**The Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Nationality1 |  |
| Sex [*M/F*] | Choose an item | Academic year | 2019/2020 |
| Study cycle2 | Choose an item | Field of education3 |  |
| E-mail campus  | Matriculation number  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | UNIVERSITY OF MILANO - BICOCCA | Erasmus code4 | I MILANO 16 |
| Department | Choose an item | Degree |  |
| Address | Piazza Ateneo Nuovo 120126 MilanoItaly | Country | ITALY |
| Contact person name5 |  | e-mail / phone |  |

**The Receiving Institution/Organisation/Enterprise**

|  |  |
| --- | --- |
| Name |  |
| Department(if applicable) |  | Erasmus code (if applicable) |  |
| Size | Choose an item |
| Address, web site |  | Country |  |
| Contact person6 Name, position |  | e-mail / phone |  |
| Mentor7 person, Name, position |  | e-mail / phone |  |

**BEFORE THE MOBILITY**

#### **TABLE A. Mobility project at the Receiving Institution/Organisation/Enterprise**

|  |
| --- |
| **Planned period of the mobility:**from Choose the date to Choose the date |
| **Number of working hours per week:**  |
| **Traineeship title:**  |
| **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 indicate here the main language of work that the trainee already has or agrees to acquire by the start of the mobility period is:Choose the level |

#### **TABLE B. Sending Institution**

*Please choose only one of the following two boxes9:*

|  |
| --- |
| [ ]  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:* Award enter the number of credits ECTS credits (or equivalent)10.
* Give a grade based on: Traineeship certificate **Yes**, Final report **No**, Interview **No**
* Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent) **Yes**
* Record the traineeship in the trainee's Europass Mobility Document **No**
 |

|  |
| --- |
| [ ]  The traineeship is **voluntary** and upon satisfactory completion of the traineeship, the institution undertakes to:* Award ECTS credits: Choose an itemIf yes, please indicate the number of ECTS credits: enter the number of credits
* Give a grade: Choose an item

If yes, please indicate if this will be based on: Traineeship certificate Final report **Yes**, Interview **No** * Record the traineeship in the trainee's Transcript of Records **No**
* Record the traineeship in the trainee's Diploma Supplement **Yes**
* Record the traineeship in the trainee's Europass Mobility Document **No**
 |

|  |
| --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): **Yes** The accident insurance covers:- accidents during travels made for work purposes: **Yes** - accidents on the way to work and back from work: **Yes** The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise)? **Yes**  |

#### **TABLE C. Receiving Institution/Organisation/Enterprise**

|  |
| --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Choose an item If yes, amount: enter €/month The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Choose an itemIf yes, please specify: Specify hereThe Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Choose an itemThe accident insurance covers:- accidents during travels made for work purposes: Choose an item- accidents on the way to work and back from work: Choose an itemThe Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Choose an itemThe Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.Upon completion of the traineeship, the Receiving Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. |

By signing this document, the student, the Sending Institution and the Receiving Institution/ Organisation/Enterprise confirm that they approve the Learning Agreement for Exchange Mobility EXTRA EU and that they will comply with all the arrangements agreed by all parties. The student and Receiving Institution/Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the mobility period.

**COMMITMENT**

|  |
| --- |
| **Trainee**Name: Trainee’s email: Trainee’s signature Date:Choose the date |

|  |
| --- |
| **Responsible person**11 **at the Sending Institution**Name: Position: Responsible person’s email: Responsible person’s signature Date:Choose the date  |

|  |
| --- |
| **Supervisor**12 **at the Receiving Organisation/Enterprise**Name: Position: Supervisor’s email: Supervisor’s signature Date:Choose the date |

**DURING THE MOBILITY**

#### **TABLE A2. Exceptional Changes to the Mobility project at the Receiving Institution/Organisation/Enterprise**

|  |
| --- |
| **Planned period of the mobility**from Choose the date till Choose the date |
| **Number of working hours per week:**  |
| **Traineeship title:**  |
| **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**  |

|  |
| --- |
| **Trainee**Name: Trainee’s email: Trainee's signature or approval by e-mail Date: Choose the date |

|  |
| --- |
| **Responsible person at the Sending Institution**Name: Position: Responsible person’s email: Responsible person’s signature or approval by e-mail Date: Choose the date  |

|  |
| --- |
| **Supervisor at the Receiving Organisation/Enterprise**Name: Position: Supervisor’s email: Supervisor’s signature or approval by e-mail Date: Choose the date |

**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** street, city, country, phone, e-mail address**, website:**  |
| **Start date and end date of the traineeship:**From Choose the date to Choose the date |
| **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:**  |

|  |  |
| --- | --- |
| **Supervisor at the Receiving Organisation/Enterprise:**Name: Function: Phone number: E-mail: Supervisor’s signature: | **Stamp:** |

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

**2 Study cycle:** I cycle level= Bachelor or equivalent /II cycle level= Master, single cycle degree or equivalent / III cycle level= Doctorate

**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.

**4 Responsible person at the sending institution**: the Departmental Mobility Coordinator, or the thesis supervisor if the EXTRAUE mobility is aimed at preparing the thesis

**5 Responsible person at the receiving institution**: the Departmental Mobility Coordinator, or the thesis supervisor if the EXTRAUE mobility is aimed at preparing the thesis, or the contact person in the company (mentor) if the mobility takes place in a private institution.

**6 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>