



**UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II**  
**LLP/ERASMUS TRAINING AGREEMENT**

*Piano delle attività da svolgere all'estero*

**A.Y. /A.A.: 2013/14. Dept. Coordinator/Responsabile dello scambio:** .....

**I. Student's data /Dati dello studente**

**Last Name/Cognome:**..... **Name/Nome:**.....  
**Born in/Nato a:**..... **on/il:** .....  
**Address/Indirizzo:**..... **Zip Code/C.A.P.:**.....  
**City/ Città e Provincia:**..... **Tax Code/Codice Fiscale:**.....  
**Passport or Identità card n°/ N° Passaporto o cartà di Identità:**.....  
**Phone n°/Telefono:**..... **Mobile/Cellulare:**.....  
**E-mail (OBBLIGATORIO nome.cognome@studenti.unina.it):**.....  
**University Registration Number/Matricola:**.....  
**Enrolled for the a.y./Iscritto per l'a.a.:**..... **at the year n°/all'anno n°:**.....  
**Study Course/Corso di Studio:**.....

**2. Receiving Institution's data/ Dati dell'Istituzione ospitante**

**Name of the company or institution/ Nome dell'azienda o istituzione:**.....  
**Phone n°/Telefono:**..... **E-mail:**.....

**3. Supervisor appointed by the host/ Tutor aziendale**

**Supervisor appointed by the host/ Tutor nominato dall'istituzione ospitante:** .....  
**Phone n°/Telefono:**..... **Fax n°:**..... **E-mail:**.....

**4. Details of the proposed training programme abroad /Dettagli sul programma di tirocinio da svolgere all'estero**

<b>Education activities to be performed abroad/ Attività formative da svolgere all'estero</b>	<b>Number of months/Numero di mesi</b>	<b>Education activity as validated in Italy/ Attività formativa riconosciuta in Italia</b>	<b>Number of ECTS credits / Numero di crediti ECTS</b>
.....TRAINING.....	.....	.....TIROCINIO.....	.....

**Training Period from/Periodo di Tirocinio da .....to/a:**.....

**Objectives/Obiettivi:**.....  
.....  
.....  
.....  
.....

**Daily training schedule from/Tempi di accesso ai locali aziendali da:**..... **to/a:**.....

**Possible Benefits granted/ Eventuali Facilitazioni previste:** .....  
.....  
.....

## COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

**The student:** Student's signature.....

Date: .....

**The sending institution University of Naples Federico II:**

We confirm that this proposed training programme agreement is approved.

Dept. Coordinator's signature (promotore dello scambio)  
.....

**Date:** .....

**Institutional Coordinator's signature (Ufficio Relazioni Internazionali)**  
.....

**Date:** .....

**The host organisation:** We confirm that this proposed training programme is approved.

On completion of the training programme the organisation will issue a Certificate to the student

Coordinator's signature  
.....

**Date:** .....

## QUALITY COMMITMENT

### For Erasmus student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

#### THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

**Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

#### THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

**Monitor** the progress of the placement and take appropriate action if required

#### THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

#### THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the placement

**Submit a report** in the specified format and any required supporting documents at the end of the placement

\* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium