

# Higher Education Learning Agreement for Traineeships

<b>Trainee</b>	<b>Last name(s)</b>	<b>First name(s)</b>	<b>Date of birth</b>	<b>Nationality<sup>1</sup></b>	<b>Sex [M/F]</b>	<b>Study cycle<sup>2</sup></b>	<b>Field of education<sup>3</sup></b>
							0212 Fashion, interior and industrial design
<b>Sending Institution</b>	<b>Name</b>	<b>Faculty/Department</b>	<b>Erasmus code<sup>4</sup></b>	<b>Address</b>	<b>Country</b>	<b>Contact person name<sup>5</sup>; email; phone</b>	
	ISIA - Istituto Superiore Industrie Artistiche di Firenze		I FIRENZE 05	Via Pisana 79, 50143 Firenze	ITALY	Prof. Andrea Spatari international@isiadesign.fi.it +39 055 700301	
<b>Receiving Organisation/Enterprise</b>	<b>Name</b>	<b>Department</b>	<b>Address; Country; website</b>	<b>VAT number</b>	<b>Size (number of full time employees)</b>	<b>Contact person<sup>6</sup> name; position; e-mail; phone</b>	<b>Mentor<sup>7</sup> name; position; e-mail; phone</b>

### Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b>	
Planned period of the mobility: from [day/month/year] ..... to [day/month/year] .....	
<b>Traineeship title:</b>	<b>Number of working hours per week:</b>
<b>Detailed programme of the traineeship:</b>	
<b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b>	
<p><b>Monitoring and Evaluation plan:</b></p> <ul style="list-style-type: none"> <li>• Within the first week of the traineeship, the Receiving Organization/Enterprise is committed to provide the Sending Institution a certification of the start date of the traineeship.</li> <li>• At the beginning of the second half of the traineeship, the Receiving Organization/Enterprise is committed to provide the Sending Institution a mid-term report, certifying that the traineeship is being properly carried out by the student and evaluating the results.</li> <li>• At the end of the traineeship, the Receiving Organization/Enterprise is committed to provide the Sending Institution a final report, certifying that the traineeship has been properly carried out by the student and evaluating the results.</li> <li>• The Receiving Organization/Enterprise will produce a certification stating <b>the start and end dates</b> of the traineeship and <b>the total amount of hours</b> carried out by the student.</li> <li>• The TRAINEESHIP CERTIFICATE will be filled by the Receiving Organization/Enterprise at the end of the traineeship.</li> </ul> <p>All the above documents will be printed, stamped and signed by the responsible person in the Receiving Organization/Enterprise. The Receiving Organization/Enterprise is allowed to email scanned copies of the mentioned documents during the traineeship period, providing that the original paper will be shipped to the Sending Institution at the end of the traineeship.</p>	
<p>The level of <b>language competence<sup>8</sup></b> in _____ that the trainee already has or agrees to acquire by the start of the mobility period is:</p> <p style="text-align: center;">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"/></p>	

## Higher Education Learning Agreement for Traineeships

**Table B - Sending Institution**

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

Award 1 academic credit each 25 hour of carried out traineeship, according to the information stated in the Traineeship Certificate or the Final Report.  
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award 1 academic credit each 25 hour of carried out traineeship, according to the information stated in the Traineeship Certificate or the Final Report.  
Record the traineeship in the trainee's Diploma Supplement (or equivalent): 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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the <b>Certificate of traineeship</b> including the duration of the traineeship, the total amount of hours carried out by the student and a detailed program of the activities.	

**Insurance for the trainee**

The Sending Institution will provide an insurance to the trainee (if not provided by the Receiving Organisation/Enterprise). The insurance policy (annex), attached to the document, is part of the present learning agreement for traineeships.	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"/>
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**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.	

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 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).

Commitment	Name	Email	Position	Date	Signature and Stamp
Trainee			<i>Trainee</i>		
Responsible person <sup>9</sup> at the Sending Institution	Prof. Andrea Spatari	international@isiadesign.fi.it	<i>International Relations Coordinator</i>		
Supervisor <sup>10</sup> at the Receiving Organisation					

# Higher Education Learning Agreement for Traineeships

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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **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).
- <sup>3</sup> **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](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.
- <sup>4</sup> **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.
- <sup>5</sup> **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.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **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.
- <sup>8</sup> **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>
- <sup>9</sup> **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.
- <sup>10</sup> **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.