**Learning Agreement for Voluntary Mobility**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality[[1]](#endnote-1)** | **Gender [Male/Female/Undefined]** | **Level of education(EQF level)**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution**  | **Name** | **Faculty/ Department** | **Erasmus code** (if applicable) | **Address** | **Country** |  **Administrative Contact person name; email** | **Thesis Supervisor (if requested)** |
|  |  |  |  |  |  |  |
| **Receiving** **Organisation** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[4]](#endnote-4) name; position; email** | **Mentor[[5]](#endnote-5) name; position;****email** |
|  |  |  |  | ☐ ≤250 employees☐ > 250 employees |  |  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation*** |
| **Planned period of the physical component: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….****If applicable, planned period of the virtual component: from [day (optional)/month/year] ……………. to day (optional)/month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship (including the virtual component, if applicable):** |
| **Recognition at UCBM:** |
|  |  |  |  |  |  |  |  |  |
| **Mobility type**: *Tirocinio Curricolare* ☐ *Tirocinio Extra-Curricolare* ☐ *Ricerca Tesi* ☐ *ADE* ☐ |
| **MANDATORY Mobility data form**: <https://forms.office.com/e/XTFJ1FVC5g>  |

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|  |
| **Signatures** |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| International Mobility Coordinator at UCBM |  |  |  |  |  |
| Supervisor[[6]](#endnote-6) at the receiving organisation |  |  |  |  |  |

**After the Mobility**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation:** |
| **Sector of the Receiving Organisation:** |
| **Address of the Receiving Organisation** [street, city, country, e-mail address]**, website:** |
| **Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] …………………. to [day/month/year] ……………….****Start date and end date of physical component: from [day/month/year] …………………. to [day/month/year] ……………….** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):** |
| **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:** |

1. Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8. [↑](#endnote-ref-2)
3. **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> 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. [↑](#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 organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-5)
6. **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-6)