

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.

SENDING INSTITUTION: UNIVERSITY OF BARI ALDO MORO (I BARI01)

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 receiving organisation (including the Erasmus code, if applicable).

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 and the level according to the CEFR.

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

All the students enrolled at UNIBA are covered against accident (damages caused to the trainee at the workplace) and liability insurance (damages caused by the trainee at the workplace).

Table C - Receiving Organisation

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

The Receiving Organisation generally does not 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.

DURING THE MOBILITY

Exceptional Changes to the Traineeship Programme (Table A2)

Table A2 should only be completed during the mobility if changes have to be introduced into the original Learning Agreement. In that case, Table A should be kept unchanged and changes should be described in Table A2. The two tables should be kept together in all communications.

When changes to the traineeship programme arise, they should be agreed as soon as possible with the Sending Institution. In case the change concerns an extension of the duration of the traineeship programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

In case of changes of the responsible person(s), the information below should be inserted by the Sending Institution or Receiving Organisation/Enterprise, where applicable.

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is accepted that information is exchanged electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box can be added where needed.

AFTER THE MOBILITY

Traineeship Certificate by the Receiving Organisation/Enterprise (Table D)

After the mobility, the Receiving Organisation/Enterprise should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.

The Traineeship Certificate will contain at least the information in Table D.

The actual start and end dates of the traineeship programme should be included according to the following definitions:

- The start date of the traineeship period is the first day the trainee has been present (physically or virtually) at the Receiving Organisation/Enterprise to carry out their traineeship. For example, this could be the first day of work, a welcoming event organised by the Receiving Organisation/Enterprise, an information session for trainees with special needs, a language and intercultural course organised either by the Receiving Organisation/Enterprise or other organisations (if the Sending Institution considers it relevant for the mobility).
- The end date of the traineeship period is the last day the trainee has been present physically or virtually at the receiving Organisation/Enterprise to carry out their traineeship, not their actual date of departure.
- In case of a blended mobility any virtual mobility periods should also be noted separately in the certificate.

Transcript of Records and Recognitioni at the Sending Institution

The Sending Institution should recognise the traineeship according to the provisions in Table B. If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student.