

# LEARNING AGREEMENT

# ERASMUS TRAINEESHIP

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ASSEGNATARI BORSA ERASMUS TRAINEESHIP

Università degli Studi di Cagliari


a.a. 2024/2025



Università degli Studi di Cagliari – Ufficio ISMOKA

# LEARNING AGREEMENT



Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex (M/F)	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	University of Cagliari	Erasmus office	I CAGLIARI01	Campus Arasu - Via San Giorgio, 12 - 09124 Cagliari		Anna Maria Aloi - <a href="mailto:erasmus@unica.it">erasmus@unica.it</a> +39 070 6756533	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> ; name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<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 [month/year] ..... to [month/year] .....

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, <u>skills</u> and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

The level of language competence<sup>8</sup> 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.<sup>9</sup>

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

Award <u>...</u> ECTS credits (or equivalent) <sup>10</sup>	Give a grade 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 and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Erasmus</u> Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

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

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 type="checkbox"/>	If yes, please indicate the number of credits: ...
Record the traineeship in the trainee's <u>Erasmus</u> Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	The accident insurance covers:
Yes	- accidents during travels made for work purposes: Yes
Yes	- accidents on the way to work and back from work: Yes
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):	Yes



# LEARNING AGREEMENT



Esempio di compilazione: le parti in giallo devono essere compilate dallo studente



## Learning Agreement Student Mobility for Traineeships

Higher Education:  
Learning Agreement form  
**Mario Rossi**  
Academic Year 2020/2021

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Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Rossi	Mario	01/01/2000	ITALIAN	M	VEDI NOTA	VEDI NOTA
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	University of Cagliari	Erasmus office	I CAGLIAR01	Campus Aresu – Via San Giorgio, 12 – 09124 Cagliari	Italy	Anna Maria Aloï – <a href="mailto:erasmus@unica.it">erasmus@unica.it</a> +39 070 6756533	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
	Nome azienda		Sito web o indirizzo	POLAND	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Mr. x	Mr. y



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Esempio di compilazione: le parti in giallo devono essere compilate dallo studente, le parti in verde dall'ente ospitante

## Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] 10/25 to [day (optional)/month/year] 12/25	
If applicable, planned period of the virtual component: from [day (optional)/month/year] ..... to day (optional)/month/year] .....	
Traineeship title: "Effect on Mobilities"	Number of working hours per week: min 25/ max 40
Detailed programme of the traineeship (including the virtual component, if applicable): █	
Traineeship in digital skills <sup>10</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <sup>11</sup> 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

La compilazione di questa riga è riservata alle mobilità di breve durata, che prevedono una parte virtuale obbligatoria



# LEARNING AGREEMENT



Esempio di compilazione: le parti in giallo devono essere compilate dallo studente

Se si tratta di tirocinio curriculare o di tesi, inserire i CFU indicati nel piano di studi

Se si tratta di tirocinio extra (non previsto nel piano di studi), inserire i CFU/ECTS in base al calcolo: 25 ore = 1 CFU. Indicare i CFU anche se sovrannumerari!

Se si tratta di tirocinio post laurea, gli ECTS non possono essere riconosciuti

Table B - Sending Institution	
Please use only one of the following three boxes: <sup>9</sup>	
1. The traineeship is <b>embedded in the curriculum</b> and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) <sup>10</sup> <b>.....</b>	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 and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
+ The traineeship is <b>voluntary</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (or equivalent): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: <b>25h = 1 CFU</b>
Give a grade: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be 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: 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 <u>Europass</u> Mobility Document: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a <b>recent graduate</b> and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS <u>credits</u> (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's <u>Europass</u> Mobility Document ( <i>highly recommended</i> ): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Accident insurance for the trainee</b>	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): <b>Yes</b>	The accident insurance covers: - accidents during travels made for work purposes: <b>Yes</b> - accidents on the way to work and back from work: <b>Yes</b>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): <b>Yes</b>	



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Esempio di compilazione: tutta la sezione «table C» deve essere compilata dall'ente ospitante

<b>Table C - Receiving Organisation/Enterprise</b>	
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.	



# LEARNING AGREEMENT



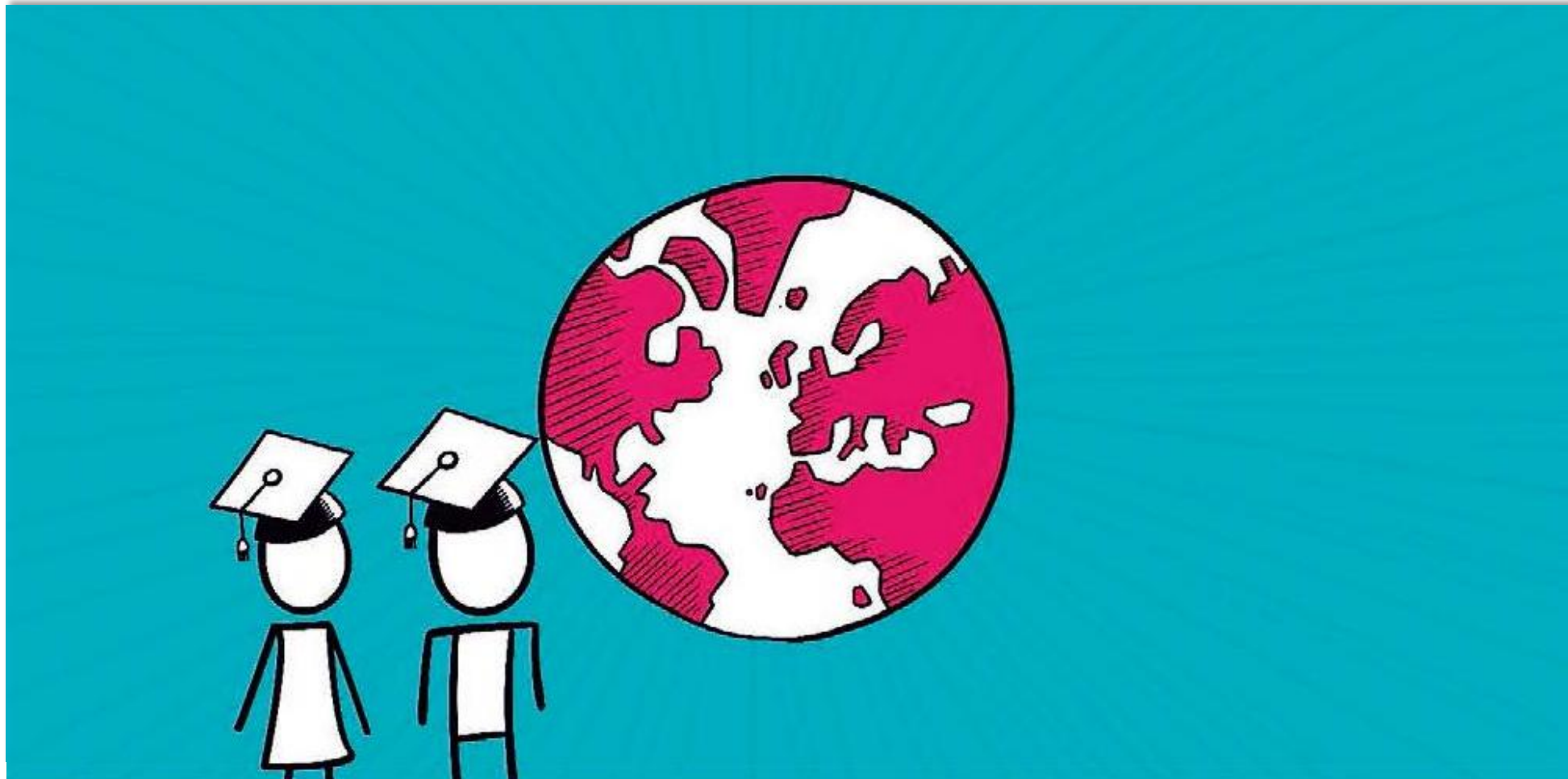
Esempio di compilazione: le parti in giallo devono essere compilate dallo studente, le parti in verde dall'ente ospitante e quelle in rosso dal prof. referente per la mobilità

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
Trainee	studente	....	Trainee	....	.....
Responsible person <sup>11</sup> at the Sending Institution	Referente Erasmus/docente Tesi	....	Academic Coordinator	....	.....
Supervisor <sup>12</sup> at the Receiving Organisation	Mr. y	....	....	....	.....



# ENJOY YOUR ERASMUS !



Erasmus+