



LAT and GA GUIDELINES

LEARNING AGREEMENT for TRAINEESHIP (LAT)

1. The LAT must be FILLED DIGITALLY

It is divided into three parts referring to before, during and after the mobility, and is preceded by a cover page. The three parts, however, represent three sections of a single document, **which always must be sent in a single PDF file.**

2. CONTACT INFORMATION:

Trainee: enter the student's general information, carefully reading the notes at the end of the Learning Agreement;

Insert EQF level in "**Study cycle**" that must be the one referring to your study course, such as:

- Short Cycle: EQF level 5;
- 1st level: Bachelor's degree or equivalent: EQF level 6;
- 2nd level: Master's degree or equivalent (e.g. single cycle): EQF level 7;
- 3rd level: PhD or equivalent: EQF level 8

In "**Field of Education**" enter the international code and ISCED designation associated to your course of study (e.g. 0312: Political sciences and civics). Please refer to the notes on the last page of the LAT and use the search engine available on this website: <https://mobility.sendsicilia.it/wp-content/uploads/2021/03/CODICI-ISCED-MIUR-DD-n.-389-ALLEGATO-2.pdf>. Enter the most applicable field code if you cannot find the specific code for your course.

The ISCED code entered here will be the same as in the relevant field of the Grant Agreement (see instructions below)

Sending Institution: if not already pre-filled, the name of your department's international mobility coordinator or delegate and their contact details should be entered in the 'contact person' box.

Receiving Organisation/Enterprise: fill the respective boxes with the name of the host institution/company/university (name), the division in the case of a university (department), the physical street address of the location (also the city has to be specified), the web address (address;website), the country (country); the size of the host institution; name and contacts details of a contact person and tutor at the host location (see notes in the Learning Agreement).



3. "BEFORE THE MOBILITY" SECTION

The "**LAT Before**" is the Learning Agreement to submit before departure.

In **Table A/PROPOSED MOBILITY PROGRAMME** fill in the fields about the mobility period (inserting start and end dates in the extended format dd/mm/yyyy), foreseen weekly hours, training project and on the activities to follow at the foreign location but also on the evaluation and monitoring system of the placement, which must be agreed with the company tutor and the tutor of your university.

In the "**Language competence of the trainee**" box specify the working language (only one) and the level of proficiency possessed before departure. The language indicated here will be the one for which the online language course licence (OLS) will be awarded. In the same section, the mode in which the placement will be carried out must also be indicated, i.e. whether it will be **a face-to-face (physical) or blended mobility**. This mode also has to be indicated in the description of activities (Table A section: 'Detailed programme of the traineeship');

In **Table B**, complete the box corresponding to the type of traineeship you intend to carry out:

- **box 1** in the case of a curricular traineeship
- **box 2** in the case of an extracurricular traineeship
- **box 3** in the case of an internship carried out by a recently graduated (post-graduate) student.

Sign the LAT and have it signed by the other 2 parties involved (the Department's Delegate for International Mobility, the person in charge at the destination site) in the dedicated box on the last page (**Commitment**).

N.B: in some universities the LAT must be prepared for the necessary approval by the Departmental Council, which must take place before departure.

Send the file in PDF format to SEND only when fully compiled and complete of all signatures **at least one month before** the beginning of the mobility to: mobility@sendsicilia.it

ATTENTION: the LAT is an important document and it will be **the sole responsibility of the student**, and not of the company tutor or university contact person or SEND managers, to keep an original hard copy.

4. "DURING THE MOBILITY" SECTION

The "**LAT During**" is the document for amending the first Learning Agreement. To be sent together with the first Learning Agreement approved before departure. It only needs to be filled in if, during the mobility, there is a **modification/change** of the previously established activities, of the **company tutor or of the end date of the placement**. Those parts that do not change do not have to be completed.



It is, therefore, the document to be submitted in the event of an **extension of the mobility**. Participants may request an extension to the return date indicated in the Learning Agreement, by email to SEND, which, on the basis of the grants and months still available, will decide whether to grant extra funding.

The formal request for extension must be submitted to SEND by filling in the section of the Learning Agreement titled "During the Mobility" signed by the Host Organisation, the sending University and the participant **no later than one month after the return date** indicated in the first section of the Learning Agreement for traineeship.

The start date and the proposed new end date of the mobility has to be indicated in full (dd/mm/yyyy). The start date of the traineeship will stay the same as in the "Before the mobility" section.

The extension granted may only be applied at the same host organisation.

In addition, in the case of a **change from physical to blended mobility or vice versa**, fill in the specific section of "During the Mobility" called "**FOR CHANGES RELATED TO BLENDED MOBILITY**". In this dedicated section it will be necessary to indicate the type of change and the period of virtual and physical mobility, which then needs to be signed by the Host Organisation, the sending University and the participant no later than **one month after the return date** indicated in the first section of the Learning Agreement for traineeship. The document must then be sent to SEND for final approval and possible amendment of the Grant Agreement.

5. "AFTER THE MOBILITY" SECTION

The "**After the mobility**" or "**Training Certificate**" section is the part of the LAT that certifies the fulfilment of the placement, the related activities and its learning outcomes. It must be compiled in all its parts and signed by the **Host Organisation which will send it to SEND together with the other two sections compiled and signed** (if the section "During the mobility" has never been used, it must be included blank), in a single PDF file preferably no larger than 2MB.

The final document must be sent by the host organisation from an official/institutional working address. The Training Certificate is one of the documents required by SEND in order to receive the balance of the grant.

ATTENTION: Some universities require the Training Certificate to be sent by email or delivered in hard copy. Check the regulations of your university.



GRANT AGREEMENT (GA)

This is the contract/financial agreement that covers the mobility period and sets out the terms and conditions for the recognition and payment of the grant. You will find it in the files relating to your university.

1. The GA must be **COMPLETED DIGITALLY**.

2. Fill in the first page in **all its parts** (name, surname, tax code, date of birth) reminding that: the address of residence must be written in full (street, house number, city, province, postcode);

3. the **academic year** must be the one in which you were enrolled at the time of your application;

4. **cycle of studies**: tick the box relating to the cycle of studies you are attending. In the case of single-cycle enrolments, replace 'short cycle' with 'single cycle' and tick the box.

5. **Course of study and Institute of affiliation**: enter the name of your course of study and of the Institute of affiliation (e.g. Master's Degree in Political Science at the University of Palermo);

6. the **course year** is NOT the academic year, but the year of attendance at the time of application (I^o, II^o, III^o, F.C. etc.);

7. the **ISCED code** (as well as the Field of Education in the LAT) relating to your degree course can be found using the FOET document: <https://mobility.sendsicilia.it/wp-content/uploads/2021/03/CODICI-ISCED-MIUR-DD-n.-389-ALLEGATO-2.pdf>

8. Under the heading "**Lo studente gode di**" tick the option **""Un periodo di mobilità con contributo finanziario con fondi comunitari Erasmus+ congiuntamente ad un periodo senza contributo comunitario Erasmus+ ("zero grant")**". This is because the period may include extra days which are not funded by the project.

Or "A mobility period without financial contribution "zero grant", if the mobility will be carried out as an eligible non-grant recipient and therefore without a grant.

9. Under "**Il contributo finanziario con fondi europei Erasmus+ include**" tick in all cases "**Un contributo aggiuntivo per il tirocinio pari a 150,00 Euro al mese**". You must also tick:

- **A financial contribution for disadvantaged opportunities amounting to 250.00 Euro per month**, if the corresponding documentation and self-certification attesting the disadvantaged socio-economic situation has been submitted;

- **An additional financial contribution for "green travel" up to 50 Euro**, if the Self-declaration for requesting travel by sustainable means has been sent

- **An inclusion support for special needs** in the case of a request for additional support on the basis of real costs.



10. Please keep in mind that the project only funds **whole months**, any extra days will not be calculated (e.g. a period of 75 days will only be funded for the first 2 months/60 days, the remaining 15 days will not be counted, up to the 29th extra day). So in **art.2.3** you must enter **ONLY THE NUMBER OF FULL MONTHS** (zero for zero grant/without grant mobility), 0 extra days. Only in the case of blended mobility you will have to indicate the extra days carried out virtually and not funded.

11. In article art.3.2 it will be reported the number of financed days, related to the entire months at art.2.3, and the total amount of the assigned grant (basic contribution + contribution for traineeship + possible contribution for disadvantaged socio-economic situation + possible green travel contribution + possible contribution for special needs). Below enter **monthly contribution** and "zero" euro for extra days and any requested contributions for green travel and special needs should be specified below.

i.e. The total Erasmus+ financial contribution is Euro 1450 corresponding to:

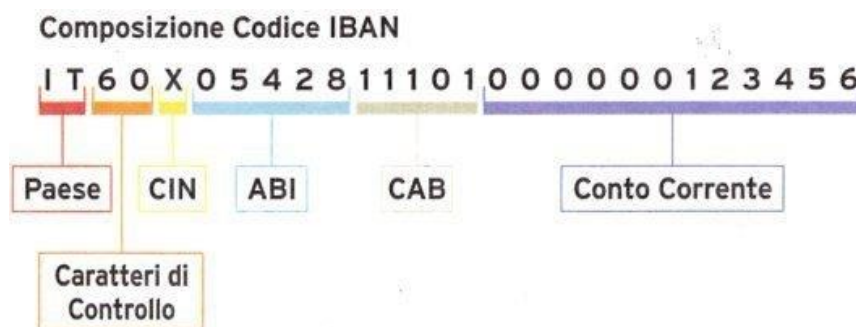
- Euro 700 per month and Euro 0 for extra days of physical mobility;

The total financial contribution indicated above includes any additional (top-up) contributions applicable and, if pertinent, includes a financial contribution of 0 Euro for special needs and a financial contribution of 50 Euro for green travel.

12. **Annexes:** Annex I is the **Learning Agreement for Traineeship** (LAT) that you will only send by email; Annex II is the **general conditions** that you will find at the end of the GA; Annex III is the **Erasmus Student Charter** that you will find by clicking **[HERE](#)**.

13. In the **box relating to the bank account or postal account** to which the instalments of the allocated grant are to be credited, enter the details of an account in the name or joint name of the participating student. It is not possible to enter bank account details in the name of members of the same household or other persons.

Please make sure that the IBAN is correct and that it is confirmed as follows:



14. The **dates of the beginning and the end of the mobility** to be inserted in art. 2.2 must be in the format dd/mm/yyyyy and exactly the same as those inserted in the LAT.



15. Name of the Host Company: enter its legal name

16. ERASMUS Code (if applicable): only if the host organisation is an educational institution and owns its own code, otherwise leave blank. DO NOT enter the Erasmus Code of your University

20. As it is stated on the first page, the GA is the financial agreement between the student and SEND (the grant provider), therefore this must be signed by the participant/student and the legal representative of SEND, and NOT by the person in charge of the Host Organisation.

20. Prior to submission, an electronic copy of the completed GA must be sent to mobility@sendsicilia.it to confirm its accuracy.

21. After confirmation from SEND staff, the GA must be sent at least 15 days before departure by PEC to mobility@pec.sendsicilia.it with the subject "**Grant Agreement_Name and Surname**" and with a copy of the identity document and any further self-declaration(s) attached.

The **signature** on the Grant must be **handwritten or in CADES/PADES format**.

PLEASE NOTE: in order to transmit a document via pec, you must have a certified mail address in your name. If you do not have a pec, you can purchase it online at Aruba or from other authorised operators that issue certified e-mail addresses.

22. No confirmation of reception of the pec will be given. The participant will be contacted directly by SEND in case of incomplete documentation or that needs to be integrated or amended. The countersigned GA will be sent by SEND to the participant, using the same pec address from which the document was transmitted.

**SEND WILL NOT REPLY TO EMAILS REQUESTING INFORMATION ALREADY
CONTAINED AND EXPRESSED HEREIN.**



The original text is the Italian version. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in the translated text, refer to the Italian version of the call for applications which is the official version.