

## ALLEGATO 4 - RICONOSCIMENTO DELLA MOBILITA' ERASMUS+ TRAINEESHIP

Le attività formative svolte durante la mobilità Erasmus+ Traineeship possono essere riconosciute nella carriera degli studenti in due modi:

- ✓ **Attribuzione di CFU CURRICULARI, utili al conseguimento del titolo → CASO 1 (pag. 2)**
- ✓ **Attribuzione di CFU "MISTA" (CFU CURR. + CFU EXTRA-CURR.) → CASO 2 (pag. 2)**
- ✓ **Attribuzione di CFU EXTRA-CURRICULARI, non utili al conseguimento del titolo → CASO 3 e CASO 4 (pag. 3)**

*Ai fini del regolare inserimento in carriera dei CFU relativi all'esperienza Erasmus+ Traineeship, è fondamentale compilare correttamente il Learning Agreement for Traineeship (LAT).*

### TABLE A:

➔ **Inserire con precisione tutte le informazioni relative al piano di lavoro concordato con l'Ente ospitante.**

<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:

➔ **Specificare la natura del tirocinio:**

- Il Tirocinio **"embedded in the curriculum"** comporta il riconoscimento di CFU Curricolari (CASO 1) oppure l'attribuzione di CFU Curricolari e CFU Extra-curricolari (CASO 2);
- Il Tirocinio **"voluntary"** consente esclusivamente l'attribuzione di CFU Extra-curricolari (CASO 3);
- Il Tirocinio **"recent graduate"** prevede l'attribuzione di CFU Extra-curricolari (CASO 4).

<i>Table B - Sending Institution</i>	
<i>Please use only one of the following three boxes:</i>	
1. The traineeship is <b>embedded in the curriculum</b> 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 <b>voluntary</b> 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 <b>recent graduate</b> 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 1 “EMBEDDED IN THE CURRICULUM” (CFU CURRICULARI)

Il tirocinio Erasmus+ può sostituire a tutti gli effetti il “*Tirocinio Curriculare*”.

Nel caso in cui il programma del tirocinio Erasmus+ (riportato nella Table A) garantisca una coerenza con gli obiettivi formativi del Corso di Studio dello studente, sarà possibile ottenere il riconoscimento in carriera della mobilità effettuata sotto forma di CFU CURRICULARI, convalidati al posto del “Tirocinio Curriculare”, “Stage” o di “Altre attività” previste dal proprio piano di studi.

Nella Table B, la sezione da compilare è al punto 1. EMBEDDED IN THE CURRICULUM in cui dovrà essere indicato il numero di CFU corrispondenti che verranno riconosciuti e trascritti in carriera sulla base del Traineeship certificate rilasciato dalla sede ospitante.

<b>Table B - Sending Institution</b>	
Please use only one of the following three boxes:	
1. The traineeship is <b>embedded in the curriculum</b> 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 <b>voluntary</b> 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 <b>recent graduate</b> 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 CURRICULARI+CFU EXTRACURRICULARI)

Nel caso in cui i CFU Curricolari acquisiti siano in numero inferiore a quelli Extracurricolari attribuibili ai sensi della delibera del Senato Accademico del 25/09/2015, il numero di crediti riconosciuti sarà “**misto**”. La sezione da compilare nella Table B è al punto 1. EMBEDDED IN THE CURRICULUM.

Lo studente visionerà nella propria carriera su Esse3 sia i CFU Curricolari, secondo quanto trascritto nel LAT, che gli Extra curricolari, dettati dal calcolo sul periodo di permanenza all'estero, sottraendo quanto riconosciuto come attività curriculare.

*ESEMPIO:*

Tirocinio Erasmus+ di 3 mesi

Nr. CFU CURRICULARI riportati nella sezione 1 della Table B: 8 CFU CURRICULARI

Nr. totale CFU attribuibili ai sensi della delibera del Senato Accademico

(5 cfu per ogni mese di permanenza): 15 CFU EXTRACURR.

**In carriera saranno trascritti: 8 CFU CURRICULARI e 7 CFU EXTRACURRICULARI**

### CASO 3 “VOLUNTARY” (CFU EXTRA-CURRICULARI)

Qualora non sia possibile riconoscere come attività curriculare il tirocinio da realizzare, lo studente potrà comunque ottenere la trascrizione in carriera Esse3 del traineeship Erasmus con l’attribuzione di CFU EXTRACURRICULARI (non utili al conseguimento del titolo) nella misura di n. 5 crediti formativi per ogni mese (30 giorni solari) di permanenza all’estero, così come deliberato dal Senato Accademico in data 25/09/2015, Prot. n. 57826 del 01/10/2015 e s.m.i.

Tutte le attività convalidate come extra curricolari potranno essere riportate nel *Diploma Supplement* (<http://www.cimea.it/it/servizi/il-sistema-italiano-di-istruzione-superiore/diploma-supplement.aspx>), su richiesta dell’interessato. Nella Table B, la sezione da compilare è al punto 2. VOLUNTARY in cui va riportato il numero di CFU corrispondenti che verranno riconosciuti e trascritti in carriera come extra curricolari, seguendo le indicazioni sotto riportate.

<b>Table B - Sending Institution</b>	
<i>Please use only one of the following three boxes:</i>	
1. The traineeship is <b>embedded in the curriculum</b> 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 <b>voluntary</b> 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 <b>recent graduate</b> 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"/>	

### CASO 4 “RECENT GRADUATE” (CFU EXTRA-CURRICULARI)

Nella Table B, al punto 3. RECENT GRADUATE dovranno essere inserite le informazioni relative a tirocini da realizzarsi post lauream (studenti che intendono realizzare il tirocinio dopo il conseguimento del titolo finale).

<b>Table B - Sending Institution</b>	
<i>Please use only one of the following three boxes:</i>	
1. The traineeship is <b>embedded in the curriculum</b> 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 <b>voluntary</b> 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 <b>recent graduate</b> 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"/>	



La procedura di riconoscimento è riportata nel Regolamento d’Ateneo “Riconoscimento dei periodi di mobilità all’estero” emanato con D.R. n. 83 del 17/01/2018 Artt. 7-8

Link Regolamento:

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