Number of working hours per week: ...
Traineeship title:
Detailed programme of the traineeship:
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning Outcomes):
Monitoring plan:
Evaluation plan:

The level of Language competence of the trainee The level of language competence ⁶ in English 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"/>

Table B – Sending institution

Please fill only one of the following three boxes⁷:

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

Award – ECTS credits (or equivalent) ⁸	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records.	

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: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of ECTS credits: 3
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 checked="" type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <i>Europass</i> Mobility Document Yes <input type="checkbox"/> No <input type="checkbox"/>	

☐ 3. The traineeship is carried out by a recent graduate and, upon completion of the traineeship, the institution undertakes to:

Award ECTS credits: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of ECTS credits: 3
Record the traineeship in the trainee's <i>Europass</i> Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

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

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 checked="" type="checkbox"/>	If yes, amount in EUR/month:
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by Sending institution) Yes <input type="checkbox"/> No <input checked="" 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 supported by Sending institution)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The receiving organisation/enterprise will provide appropriate equipment and support 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.	

COMMITMENT

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



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Student Mobility for traineeship

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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).

Trainee Trainee's signature	Date:
Sending institution Responsible person's signature	Date:
Receiving Organisation/Enterprise Supervisor at the Receiving Organisation signature	Date:

¹ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

² **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

³ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ The top-level NACE sector codes are available at

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁶ **Level of language competence:** a description of the European Language Levels (CEFR) is available at <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁷ **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.

⁸ **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 web link to an explanation to the system should be added.