

ANNEX 5 - RECOGNITION OF ERASMUS+ TRAINEESHIP ACTIVITIES

The learning activities carried out during the Erasmus+ Traineeship can be recognised in students' careers in two ways:

- ✓ **Attribution of CURRICULAR CFU, useful for the achievement of title CASE 1 (p. 2)**
- ✓ **Attribution of "MIXED" CFU (CFU CURR. + CFU EXTRA-CURR.) CASE 2 (p. 2)**
- ✓ **Attribution of EXTRA-CURRICULAR CFU, not useful for the achievement of the title CASE 3 and CASE 4 (p. 3)**

For the recognition of the ECTS related to the Erasmus+ Traineeship experience in the career, it is essential to fill out correctly the Learning Agreement for Traineeship (LAT).

TABLE A:

➡ **Please provide detailed information on the work plan agreed with the Host Entity.**

| | |
|--|---------------------------------------|
| <i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i> | |
| Planned period of the mobility: from _____ to _____ | |
| 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): | |

TABLE B:

➡ **Specify the nature of the traineeship:**

- The "**embedded in the curriculum**" internship involves the recognition of curricular CFU (CASE 1) or the attribution of both curricular CFU and extra-curricular CFU (CASE 2);
- The "**voluntary**" internship allows exclusively the attribution of extra-curricular credits (CASE 3);
- The "**recent graduate**" internship provides for the attribution of extra-curricular CFU (CASE 4).

Table B - Sending Institution

Please use only one of the following three boxes:

1. The traineeship is
- embedded in the curriculum**
- and upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|--|
| Award ECTS credits (or equivalent) | Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| 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 <input type="checkbox"/> No <input type="checkbox"/> | |

2. The traineeship is
- voluntary**
- and, upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|---|
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

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 <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/> | |

CASE 1 "EMBEDDED IN THE CURRICULUM" (CURRICULAR CFU)

The Erasmus+ internship can replace the "Curricular Internship" or the thesis research activity

If the internship program of Erasmus+ (shown in Table A) ensures correspondence with the educational objectives of the student's Course of Study, it will be possible to obtain the recognition of the mobility carried out in the student career as CURRICULAR CFU, recognized in place of the "Curricular Internship", "Internship" or "Other activities" provided for by their study plan and thesis research.

In this case the section to be filled out in Table B is at point 1. EMBEDDED IN THE CURRICULUM where it will be indicated the number of corresponding CFU that will be recognized and registered in career on the basis of the Traineeship certificate issued by the host company.

1. The traineeship is
- embedded in the curriculum**
- and upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|---|---|
| Award..... ECTS credits (or equivalent) | Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| 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 <input type="checkbox"/> No <input checked="" type="checkbox"/> | |

2. The traineeship is
- voluntary**
- and, upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|---|
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

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 <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/> | |

CASO 2 "EMBEDDED IN THE CURRICULUM" (CFU CURRICULAR+CFU EXTRACURRICULAR)

In the event that the number of Curricular CFU acquired is lower than the number of Extracurricular credits allocated pursuant to the resolution of the Academic Senate of 25/09/2015, the number of credits recognized will be "mixed". The section to be filled in Table B is under item 1. EMBEDDED IN THE CURRICULUM.

The student will see in his career on Esse3 both the CFU Curriculars, as written in the LAT, and the Extra-curriculars, dictated by the calculation of the period of stay abroad, subtracting what is recognized as a curricular activity.

EXAMPLE:

Erasmus+ Traineeship for 3-month

No. CFU CURRICULARI shown in section 1 of Table B:

8 CFU CURRICULARI

No. total CFU allocated pursuant to the resolution of the Academic Senate

(5 cfu for each month of stay):

15 CFU EXTRACURR.

In the course of a career will be recorded: 8 CURRICULAR CFU and 7 EXTRACURRICULAR CFU**CASO 3 "VOLUNTARY" (CFU EXTRA-CURRICULAR)**

If it is not possible to recognize as curricular activity the internship to be carried out, the student can still obtain the Esse3 career the recognition of the Erasmus traineeship with the attribution of EXTRACURRICULARI CFU (not useful for obtaining the title) in the amount of n. 5 credits for each month (30 calendar days) of stay abroad, as decided by the Academic Senate on 25/09/2015, Prot.57826 of 01/10/2015 and s.m.i.

All activities validated as extra-curricular may be reported in the Diploma Supplement (<http://www.cimea.it/it/servizi/il-sistema-italiano-di-istruzione-superiore/diploma-supplement.aspx>), at the request of the interested party. In Table B, the section to be filled out is under point 2. VOLUNTARY where you must indicate the number of corresponding CFU that will be recognized and transcribed in career as extra-curricular, following the information below.

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|--|
| Award..... ECTS credits (or equivalent) | Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| 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 <input type="checkbox"/> No <input type="checkbox"/> | |

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|---|--|
| Award ECTS credits (or equivalent): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: 5 CFU per month Extra curricular |
| Give a grade: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). YES | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |

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 <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: 5 CFU per month Extra Curricular |
| Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/> | |

CASE 4 "RECENT GRADUATE" (CFU EXTRA-CURRICULAR)

In Table B, under point 3. RECENT GRADUATE, information should be provided on internships to be completed post lauream (students who intend to complete the internship after obtaining their final degree).

Table B - Sending Institution

Please use only one of the following three boxes:

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|--|
| AwardECTS credits (or equivalent) | Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| 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 <input type="checkbox"/> No <input type="checkbox"/> | |

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

| | |
|--|---|
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). | |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> | If yes, please indicate the number of credits: 5 CFU per month Extra Curricular |
| Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |



The recognition procedure is described in the University Regulation "Recognition of periods of mobility abroad" issued with D.R. n. 83 of 17/01/2018 Artt. 7-8

Link Rules of Procedure:

<http://www.unime.it/sites/default/files/Regolamento%20riconoscimento%20periodi%20di%20mobilit%C3%A0%20all'estero.pdf>