

Erasmus+ Traineeships a.y. 2020/2021

LEARNING AGREEMENT FOR TRAINEESHIPS

GUIDELINES

The [Learning Agreement for Traineeships](#) is the only attachment required in order to apply for the 'Erasmus+ Traineeship programme - a.y. 2020/2021' Call for applications. In this document you will find some general information on the *Learning Agreement for Traineeships* and the instructions for its completion: you should read this document carefully for anything relating to the steps to take during the preparation of the application, as well as during and after your mobility period.

Please note: in order to apply you must correctly complete the document (specifically the '*Before the mobility*' section) BEFORE submitting your application.

Applications containing Learning Agreements that do not meet the requirements set out in the Call for applications, or that are incomplete and/or filled in incorrectly, will be rejected.

Should you need any further information, please contact the International Office:

- [Service Desk](#);
- Phone: 045/8028530 (from Monday to Friday, 9.00 am - 13.00 noon);
- Front Office: Monday, Wednesday and Friday, 10 am – 12.45 noon (Via San Francesco 22 - cloister – Floor 1 – Staircase A).

WHAT IS A 'LEARNING AGREEMENT FOR TRAINEESHIPS' AND HOW TO COMPLETE IT

The *Learning Agreement for Traineeships* is the document developed by the European Commission for the management of traineeship mobilities within the Erasmus+ programme. This is also the document in which the three parties involved in the traineeship should indicate their own administrative details, the general information on the mobility period and the details of the training project. In the *Learning Agreement for Traineeships* the parties also undertake to recognize the activities that will be carried out during the mobility, and to comply with the principles and standards of the Erasmus+ programme, which are set out in the [Erasmus Charter for Higher Education](#).

The three parties involved in the mobility and in the completion of the *Learning Agreement* are as follows:

- Trainee;
- Receiving/Host Organisation/Enterprise: the institution/organisation/company that will host the trainee, represented by a *Supervisor (or Tutor at the Host Organisation)* who will be responsible for signing the document;
- Sending Institution, i.e. the University of Verona, represented by a faculty member, who will sign the document acting as *Responsible person (or Academic Tutor)*. The trainee is responsible for choosing a *Responsible person*: in order to do this, students can freely contact a professor,

provided he or she teaches one or more active modules in the relevant Department in the academic year 2019/2020.

The *Learning Agreement for Traineeships* has three different sections:

- **Before the mobility** (it is essential to complete this section in order to apply for the call): contains the general administrative information of the three parties, the details of the training project and the mobility period (expected duration, working hours, tasks, etc.);

- **During the mobility**: this section can be used to keep track of any changes in the agreement that may have occurred during the mobility period;

- **After the mobility**: this section is used for preparing the final report on the traineeship (*Traineeship Certificate*), and must be completed, dated and signed by the *Supervisor* (or *Tutor at the Host Organisation*).

Please note: in order to apply for the Call for applications you must complete the document in English (the most widely used official language in the European Institutions), using a computer (except, of course, for signatures). The only form accepted is the one attached to the Call for applications, available online, to be attached to the application in PDF format only.

HEADER AND GENERAL INFORMATION



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
PINCO PALLINO
VR123456
Academic Year 2019/2020

| | | | | | | | |
|------------------------------------|----------------------------------|---------------------|---|--|---|--|---|
| Trainee | Last name(s) | First name(s) | Date of birth | Nationality ¹ | Sex [M/F] | Study cycle ² | Field of education ³ |
| | <u>Pallino</u> | <u>Pinco</u> | 30/10/1994 | Italy | M | EQF Level 7 (Master of equivalent) | 0414 (Marketing and Advertising) |
| Sending Institution | Name | Faculty/ Department | Erasmus code ⁴ (if applicable) | Address | Country | Contact person name ⁵ ; email; phone | |
| | Università degli Studi di Verona | Economia Aziendale | I VERONA 01 | Via Cantarane 24, 37129, Verona | ITALIA | Mobilità Internazionale (Simone Lonardi) relazioni.internazionali@ateneo.univr.it + 39 045 802 85 30 | |
| Receiving Organisation /Enterprise | Name | Department | Website | Address/ Country | Size | Contact person ⁶ name; position; e-mail; phone | Mentor ⁷ name; position; e-mail; phone |
| | Borussia Dortmund GmbH & co. | Marketing | https://www.bvb.de/ | <u>Rheinlanddamm</u> 207/209, Dortmund, 44137, Deutschland | <input type="checkbox"/> < 250 employees <input checked="" type="checkbox"/> > 250 employees | <u>Dr. Ivana Schmitt</u> HR Employee i.schmitt@bvb.de + 49 03 456 78 88 | <u>Dr. Hans Briegel</u> Web Marketing h.briegel@bvb.de + 49 03 456 66 89 |

1. In the header (top right), enter your name, surname and Student ID number.

2. In the *Trainee* line enter your personal data in the fields as required. Please pay particular attention to the following:

- **Study cycle**: see note 2. Please enter 'Bachelor or equivalent first cycle (EQF level 6)' if you're enrolled in a Bachelor's degree programme; enter 'Master or equivalent second cycle (EQF level

7) if you're enrolled in a Master's degree programme; finally, enter 'Doctorate or equivalent third cycle (EQF level 8)' if you're a PhD student.

- Field of education: enter the most appropriate ISCED code and reference description (see example above) for your field of study. Use the search engine indicated in note 3 and search by keyword (e.g.: Languages, Humanities, Economics, Law, etc.) to find your code.

3. Sending Institution: enter the required data in the empty fields. Please pay particular attention to the following:

- Address: enter the address of your Department, or the legal address of the University of Verona (Via dell'Artigliere 8, 37129, Verona).

- Contact person...: you can add the contacts of your *Academic Tutor* or the International Office (see example), or both.

4. Receiving Organisation/Enterprise (also known as *Host Organisation*, hereinafter referred to as '*Receiving Organisation*'): same as below – carefully complete all required fields. Pay particular attention to:

- Name: include the full name of the organisation.

- Address: the address must also be written in full, including the country (as in the example above).

- Contact person/Mentor: these can be the same or two different people; in both cases it is fundamental that all the required information is included and that the two roles are clearly defined.

BEFORE THE MOBILITY

TABLE A **(Traineeship Programme at the Receiving Organisation)**

This part of the *Learning Agreement* includes the real training project of the mobility period. It should specify, possibly in detail, the tasks to be carried out during the traineeship, as well as the expected learning outcomes and the methods for monitoring and evaluating the trainee. This part of the *Learning Agreement* should be completed according to the requirements of the Receiving Organisation and - if possible - under the supervision of the academic tutor. Of course the content can vary a lot depending on the type of work the trainee will carry out during the mobility. The fields to be completed are as follows (see example below):

1. Planned period of the mobility: here you must enter the start and end dates of the traineeship (dd/mm/yyyy format). It is on these dates that the monthly grant will be based, so this is a fundamental information.

2. Traineeship title: it is merely an indicative title, which should give an idea of the training project/traineeship contents.

3. Number of working hours per week: here you should include the number of working hours per week. The labour legislation of the destination country must be respected, but we recommend that the number of weekly hours is between a minimum of 25 and a maximum of 40.

4. Detailed programme of the traineeship: this field must contain a brief description of the work to be carried out during the mobility, including a list as detailed and exhaustive as possible of the tasks that the trainee will be asked to carry out.

5. Knowlegde, skills and competences to be acquired...: describe in a concise but sufficiently detailed way the expected learning outcomes, taking into account the various possible aspects involved in the planned training activity (see example below).

6. Monitoring Plan: enter information on how the trainee will be monitored during the mobility (see example below).

7. Evaluation plan: indicate how the trainee will be assessed (see example below).

| Before the mobility | |
|--|---|
| <i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i> | |
| Planned period of the mobility: from [day/month/year] 03/07/2019 to [day/month/year] 02/11/2019 | |
| Traineeship title: Web Marketing and Retail | Number of working hours per week: 38 |
| Detailed programme of the traineeship: | |
| <p>The traineeship will focus on online marketing and advertising processes for the team's official sportswear and the preparation of 2019/2020 season's campaign. More specifically the trainee will take care of various tasks, concerning:</p> <ul style="list-style-type: none"> - Search Engine Marketing & Search Engine Optimization; - Market research; - Copywriting & editing; - Social media management; - Creation and dissemination of trend topics in web communication; - Organization of promotional events. | |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): | |
| <p>The trainee will eventually learn to manage different tools and techniques normally used in marketing & advertising branch (social media communication, search engines, copywriting, database applications, etc.)</p> <p>The trainee will also learn to how work within a team and co-workers and to cooperate with the different departments and companies involved in marketing & advertising strategies/activities (graphic & web designers, stylists, suppliers, etc.).</p> <p>Finally, the trainee will improve the knowledge of both English and German languages.</p> | |
| Monitoring plan: | |
| <ul style="list-style-type: none"> - Weekly meetings with the Supervisor; - Monthly online meetings with the academic tutor. | |
| Evaluation plan: | |
| <ul style="list-style-type: none"> - Monthly report to the Responsible person; - Final interview and report with/by Supervisor & academic tutor. | |

8. Type of activity: here you should include the type of activity that you will carry out during the mobility. Please tick the corresponding box: *Training* (for traineeships/training activities), *Research* (for research activities), *Research for thesis* (for research activities aimed at writing your dissertation).

Type of the mobility period: here you should indicate the way in which the mobility will take place:

- **Physical Mobility** (entirely in the Receiving Country)
- **Blended mobility** (part from the Home Country and part in the Receiving Country)
If so, please insert the dates concerning the physical part of the mobility: from [day/month/year] to [day/month/year]
- **Virtual mobility** (entirely from the Home Country)

9. The level of language competence...: this field should contain the main language to be used in the work activities and your level of linguistic competence. Please note: This is not a certified level

of competence, but a self-certification. If the Receiving Organisation requires a specific language certificate, it is the trainee's responsibility to comply with the request.

| |
|---|
| <p>Type of activity to be carried out during the mobility: Training <input checked="" type="checkbox"/> Research <input type="checkbox"/> <u>Research for thesis</u> <input type="checkbox"/></p> <p>The level of language competence⁸ in English [<i>indicate here the main language of work</i>] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/></p> |
|---|

1

TABLE B **(Sending Institution)**

This section contains some basic information about the *Sending Institution*: type of traineeship to be carried out (curricular, extra-curricular, postgraduate) and insurance coverage.

In the form attached to the Call for applications the only pre-filled section is the one about the insurance coverage provided by the University of Verona: the section also contains details of the accident and civil liability insurance policies available [online](#).

Please note: with reference to liability insurance (*assicurazione per responsabilità civile*, in Italian), students in the medical and healthcare area are advised that the policy does not cover any damage arising from the performance of medical, paramedical and assistance activities (see: RCTO/ITCANB policy no. 18594 ACE European Group Ltd., section 3, Art. 5).

The trainee will then have to complete the section on the type of traineeship and the possible academic recognition. Specifically, one of the three options available will have to be completed, depending on your situation (see also note 9):

1. curricular traineeship (compulsory and embedded in the degree programme);
2. voluntary traineeship (not included in the curriculum, therefore to be included in the elective modules or outside your study plan);
3. traineeship as a recent graduate (to be carried out after obtaining the degree).

Consequently, you will have to complete the fields that are relevant to your situation (see the example below, a postgraduate traineeship).

| Table B - Sending Institution | |
|---|--|
| <i>Please use only one of the following three boxes:⁹</i> | |
| 1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to: | |
| Award ECTS credits (or equivalent) ¹⁰ | Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). | |
| 2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to: | |
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). | |
| 3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to: | |
| Award ECTS credits (or equivalent): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: 24 |
| Accident insurance for the trainee | |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Insurance position n. 56114002 Allianz SpA) | The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Insurance position RCTO/ITCANB n. 18594 ACE European Group Ltd. Please take note that medical and paramedical activities are not included: see Section 3, Art. 5) | |

Moreover, you will be required to complete the following fields as well:

- **ECTS credits**: enter the number of credits that you expect to gain during your traineeship (1 ECTS = 25 working hours). To roughly calculate the number of credits, multiply the number of working hours per week by the number of weeks included in the mobility period and divide by 25; then enter the result, rounded down if necessary. Please note that ECTS and CFU are equivalent (1 ECTS = 1 CFU) and that the Call for applications (Art. 2.5) requires you to have a minimum of 4 ECTS recognised for each month of mobility, for both curricular and voluntary traineeships.

- **Give a grade based on**: indicate one of the first two points, *Traineeship certificate* or *Final report*.

TABLE C and SIGNATURES **(Receiving Organisation)**

The last part of the *Before the mobility* section concerns the *Receiving Organisation* and will therefore be completed by the *Receiving Organisation* itself on the basis of the agreements made with the trainee regarding any additional fees or other benefits (accommodation, transport, etc.), insurance coverage, etc.

Please note: in the last part of the table the *Receiving Organisation* will declare whether or not it intends to enter into an agreement with the University of Verona to host other trainees in the future.

The *Receiving Organisation* has no obligation with respect to the questions contained in this part of the *Learning Agreement*, but it should be remembered that, for the protection of the trainee, all parties are required to comply with the obligations taken on by completing and signing the *Learning Agreement*.

Table C - Receiving Organisation/Enterprise

| | | |
|---|--|--|
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, amount (EUR/month): |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please <u>specify</u> : | | |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/> | | The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 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. | | |
| The Receiving Organisation/Enterprise guarantees that the traineeship is compliant with the local and national labour laws. | | |
| The Receiving Organisation/Enterprise is interested in signing a collaboration agreement with the University of Verona to host further interns in the future: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

Once *Table C* has been completed, the document must be signed. As you can see below, in the form there are three spaces for signatures, each for each party involved.

| 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 | <u>Pinco Pallino</u> | pinco.pallino@studenti.univr.it | Trainee | 30/05/2019 | xxx xxx (firma) |
| Responsible person ¹¹ at the Sending Institution | <u>Tizio Caio</u> | tizio.caio@univr.it | Full professor | 31/05/2019 | xxx xxx (firma) |
| Supervisor ¹² at the Receiving Organisation | <u>Hans Briegel</u> | h.briegel@bvb.de | Head of Office | 30/05/2019 | xxx xxx (firma) |

Please be careful when completing this part and entering all the required information: you will not be able to participate in the programme if one or more signatures are missing from your *Learning Agreement*.

DURING THE MOBILITY

(Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation)

As already indicated at the beginning of these guidelines, this part of the *Learning Agreement* is optional and may be used as a record to keep track of the changes made to the initial training project. As you can see in the table below, these changes may involve the duration of the internship, working hours, tasks, expected learning outcomes or monitoring/evaluation methods.

During the Mobility

| | |
|--|---------------------------------------|
| <i>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</i> (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 [day/month/year] till [day/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: | |

The following two fields must be carefully completed:

- Planned period of the mobility: in the case of extended mobility or, on the contrary, early return, it will be necessary to enter the new dates of the mobility period, bearing in mind that the Call for applications does not allow trainees to stay abroad for periods of less than two months and more than five months. For the extension, in particular, please refer to the request for extension form available [online](#), among the annexes to the Erasmus+ Traineeships Call for applications.

- Number of working hours per week: please note that even if the number of your weekly working hours changes, this must be between a minimum of 25 and a maximum of 40 hours per week; particular attention is requested for cases of curricular or voluntary traineeship, which, as already stated for Table A and D, require recognition of at least 4 CFU/ECTS for each month of mobility.

AFTER THE MOBILITY

(Table D – Traineeship Certificate by the Receiving Organisation)

The After the mobility part of the *Learning Agreement* includes, as indicated above, the *Traineeship Certificate*, which can be used by the Receiving Organisation for evaluating the trainee at the end of the mobility period.

This part must be completed, dated and signed by the Supervisor at the Receiving Organisation, possibly using a computer. Please note: the date on which the certificate is completed must be the same of your last day of the traineeship!

The certificate (see table on the next page) contains the general information of the traineeship: duration (which in theory should match the information in Table A, or A2), details of the Receiving Organisation, tasks carried out, results achieved and evaluation of the trainee, all, if possible, in a detailed and comprehensive manner.

Should you need any further information, please contact the International Office:

- [Service Desk](#);
- Phone: 045/8028530 (from Monday to Friday, 9.30 am - 12.30 noon);
- Front Office: Monday, Wednesday and Friday, 10 am – 12.45 noon (Via San Francesco 22 - cloister – Floor 1 – Staircase A).

After the Mobility

| <i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i> | |
|---|--|
| Name of the trainee: | |
| Name of the Receiving Organisation/Enterprise: | |
| Sector of the Receiving Organisation/Enterprise: Marketing | |
| Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website: | |
| Start date and end date of traineeship: 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: | |