



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Architettura**
DIDA
Dipartimento di Architettura



PRIMA DELLA MOBILITÀ





Step 1: ACCETTAZIONE SEDE NOMINATIVA



Gli studenti vincitori di una **sede nominativa** dovranno formalizzare la propria accettazione allo svolgimento della mobilità entro e non oltre **5 giorni** dalla pubblicazione della graduatoria, inviando ad archint@unifi.it un apposito **modulo di accettazione**.



Step 1: ACCETTAZIONE

SEDE GENERICA



Gli studenti vincitori per un **sede generica** dovranno:

- formalizzare la propria accettazione della sede proposta collegandosi alla pagina **<https://ammissioni.unifi.it>** nella sezione “I tuoi concorsi”, nel rispetto delle scadenze che saranno indicate sull’applicativo.
- Inviare ad **archint@unifi.it** il **modulo di Accettazione**, fornito dell’ufficio, **entro i termini indicati**.



Step 1: ACCETTAZIONE

Modulo di accettazione





UNIVERSITÀ
DEGLI STUDI
FIRENZE

AREA
SERVIZI ALLA
DIDATTICA

ERASMUS+ traineeship
BANDO di idoneità alla Mobilità Erasmus+ traineeship a.a. 2020/2021 D.R. n. 56094 (477) del

ACCETTAZIONE DELLA MOBILITÀ

Il/La sottoscritta _____ matricola _____
Corso di Laurea _____ in _____
selezionato per una mobilità Erasmus+ traineeship a.a. 202 /202 della durata di _____
mesi presso l'ateneo/l'azienda _____
consapevole che la quantificazione dell'ammontare della borsa e del numero delle mensilità
da questa effettivamente coperte avverrà solo a seguito della comunicazione da parte
dell'Agenzia Nazionale Erasmus+ INDIRE del numero di mensilità assegnate all'Ateneo
(art. 2 comma 6 del Bando)

CONFERMA

il proprio interesse ad effettuare la suddetta mobilità verso la sede e per il numero di
mensilità indicate, in qualità di *(scegliere l'opzione che interessa)*

- ☐ Studente
- ☐ Neolaureato
- ☐ Dottorando/Specializzando
- ☐ Dottore di ricerca/Specializzato

e si impegna a partire solo dopo:

- aver sottoscritto il contratto individuale di mobilità
- aver perfezionato l'iscrizione all'a.a. _____ (fatto salvo quanto previsto dall'Art. 4 nota 1 del comma 1 e Art. 4 secondo punto del comma 1a).

L'inizio del periodo di mobilità è previsto per il mese di _____

Firenze, li _____

FIRMA dello studente _____

Area Servizi alla Didattica – Mobilità Internazionale
Via Della Pergola, 60 – 50121 Firenze
Tel. +39 055 2756974/975/976/977 | e-mail: outgoing.erasmus@unifi.it
P.IVA | Cod. Fis. 01279660480



Step 2: NOMINA VINCITORI

SEDE GENERICA



(di competenza dell'Ufficio Relazioni Internazionali)

Dopo aver inviato la lettera di accettazione, l'Ufficio Relazioni Internazionali della Scuola provvederà a **NOMINARE** gli studenti presso l'Azienda ospitante.

L'Azienda potrebbe richiedere un **colloquio telematico** oppure l'invio di **portfolio e/o CV** per verificare la possibilità di accettare la candidatura, sulla base dei requisiti in possesso.



Step 3: COMPILAZIONE DEL LEARNING AGREEMENT DEFINITIVO

SEDE GENERICA

Compilare il **LA** relativo all'Azienda alla quale si è stati assegnati, mettendosi in contatto con i responsabili.

SEDE NOMINATIVA

Completare il **LA** con i dati eventualmente mancanti, in particolare definire il **periodo** in cui si intende effettuare il tirocinio sulla base degli accordi presi con l'Azienda.





3. LEARNING AGREEMENT DEFINITIVO

GFNA-II-C-Annex IV-I-Erasmus+ HE-2015



**Higher Education
Learning Agreement for
Traineeships**

Student's name
Academic Year 20.../20...

Emanuela Ferretti; archint@unifi.it

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	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	University of	Architecture	I FIRENZE01	Via della Mattonaia 8, FI	Italy	Emanuela Ferretti ; archint@unifi.it	
Receiving Organisation /Enterprise	Florence Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					☐ < 250 employees ☐ > 250 employees		

DATI STUDENTE

DATI UFFICIO REL. INT.

DATI AZIENDA

TABELLA A

**PERIODO DELLA
MOBILITA' DEFINITIVO**

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 _____ [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 ☐	

**LIVELLO DI CONOSCENZA
LINGUISTICA DICHIARATO**



3. LEARNING AGREEMENT DEFINITIVO

TABELLA B

Table B - Sending Institution
Please use only one of the following three boxes: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 (<i>highly recommended</i>): 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 ☒ 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☒ No ☐	

SE TIROCINIO **CURRICULARE**,
COMPILARE IL **PUNTO 1**
«**embedded in the curriculum**» e inserire i CFU
(ECTS) corrispondenti

SE TIROCINIO
EXTRA-CURRICULARE e
VOLONTARIO,
COMPILARE IL **PUNTO 2** e gli
eventuali CFU
corrispondenti, nel caso si
desideri richiederne il
riconoscimento.



3. LEARNING AGREEMENT DEFINITIVO

TABELLA B

Table B - Sending Institution	
Please use only one of the following three boxes: 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 ☒ 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☒ No ☐	

SE TIROCINIO è
POST LAUREA,
COMPILARE IL PUNTO 3
«recent graduate».





2. LEARNING AGREEMENT DEFINITIVO

TABELLA B

Table B - Sending Institution	
Please use only one of the following three boxes: 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 (<i>highly recommended</i>): 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 ☒ 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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☒ No ☐	

ASPETTI ASSICURATIVI
UNIFI





2. LEARNING AGREEMENT DEFINITIVO

TABELLA C

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).					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation	Emanuela Ferretti	archint@unifi.it	Erasmus Delegate		

DATI STUDENTE E FIRMA

DATI REFERENTE AZIENDA

DATI UFFICIO REL. INT





3. STEP PER LA COMPILAZIONE DEL L.A. ✓

- 1. Consultare** l'Azienda ospitante e concordare tutte le informazioni da inserire (piano di tirocinio, periodo, durata, aspetti assicurativi,...);
- 2. Compilare il Learning Agreement** (il modello è disponibile anche sul sito della Scuola al percorso: *Scuola di Architettura unifi > Mobilità internazionale > Programma Erasmus+ > Erasmus+ Traineeship > Modulistica e FAQ > Learning Agreement for traineeship*)
- 3. Ottenere firma e timbro dell'Azienda**, firmare personalmente il documento ed inviarlo ad archint@unifi.it. L'Ufficio provvederà a sua volta all'approvazione.



Step 4: FIRMA DEL CONTRATTO DI MOBILITA'

Circa un mese prima della partenza, lo studente sarà contattato dall'*Ufficio Servizi alla Didattica*, per la firma del **CONTRATTO DI MOBILITA'**.

Oltre alla copia del contratto firmato, riceverà l' **ATTESTAZIONE PERIODO DI TIROCINIO**. Si tratta di un documento da portare con sé al momento della partenza.

L'Azienda ospitante dovrà indicare nel documento la **DATA DI ARRIVO**, necessaria per determinare il giorno di inizio della mobilità e, in base ad esso, il rilascio del contributo economico.



Step 4: FIRMA DEL CONTRATTO DI MOBILITA' INFORMAZIONI



Per ulteriori informazioni sui **contributi economici** e sul **contratto di mobilità**:

- Consultare il **BANDO DI ATENEO** di selezione per l'assegnazione di contributi economici per la mobilità internazionale Erasmus+ per tirocinio.
- Contattare **l'Ufficio Servizi alla Didattica**
outgoing.erasmus@unifi.it



RINUNCIA

Se prima della partenza intendi rinunciare alla tua mobilità è necessario inviare una **comunicazione via mail a:**

- archint@unifi.it mettendo in copia outgoing.erasmus@unifi.it



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SEI PRONTO PER PARTIRE

