**Please note: the traineeship activity at the University of Parma may be carried out only if it is embedded in the student’s curriculum at the Sending Institution**

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| **Trainee** | | **Last name(s)** | | **First name(s)** | **Date of birth** | | | **Nationality**[[1]](#endnote-1) | | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | | | **\** | |
|  | |  |  | | |  | |  |  | | |  | |
| **Sending Institution** | | **Name** | | **Faculty/ Department** | **Website** | | | **Address** | | **Country** | **Contact person name**[[3]](#endnote-3)**; email; phone** | | | | |
|  | |  |  | | |  | |  |  | | | | |
| **Receiving** **Organisation** | | **Name** | | **Department** | **Website** | | | **Address** | | **Country** | **Contact person[[4]](#endnote-4) name; position ; e-mail; phone** | | | **Mentor[[5]](#endnote-5) name; position;**  **e-mail; phone** | |
| **Università di Parma** | |  | **www.unipr.it** | | | Erasmus and International Home  P.le San Francesco 2 – 43121 Parma | | Italy | Dr. Alessandro Bernazzoli  Head of International Division  Phone: +39.0521.904203  E-mail: [incoming@unipr.it](mailto:incoming@unipr.it) | | |  | |
|  | | | | | | | | | | | | | | | |
| **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**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** | | | | | | | | | | | | | | | |
| **Monitoring plan:** | | | | | | | | | | | | | | | |
| **Evaluation plan:** | | | | | | | | | | | | | | | |
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| The level of **language competence[[6]](#endnote-6)** 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* | | | | | | | | | | | | | | | |

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| ***Table B - Sending Institution***  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award **academic credits**[[7]](#endnote-7) | Give a grade based on: Traineeship certificate  Final report  Interview |   A **certificate of academic enrolment** at Sending Institution is enclosed.  **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation):   * 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): YES  NO | | | The trainee shall personally provide for insurance coverage (liability and accident) and exhibit proof thereof prior to the mobility: YES  NO | | |

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| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | 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 (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[8]](#endnote-8) at the Sending Institution |  |  |  |  |  |
| Supervisor[[9]](#endnote-9) at the Receiving Organisation |  |  |  |  |  |

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| **During the Mobility** | | |
|  | ***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) | |
| **Planned period of the mobility: from [month/year]       till [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:** | | |

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| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person at the Receiving Organization |  |  |  |  |  |
| Responsible person[[10]](#endnote-10) at the Sending Institution |  |  |  |  |  |

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| **After the Mobility** |
| ***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 traineeship: from** *[dd/mm/yyyy]* **to** *[dd/mm/yyyy]* |
| **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:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
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). [↑](#endnote-ref-2)
3. **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. [↑](#endnote-ref-3)
4. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-4)
5. **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. [↑](#endnote-ref-5)
6. **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> [↑](#endnote-ref-6)
7. **Academic credits**: the number of academic credits awarded for the traineeship activity needs to be indicated, together with the name of the credits system that is used and a weblink to an explanation of the system. [↑](#endnote-ref-7)
8. **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. [↑](#endnote-ref-8)
9. **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. [↑](#endnote-ref-9)
10. **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. [↑](#endnote-ref-10)