Higher Education
Learning Agreement for Traineeships

Name Surname of the PhD student

Trainee	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality** [1]	**Sex [M/F]**	**Study cycle**[2]	**Field of education**[3]
Sending Institution	**Name**	**Department**	**Address; website**	**Country**	**Size**	**Contact person name**[4]**; email; phone**	**Mentor**[5]**name; position; e-mail; phone**
	University of Florence	**Department of Chemistry "Ugo Schiff" - DICUS**	Via Della Lastruccia 3 - 13 50019 Sesto Fiorentino (FI) https://www.unifi.it https://www.chim.unifi.it	**Italy**	> 500 employees	Anna Maria Papini Annamaria.papini@unifi.it +39 3478844146 Roberto Di Camillo: phd@chim.unifi.it +39 055 4573440 Lorenzo Lopresti internazionalizzazione@chim.unifi.it +39 055 4573256	
Receiving Organisation	**Name**	**Faculty/ Department**	**Address; website**	**Country**	**Size**	**Contact person**[6] **name; position; e-mail; phone**	**Mentor**[7]**name; position; e-mail; phone**

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:

The level of **language competence**[8] in English [*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* ☐

Table B - Sending Institution

Please use only one of the following threeboxes:[9]

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 ☐ Final report ☐Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐No☐	If yes, please indicate the number of credits: ….
Give a grade: Yes ☐No☐	If yes, please indicate if this will be based on: Traineeship certificate ☐Final report ☐Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐No☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes☐No☐	

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 ☐ No☐	If yes, please indicate the number of credits: ….
Record the traineeship in the trainee's Europass Mobility Document*(highly recommended)*: Yes ☐ No ☐	

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 **X** No☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No☐ *lasciare in bianco* - accidents on the way to work and back from work: **Yes X** No ☐
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐ *lasciare in bianco*	

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).

CONFIDENTIALITY AND OWNERSHIP OF RESEARCH The hosted PHD student is subjected to confidentiality. He will have to respect the confidentiality of all documents and any other privileged information of scientific nature to which he will have access during his internship. The same rules apply to all the trade secrets of equipment, processes and inventions, susceptible or not to be patentable.
Any dissemination of the work carried out by the student in the host organization will include the PhD student and his supervisor as co-authors.
In case the results of the work made by the PHD student in the host research structure led to inventive activity and are likely to be assessed, the **host organization** and foreign teams agreed to sign a complementary specific agreement.

DATA PROCESSING The personal data provided by the Parties will be processed for the purposes of this agreement, pursuant to the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity referred to in Article 5, paragraph I of the General Data Protection Regulation (GDPR). The data will be made accessible only to those who, both within the structure of …… and the University of Florence, and outside, need them exclusively for the management of the relationship established by this agreement.
It is the right of the contracting parties to obtain confirmation of the existence of the data and to know its content and origin, verify its accuracy or request its integration, updating or correction and to oppose, for legitimate reasons, to their treatment.
By signing this document, the Parties express their consent to the processing and communication of their personal data according to the methods and for the purposes described above.

For the home organization:

- the Data Controller of data is the University of Florence, located in Florence, Piazza San Marco, 4 - phone 055 27571- email urp@unifi.it, pec: ateneo@pec.unifi.it
- the Data Protection Officer (RPD) is Mr. Massimo Benedetti, Director of the General and Legal Affairs Department, Florence, via G. la Pira, 4 - phone. 055 2757667 - email: privacy@unifi .it
- the Data Processor is the Director of the Department of Chemistry "Ugo Schiff- DICUS'- via della Lastruccia, 3-13 - phone 055 4573505 - email: direttore@chim.unifi.it.

For the host organization:

- the Data Controller of data is ……
- the Data Protection Officer (RPD) is ……
- the Data Processor is ……

Commitment	Name	Email	Position	Date	Signature
Trainee			**PhD student**		
Responsible person[11] at the Sending Institution	Anna Maria Papini	annamaria.papini@unifi.it	**Coordinator of the PhD Course in Chemical Sciences**		
Mentor at the sending Institution			**PhD Tutor**		
Mentor at the Receiving Institution					
Responsible person[12] at the Receiving Organisation					
Head of Department	Stefano Menichetti	direttore@chim.unifi.it	**Head of Department "Ugo Schiff" - DICUS**		

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:	
Monitoring plan:	
Evaluation plan:	

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 :
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 Mentor and of the Responsible at the Receiving Organisation/Enterprise:

[1]**Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

[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).

[3]**Field of education:**TheISCED-F 2013 search tool 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.

[4]**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.

[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.

[6]**Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

[7]**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.

[8]**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

[9]**There are three different provisions for traineeships**:

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

[10]**ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

[11]**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.

[12]**Responsible person 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.