

Guidelines on how to fill in the Learning Agreement for Traineeships for the application procedure

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 in his/her degree for the traineeship successfully completed abroad.

RECEIVING ORGANISATION: THE UNIVERSITY OF BARI ALDO MORO (I BARI01)

SENDING INSTITUTION: CANDIDATE'S HOME UNIVERSITY

BEFORE THE MOBILITY

Administrative data

It is necessary to fill in page 1 with information on the trainee and the Sending Institution and the Receiving Organisation and the three parties have to agree on the section to be completed before the mobility.

⇒ Candidate has to fill in only the data concerning the trainee and the sending institution (including the Erasmus code).

Table A - Traineeship Programme at the Receiving Organisation

The Traineeship Programme at the Receiving Organisation/Enterprise should include :

⇒ the **indicative** start and end dates (day/month/year), the traineeship title, as well as the number of working hours per week (generally 30/40).

⇒ The programme of the traineeship period should be a **suggestion** of the activities the candidate intends to follow, considering also the academic pathway at the home institution; the activities will be confirmed or implemented after the acceptance of the application

⇒ Expected Learning Outcomes: the candidate should indicate which knowledge, intellectual and practical skills and competences (Learning Outcomes) he/she intends to acquire by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

⇒ The monitoring plan should describe how the trainee will be monitored during the traineeship by the Receiving Organisation and the Sending Institution; this part can be filled in after acceptance.

⇒ The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes; this part can be filled in after acceptance.

Table A is subjected to modifications after acceptance.

Language competence

The main language of work is Italian. Therefore, an Italian language competence is highly recommended, but English is also accepted.

Table B - Sending Institution

There are three different provisions for traineeships and Table B should be filled in accordingly:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

Accident Insurance

It is required that the Sending Institution provides insurance coverage to the trainee and fill in the information in Table B or C accordingly. The trainee must be covered at least by an accident insurance (damages caused to the trainee at the workplace) and by a liability insurance (damages caused by the trainee at the workplace). If not provided by the Sending institution, the insurance coverage must be provided by the Trainee.

Table C - Receiving Organisation

The Receiving Organisation provides appropriate support, including mentoring, supervision and equipment, to the trainee.

The Receiving Organisation doesn't provide financial support and/or a contribution in kind for the trainee, on top of the Erasmus+ grant.

The Receiving Organisation commits to issue a Traineeship Certificate at the end of the traineeship.

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. Scanned copies of signatures or digital signatures are accepted.

The signatures of the receiving and sending institutions are not compulsory when submitting the application, but they are required before the beginning of the mobility.