



**UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II**  
**INGEGNERIA**  
**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**

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

**Student's signature/Firma dello studente:**.....

**Date/Data:**.....

**5. Sending Institution/Istituzione di Provenienza: UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II**

**We confirm that the proposed training programme/training agreement is approved /**Confermiamo che è stato approvato il programma di tirocinio proposto

**a. Departmental Coordinator's signature and stamp**

Firma e timbro del Promotore dell'accordo:

**b. Chairman of Degree Corse Committee/Ph.D. Committee's signature and stamp/** Firma e timbro

del Presidente del CCS / Coordinatore di Dottorato:

**Date/Data**.....

**Date/Data**.....

**c. Institutional Coordinator's signature/**

Firma del Coordinatore Istituzionale (Capoufficio URI):

**Date/Data**.....

**6. Receiving Institution/Istituzione di Accoglienza**

**We confirm that the proposed training programme/training agreement is approved /**Confermiamo che è stato approvato il programma di tirocinio proposto

**Supervisor's signature and stamp/Firma e timbro del tutor aziendale:**.....

**Country/Paese:**..... **Date/Data:**.....

## 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