



**TRAINING AGREEMENT and QUALITY COMMITMENT  
ERASMUS+ TRAINEESHIP  
ACADEMIC YEAR:**

**I. DETAILS OF THE STUDENT**

Family Name and Name of the Student:

Subject area:

Academic year:

Degree :

Sending institution:

**II. DETAILS OF THE PROPOSED TRAINING PROGRAMME AT THE HOST  
INSTITUTION**

Host organisation: **Università degli Studi di Firenze (Italy) – Department of:**

**ERASMUS Code: I FIRENZE01**

Family Name and Name of the Tutor

Function:

Planned dates of start and end of the Traineeship period: **from ??? till ????, that is ??? months**

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan: Weekly written reports. Monthly oral presentation.

- Language to be used: **English and Italian**

**III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST  
COUNTRY**

Whilst keeping full responsibility for the Traineeship and for any modification to this agreement, the sending institution has a local partnership with the University of Florence  
[to be filled in with the name of the partner higher education institution] in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name Anna Maria Papini, Function: Associate Professor of Organic Chemistry. Coordinator of the International Affairs of the School of Sciences of the University of Florence

Phone number: 0039-055-4573561 – Mobile: +39-3478844146  
relint@scienze.unifi.it

E-mail:

Address: Viale Morgagni 42-44, 50134 Firenze (Italy)

#### IV. 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 traineeship set out in the document below.

##### The student

**The student shall not diffuse any scientific results without preliminary formal acceptance of the Host Organisations' Tutor**

Student's signature

..... Date:

##### The SENDING INSTITUTION

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme

- the institution will award ECTS credits Yes (please strike out the non applicable answer)

If yes: number of ECTS credits:

and/or

- the institution will record the training period in the Transcript of Work

Yes (please strike out the non applicable answer).

The Sending Institution is responsible of providing the student an international health insurance and third-party insurance.

Coordinator's name and function

Tutor's name and function

Coordinator's signature

Tutor's signature

.....  
Date:

Date:  
.....

STAMP

##### The HOST ORGANISATION

The student will receive a financial support for his traineeship Yes  No

The student will receive a contribution in kind for his traineeship Yes  No

We confirm that this proposed training programme is approved.

On completion of the training programme the organisation will issue a Certificate to the student (Transcript of Work).

The Institution will award ECTS credits 1 ECTS/25h Training

The Institution will record the training period in the Transcript of Work

Coordinator's name and function

Name: Prof. Anna Maria Papini, Professor of Organic Chemistry

Function: Coordinator of the International Affairs of the School of Sciences of the University of Florence

Coordinator's signature

Date:

.....

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Tutor's name and function

Name:

**Function:**

**Tutor's signature**

Date:

## QUALITY COMMITMENT

### For Erasmus student Traineeship

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 traineeship in terms of the knowledge, skills and competencies to be acquired

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

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **Traineeship 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 traineeship and the recognition arrangements) for each student and the adequate mentoring arrangements

**Monitor** the progress of the traineeship 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 traineeship in accordance with the requirements of the national legislation

**Appoint a Tutor** 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 traineeship and to do his/her best to make the traineeship 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 traineeship

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

- 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

