Learning Agreement
Student Mobility for Traineeships
Guida alla compilazione

Il **Learning Agreement for Traineeships** deve essere compilato nelle parti di competenza e firmato dal tirocinante, dal docente referente presso UniTo e dal referente presso l'ente ospitante.
Per la Scuola di Management ed Economia, i docenti referenti presso UniTo sono:
- Dipartimento di Management "Valter Cantino": prof. Melchior Gromis di Trana
- Dipartimento di Scienze Economico-Sociali e Matematico-Statistiche: Responsabile Didattico per la Mobilità Internazionale, suddivisi per corso di studio:
cdL Economia: Prof.ssa Ainoa Aparicio Fenoll
cdLM Economia e Management: Prof. Paolo Giaccaria
cdLM Economics: Prof.ssa Marina Di Giacomo
cdLM Quantitative Finance and Insurance Prof.ssa Marina Marena, Prof. Bertrand Lods

Una volta ottenute tutte le firme, il documento deve essere inviato alla Sezione Mobilità Internazionale, tramite il Google form.
Le indicazioni utili alla compilazione sono *in rosso.*

Learning Agreement - Student Mobility for Traineeships							
Trainee	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality**[i]	**Gender [Male/Female/Undefined]**	**Study cycle**[ii]	**Field of education**[iii]
						Per Laurea Triennale: Bachelor or equivalent first cycle (EQF level 6) / Per Laurea magistrale: Master or equivalent second cycle (EQF level 7) / Per Dottorato: Doctorate or equivalent third cycle (EQF level 8)	*ISCED da definire con il docente tra I seguenti (Broad fields of education in ISCED-F 2013): 00 – Generic programmes and qualifications 01 – Education 02 – Arts and humanities 03 – Social sciences, journalism and information 04 – Business, administration and law 05 – Natural sciences, mathematics and statistics 06 – Information and Communication Technologies 07 – Engineering, manufacturing and construction 08 – Agriculture, forestry, fisheries and veterinary 09 – Health and welfare 10 – Services*
Sending Institution	**Name**	**Faculty/ Department**	**Erasmus code**[iv] (if applicable)	**Address**	**Country**	**Contact person name**[v]**; email; phone**	
	Università di Torino		I TORINO01		Italia	International Mobility Office internationalexchange@unito.it +39 0116704425	

Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person[vi] name; position; e-mail; phone	Mentor[vii] name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees	*Contact person e Mentor possono essere la stessa persona o due persone diverse, l'importante è che siano riportati tutti i dati richiesti (posizione, email, telefono)*	

Before the mobility

In questa sezione vanno inseriti I dettagli del progetto formativo: le mansioni da svolgere nel corso del tirocinio (il più dettagliate possibile), i risultati di apprendimento attesi e le modalità per il monitoraggio e la valutazione del/della tirocinante, il tutto concordato con l'ente ospitante e approvato dal referente a UniTO. I contenuti possono variare molto a seconda del tipo di lavoro.

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] ……. to [month/year] …….

inserire solo mese e anno

Traineeship title:	**Number of working hours per week: …**
"*titolo" riassuntivo del progetto formativo/tirocinio*	*Indicare il numero di ore lavorative previsto per settimana concordato con l'ente.* *Va rispettata la legislazione sul lavoro del Paese di destinazione. Indicativamente* *devono essere min 25, max 40 ore a settimana.*

Detailed programme of the traineeship:

Breve descrizione del lavoro da svolgere durante la mobilità, comprensivo di un elenco il più possibile dettagliato ed esauriente delle mansioni previste per il/la tirocinante.
Esempio:
The traineeship will focus on [……].
More specifically, the trainee will carry out the following tasks:

- ……..
- ……..
- ……..

Traineeship in digital skills[viii]: Yes ☐ No ☐

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

descrizione sintetica ma sufficientemente dettagliata i risultati di apprendimento attesi, tenendo conto dei vari possibili aspetti coinvolti nell'attività formativa prevista.

Esempi:
The trainee will learn to manage tools and techniques normally used in [……]
The trainee will improve soft skills such as […….]
Tha trainee will improve the knowledge of [XXX language(s]

Monitoring plan:

vanno indicate le modalità attraverso le quali il/la tirocinante verrà monitorato/a nel corso della mobilità (esempio: weekly/monthly meetings with the supervisor)

Evaluation plan:

indicare le modalità previste per la valutazione del/della tirocinante (esempio: weekly/monthly report, interview...)

The level of **language competence**[ix] 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 ☐*

Qui ai fini del corso OLS va indicata la lingua di lavoro, una sola e diversa dall'italiano, coerentemente con quanto indicato nell'Accordo per la Mobilità.
***N.B.:** non si tratta di un livello di competenze certificato, ma di un'autocertificazione. Qualora l'ente ospitante richiedesse una certificazione linguistica specifica, sarà onere del/della tirocinante adempiere alla richiesta.*

Table B - Sending Institution

In questa sezione vanno inserite le informazioni fondamentali relative alla Sending Institution (l'Università di Torino), la tipologia del tirocinio (curriculare, extra-curriculare volontario, post lauream) e le coperture assicurative.
Gli studenti dell'Università di Torino sono coperti, anche in mobilità, dalla copertura assicurativa per infortunio e responsabilità civile. I dettagli e condizioni si trovano a questa pagina
https://www.unito.it/ateneo/salute-e-sicurezza/assicurazioni/studenti

Il/la tirocinante dovrà compilare la parte relativa alla tipologia di tirocinio e al suo eventuale riconoscimento, selezionando solo un'opzione tra 1,2, e 3:

Please use only one of the following three boxes:[x]

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

tirocinio curricolare, per cui è stato concordato un riconoscimento CFU in carriera

Award …….. ….ECTS credits (or equivalent)[xi] *Inserire il numero di crediti, normalmente corrispondente al totale dei CFU previsti dal proprio corso di studi per il tirocinio curriculare (es 12/14).* *Si ricorda che 1 ECTS=1 CFU= 25 ore lavorative.*	Give a grade based on: Traineeship certificate ☐Final report ☐Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No x *crocettare NO*	

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

tirocinio volontario, per cui NON è previsto un riconoscimento CFU in carriera - rientrano in questa casistica anche i tirocini per cui è stato concordato un riconoscimento CFU in sovrannumero

Award ECTS credits (or equivalent): Yes ☐No ☐ *crocettare YES se è stato concordato un riconoscimento in sovrannumero, altrimenti NO*	If yes, please indicate the number of credits: …. *solo se è stato concordato un riconoscimento in sovrannumero: inserire il numero di CFU dell'attività da riconosce. Si ricorda che 1 ECTS=1 CFU= 25 ore lavorative.*
Give a grade: Yes ☐ No ☐ *crocettare sempre 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 ☐ *Crocettare SI solo se è stato concordato un riconoscimento in sovrannumero, altrimenti NO*	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No x	

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

tirocinio post lauream

Award ECTS credits (or equivalent): Yes ☐No ☐ *crocettare NO*	If yes, please indicate the number of credits: ….
Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No x	

Accident insurance for the trainee

Già compilata, a cura della Sezione Mobilità Internazionale. Si precisa comunque che:
- The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): YES
- The accident insurance covers: - accidents during travels made for work purposes: NO; - accidents on the way to work and back from work: NO
Consulta qui le condizioni della copertura assicurativa di UniTO:

https://www.unito.it/ateneo/salute-e-sicurezza/assicurazioni/studenti

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes x No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No x- accidents on the way to work and back from work: Yes ☐ No x
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes x No ☐	

Table C - Receiving Organisation/Enterprise

Da compilare dall'ente ospitante, in base a quanto concordato con il/la tirocinante in merito a eventuali compensi aggiuntivi o agevolazioni di altro tipo (alloggio, trasporti, ecc.), coperture assicurative, ecc.

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month): …….
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: ….	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not 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 ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	
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.

Commitment	Name	Email	Position	Date	Signature *Solo firme autografe e/o digitali*
Trainee			*Trainee*		
Responsible person[xii] at the Sending Institution ***Referente UniTo incaricato/a della firma del LAT***					
Supervisor[xiii] at the Receiving Organisation ***Supervisore tirocinio presso l'Ente ospitante***					

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Questa sezione è facoltativa, da compilare solo nel caso in cui si debbano apportare modifiche al progetto formativo iniziale (ad es. modifiche a durata, orario di lavoro, mansioni, risultati di apprendimento attesi, modalità di monitoraggio/valutazione). ***N.B.*** *In caso di riduzione del periodo di mobilità, si ricorda che per mantenere la borsa Traineeship è obbligatorio svolgere una mobilità di almeno 2 mesi - 60 gg continuativi. In caso di prolungamento del periodo di mobilità, le modalità e tempistiche per richiedere la proroga sono indicate in Procedura Traineeship - call 2024:* *https://www.unito.it/sites/default/files/procedura_erasmus_traineeship_call_2024.pdf* *Si ricorda che il periodo di proroga potrà essere finanziato, in caso di disponibilità di budget, fino ad un massimo 3 mesi - 90 giorni.*
Planned period of the mobility: from [month/year] ……. till [month/year] ……. **If applicable, planned period(s) of the virtual mobility: from [month/year] ……. to [month/year] …….**

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

	Name	**Email**	**Position**	**Date**	**Signature** *Solo firme autografe e/o digitali*
Responsible person[xiv] at the Sending Institution ***Referente UniTo incaricato/a della firma del LAT***					
Supervisor[xv] at the Receiving Organisation ***Supervisore tirocinio presso l'Ente ospitante***					

After the Mobility

Questa parte ("After the mobility-Traineeship Certificate") viene utilizzata dalla sede ospitante per certificare la conclusione della mobilità e la valutazione del/della tirocinante, pertanto deve essere compilata e firmata dal/dalla supervisor presso la sede ospitante. La data di termine del tirocinio indicata in questa sezione farà fede ai fini del calcolo della durata definitiva del periodo di mobilità.

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address]**, website:**
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] ……. to [day/m …… **Start date and end date of physical mobility abroad: from [day/month/year] ……. to [day/month/year] …….** **Start date and end date of virtual mobility from home country (if applicable): from [day/month/year] ……. to [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 (achieved Learning Outcomes):
Evaluation of the trainee:
Date,Name and signature of the Supervisor at the Receiving Organisation/Enterprise: ***Solo firme autografe e/o digitali***

Legenda

i Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

ii 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).

iii 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.

iv 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.

v 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.

vi Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.

vii 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.

viii Traineeship in digital skills: any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

ix 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

x 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.

xi ECTS credits or equivalent: in countries where the "ECTS" system it is not in place, "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.

xii 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.

xiii 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.

xiv 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.

xv 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.