Erasmus + kit
MOBILITA' PER TRAINEESHIP
A.A. 2014/2015

Questo kit è da leggere bene, portalo all’estero!

contiene informazioni importanti e moduli

Se lo perdi chiedi a

Ufficio Erasmus
Accademia di Belle Arti di Bologna
Via Belle Arti, 54 – 40126 Bologna
Tel.: +39 051 422 64 11 (ext for Erasmus office: 210)
erasmus@ababo.it
PRIMA & DURANTE & DOPO
COSA FARE SE HAI VINTO UNA BORSA ERASMUS+ MOBILITA’ TRAINEESHIP

Prima, before, avant, antes, vorher

ACCORDO DI TIROCINIO PER L’ESTERO
(da ora lo chiameremo Learning Agreement for Traineeships, allegato 1):
è un modulo in cui nella sezione BEFORE THE MOBILITY deve essere definito l’accordo
di tirocinio nei suoi contenuti formativi e dal punto di vista organizzativo. Deve
essere firmato dal tutor presso l’ente/azienda/istituzione + dallo studente + dal
Direttore dell’Accademia.

Senza questo accordo, col quale si impegna nel preciso progetto formativo riguardante il
tirocinio e per il suo riconoscimento accademico (di solito preparato da contatti e da
bozze, ad es via mail), non si può partire con la borsa Erasmus+.
Lo hai trovato anche nel Bando come allegato b (era facoltativo in fase di
candidatura/domanda, ma ora no)
Devi consegnarlo o inviarlo completo di tutte le firma via mail all’Ufficio Erasmus prima di
partire. Chiedi all’ufficio Erasmus il formato in doc da compilare

Quanti crediti bisogna ottenere col tirocinio all’estero?
Il tirocinio può essere inserito nel piano di studi dello studente oppure può essere
aggiuntivo. Nel primo caso bisogna indicare i crediti previsti nel proprio piano di studi, nel
secondo caso facendo un calcolo delle ore di lavoro quantificare insieme al docente
referente il numero di crediti che verranno aggiunti fuori piano di studi,
A conclusione dell’esperienza si ottengono i crediti previsti nel Learning Agreement for
Traineeships sottoscritto prima della partenza.

ALLOGGIO: Può essere possibile trovare alloggio nella città dove si trova l’impresa con
l’aiuto del tutor in azienda ma in generale non bisogna contare troppo, la cosa più
semplice è organizzarsi in autonomia cioè mettersi alla ricerca di una stanza in un
appartamento con altri studenti o lavoratori: i contatti personali o internet (siti dedicati)
sono una buona risorsa. Ovviamente l’affitto deve essere pagato da ciascun tirocinante...

SALUTE E ASSICURAZIONE : con la Tessera Europea di Assicurazione Malattia puoi
usufruire gratuitamente delle prestazioni sanitarie durante il periodo di soggiorno all’estero
nei Paesi dell’UE e in quelli appartenenti allo spazio economico UE. Verifica se ce l’hai e
portala con te all’estero. Tramite l’Accademia avrai inoltre copertura assicurativa perché
stai facendo un’attività prevista come studente, e per la Legislazione Italiana sarai anche
assicurato presso l’INAIL (infortunio sul lavoro).
NB: nel caso della Turchia o della Macedonia, Paesi candidati ma non appartenenti
all’Unione Europea occorre definire un’assicurazione equivalente, sia per malattia che per
infortuni nel lavoro.

DATA DI PARTENZA: è da decidere con l’azienda e da indicare nel Learning agreement
per Traineeship. Il periodo minimo del tirocinio Erasmus+ deve essere di 60 giorni, non un
giorno di meno anche ai fini della borsa. Se l’azienda è in ferie, questo periodo non è
un’interruzione, ma non si conteggi in periodo del tirocinio effettivo.

BORSA DI Studio E CONTRATTO: il contratto è da firmare almeno una settimana prima
della partenza presso la segreteria Erasmus, sig.ra Paola Coco. Contattala due settimane
prima perché lo deve predisporre. Verifica che tutto sia in regola con l’iscrizione e le tasse per il 2014-15 e negli anni precedenti! Specifiche informazioni in merito ti saranno date dall’amministrazione nel Memorandum amministrativo (per codice iban di un conto a voi intestato personalmente, etc).

N.B. senza aver firmato il contratto non si riceve la borsa, che verrà accreditata in due tranche 80% all’inizio del soggiorno, 20% al ritorno. Con Erasmus+ la borsa Traineeship è diversa a seconda dei Paesi di destinazione, in rapporto al diverso costo della vita. La tabella ve lo mostra:

<table>
<thead>
<tr>
<th>GRUPPO 1</th>
<th>€480/mese</th>
<th>Austria, Danimarca, Finlandia, Francia, Irlanda, Italia, Lichtenstein, Norvegia, Svezia, Svizzera, Inghilterra.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRUPPO 2</td>
<td>€430/mese</td>
<td>Belgio, Croazia, Repubblica Ceca, Cipro, Germania, Grecia, Islanda, Lussemburgo, Paesi Bassi, Portogallo, Slovenia, Spagna, Turchia.</td>
</tr>
<tr>
<td>GRUPPO 3</td>
<td>€430/mese</td>
<td>Bulgaria, Estonia, Ungheria, Lettonia, Lituania, Malta, Polonia, Romania, Slovacchia, Repubblica di Macedonia.</td>
</tr>
</tbody>
</table>

FOTOTESSERA: portane con te all’estero alcune, ti saranno utili.

CARTA DI CREDITO O BANCOMAT (con possibilità di prelievo all’estero): se non ce l’hai è da fare, serve!

INDIRIZZO E-MAIL: è obbligatorio averlo ben funzionante, comunicare subito eventuali cambiamenti, consultarla spesso, questo per contatti con l’Ufficio Erasmus in modo rapido.

Durante, during, pendant, mientras, während

CERTIFICATO DI ARRIVO (allegato 2): al tuo arrivo fai subito firmare e spedire anche via mail questo certificato (Registration certificate) a Bologna, all’Ufficio Erasmus. Attesta che sei arrivato/a, e solo da quel momento “parte” la tua borsa (l’80% dell’importo totale ti verrà accreditata sul tuo conto da parte dell’Accademia).

EVENTUALI CAMBIAIEMNTI NEL CORSO DI TIROCINIO: solo se si verificano cambiamenti importanti, nel Learning Agreement for Traineeships, allegato 1) devi compilare la sezione DURING THE MOBILITY col quale può essere ri-definito l’accordo di tirocinio nei suoi contenuti formativi e dal punto di vista organizzativo. Deve essere firmato nuovamente dal tutor presso l’ente/azienda/istituzione + dallo studente + dal Direttore dell’Accademia.

MONITORAGGIO: ricorda che alla fine del primo mese e del secondo mese l’ente che ti ospita deve inviare all’ufficio Erasmus una mail in cui si informa brevemente che ci sei e che ti stai impegnando.
CERTIFICAZIONE FINALE: Non dimenticare alla fine del tuo soggiorno, prima di ripartire per Bologna, di fare compilare la parte finale del Learning Agreement for Traineeships, sezione AFTER THE MOBILITY (pag. 6). Deve essere compilato e firmato dal tutor, su carta intestata o con timbro dell'Ente. Controlla che le date o i mesi certificati corrispondano al soggiorno svolto.

Dopo, after, après, después, nachher

PER IL RICONOSCIMENTO DEL TIROCINIO

- domanda di riconoscimento (ALLEGATO 3) completata e sottoscritta
- LEARNING AGREEMENT FOR TRAINEESHIPS: COMPLETO IN TUTTE LE SUE PARTI è da consegnare all'ufficio Erasmus

Tutto questo serve per il riconoscimento accademico della tua esperienza: dovrai fare pervenire tutto all'ufficio Erasmus entro due settimane dal rientro e non dopo il 30 settembre 2015.

PER IL PAGAMENTO DELLA II RATA (SALDO DEL 20%):

- consegnare la certificazione finale del tirocinio (contenuta nel LEARNING AGREEMENT FOR TRAINEESHIPS)
- compilare e consegnare la relazione individuale studente: è un questionario da richiedere all'ufficio Erasmus.

La seconda rata arriva solo dopo aver consegnato tutta la documentazione necessaria in ufficio Erasmus!! (certificazione finale + relazione individuale).
# LEARNING AGREEMENT FOR TRAINEESHIPS

## The Trainee

<table>
<thead>
<tr>
<th>Last name (s)</th>
<th>First name (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Nationality¹</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex [M/F]</th>
<th>Academic year</th>
<th>2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study cycle²</th>
<th>Subject area, Code³</th>
<th>Arts, 021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## The Sending Institution

<table>
<thead>
<tr>
<th>Name</th>
<th>Accademia di Belle Arti</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Erasmus code (if applicable)</th>
<th>I-BOLOGNA03</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Via Belle Arti 54 40126, Bologna</th>
<th>Country, Country code⁴</th>
<th>ITALY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person name</th>
<th>Prof.ssa Maria Rita Bentini</th>
<th>Contact person E-mail / phone</th>
<th><a href="mailto:erasmus@ababo.it">erasmus@ababo.it</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## The Receiving Organisation/Enterprise

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sector⁵</th>
<th>Address, website</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Size of enterprise⁶ | |
|---------------------| |
|                     | |

<table>
<thead>
<tr>
<th>Contact person name / position</th>
<th>Contact person e-mail / phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentor name / position</th>
<th>Mentor e-mail / phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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For guidelines, please look at Annex 1, for end notes please look at Annex 2.
Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of working hours per week: ...</td>
</tr>
<tr>
<td>Traineeship title: ...</td>
</tr>
<tr>
<td>Detailed programme of the traineeship period...</td>
</tr>
</tbody>
</table>

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...

**Monitoring plan**
Short monthly reports by email from the internship tutor assessing trainee's progress and areas for improvement

**Evaluation plan**
Internship tutor will assess and record the trainee's skills in the place of work and language skills at the start and the end of the training.

**Language competence of the trainee**
The level of language competence\(^9\) in ............. [workplace main language] that the trainee already has or agrees to acquire by the start of the mobility period is:

<table>
<thead>
<tr>
<th>A1</th>
<th>A2</th>
<th>B1</th>
<th>B2</th>
<th>C1</th>
<th>C2</th>
</tr>
</thead>
</table>

**The sending institution**
The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

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

- Award ........ ECTS credits.
- Give a grade based on: Traineeship certificate □ Final report □ Interview □
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes □ No □

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

- Award ECTS credits: Yes □ No □
  If yes, please indicate the number of ECTS 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), except if the trainee is a recent graduate.

- Record the traineeship in the trainee's Europass Mobility Document Yes □ No □  This is recommended if the trainee will be a recent graduate.

\[ \text{The receiving organisation/enterprise} \]

The trainee will receive a financial support for his/her traineeship: Yes □ No □  
If yes, amount in EUR/month:  

The trainee will receive a contribution in kind for his/her traineeship: Yes □ No □  
If yes, please specify:  

Is the trainee covered by the accident insurance? Yes □ No □  
If not, please specify whether the trainee is covered by an accident insurance 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 □  

Is the trainee covered by a liability insurance? Yes □ No □  
The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee. 

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by  

\[ \text{[maximum 5 weeks after the traineeship]} \]

\[ \text{II. RESPONSIBLE PERSONS} \]

\[ \text{Responsible person}^{10} \text{ in the sending institution:} \]

Name:  
Phone number:  
Function:  
E-mail:  

\[ \text{Responsible person}^{11} \text{ in the receiving organisation/enterprise (supervisor):} \]

Name:  
Phone number:  
Function:  
E-mail:  

\[ \text{III. COMMITMENT OF THE THREE PARTIES} \]

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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.
<table>
<thead>
<tr>
<th>The trainee</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee’s signature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The sending institution</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person’s signature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The receiving organisation/enterprise</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person’s signature</td>
<td></td>
</tr>
</tbody>
</table>

**Section to be completed DURING THE MOBILITY**

**EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

**I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

| Planned period of the mobility: from [month/year] .......... till [month/year] ............. |
| Number of working hours per week: ... |
| Traineeship title: ... |
| Detailed programme of the traineeship period... |

| Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ... |
| Monitoring plan ... |
| Evaluation plan ... |

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

**II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

**New responsible person in the sending institution:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Function:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

**New responsible person in the receiving organisation/enterprise:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Function:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>
# Section to be completed AFTER THE MOBILITY

## TRAINEESHIP CERTIFICATE

<table>
<thead>
<tr>
<th>Name of the trainee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the receiving organisation/enterprise:</td>
</tr>
<tr>
<td>Sector of the receiving organisation/enterprise:</td>
</tr>
<tr>
<td><strong>Address of the receiving organisation/enterprise</strong> [street, city, country, phone, e-mail address], <strong>website</strong>:</td>
</tr>
</tbody>
</table>
| **Start and end of the traineeship:**
  from [day/month/year] ................ till [day/month/year] ............... |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** |
| **Evaluation of the trainee:** |

**Date:**

**Name and signature of the responsible person at the receiving organisation/enterprise:**
Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format.

How to use this Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed during the mobility (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

After the mobility, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). Finally, the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case, the monitoring plan will
also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this level of language competence by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee’s transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary traineeships and, recording the grade in the trainee’s Europass Mobility Document, is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee’s Europass Mobility Document is highly recommended.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must sign the section before the mobility; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.
CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is needed only if changes have to be introduced into the original Learning Agreement. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the mobility programme arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns an extension of the duration of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a Traineeship Certificate within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The start date of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.

- The end date of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a Transcript of Records if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.
Steps to fill in the Learning Agreement for Traineeships

Page 1 – Information on the student and the sending and receiving organisation/enterprise

Before mobility

Pages 2-3

Provide mobility programme
Identify responsible persons
Commitment of the three parties with original / scanned/ digital signatures.

The sending institution commits to recognise the outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum and voluntary traineeships.

The receiving organisation/enterprise commits to grant the trainee a minimum insurance coverage (unless he or she is insured by the sending institution or him/herself), ensure availability of appropriate equipment and support and issue a Traineeship Certificate upon completion of the traineeship.

During mobility

Page 4

Modifications are NOT needed
Modifications ARE needed

An Agreement on the changes by email is possible.

After mobility

Page 5

Receiving organisation/enterprise provides a Traineeship Certificate to the student and sending institution in a period stipulated before mobility (normally max. 5 weeks).

It includes the confirmed start and end date of the traineeship.

Sending institution grants recognition according to its commitments in section before mobility.
Annex 2: End notes

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 the latest study cycle.

3 The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/ised-f_en.htm](http://ec.europa.eu/education/tools/ised-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 **Country code:** ISO 3166-2 country codes available at: [https://www.iso.org/obp/ui/#search](https://www.iso.org/obp/ui/#search).


6 The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.

7 **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

8 **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.


10 **Responsible person in 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.

11 **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.
Registration certificate

This is to confirm that the student

Ms/Mr

from ACCADEMIA DI BELLE ARTI DI BOLOGNA (I-BOLOGNA03)

is arrived here for his/her Erasmus+ Traineeship

(name of the host organisation)

(city and Country)

for the following period:

Beginning: (day)_______ / (month)________ / (year)_________

Provisional end: (day)_______ / (month)________ / (year)_________

Signature

Function

Place and Date

Institutional Stamp

Please, send this certificate to:

Accademia di Belle Arti di Bologna, Erasmus Office,
fax n. +39 051 253032  erasmus@ababo.it
allegato n.3

Erasmus+ Traineeship 2014-15
Domanda di riconoscimento del tirocinio svolto all’estero

Il/La sottoscritto/a ..............................................................................................................

Corso diploma e anno di corso ..............................................................................................

Tirocinio svolto presso (indicare impresa all’estero e mesi) ..................................................

............................................................................................................................................

chiede il riconoscimento dei crediti previsti nel proprio Learning agreement for Traineeships

<table>
<thead>
<tr>
<th>Tirocinio all’estero</th>
<th>Tirocinio o altra formazione in Accademia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Crediti ECTS</td>
</tr>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
</tbody>
</table>

Eventuali note:

Allego il Learning agreement for Traineeships contenente la valutazione finale dell’esperienza formativa di tirocinio firmato dal tutor presso l’Impresa/ente.

Firma

Bologna, ....................... (data)