

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	László	István	11/20/2001	HUN	M	EQF level 6	Arts and Humanities Literature and linguistics – 0232
Sending Institution	Name	Department	Erasmus code ⁴	Address	Country	Contact person name ⁵ ; email; phone	
	Eötvös Loránd University	Hungarian Literature and Cultural Studies	BUDAPES01	Múzeum krt. 4/A, 1088 Budapest	Hungary	Gábor Fölköli forkoli.gabor@btk.elte.hu ; +36205405807	
Receiving Organisation /Enterprise	Name	Department	Address; web	Country	Size	Contact person ⁶ and Mentor ⁷ name; position; e-mail; phone	
	University of Florence	FORLILPSI	Via Laura 48 50121 Firenze https://www.forlilpsi.unifi.it/	Italy IT	☒ > 250 employees	Full Professor, ref. Erasmus UNIFI-ELTE beatrice.tottossy@unifi.it ; +393335897725	

Before the mobility

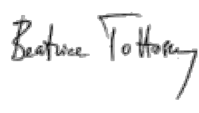
Table A - Traineeship Programme at the Receiving Organisation/Enterprise Planned period of the mobility: from 01/09/2022 to 31/01/2023	
Traineeship title: Italian-Hungarian and Central-European Cultural Heritage in the Region of Tuscany: Management and Editorial Practices	Number of working hours per week: 30
Detailed programme of the traineeship: 1. Participation in the planning and realization of the national (in Tuscany, Emilia Romagna and Campania) and international (in the central-eastern European region) developments of the scientific project “Le Vie dei Medici - Museo diffuso en plein air” and of the connected applications (also experimental) in the sphere of the “third university mission”. 2. Collaboration to the activities of the editorial staff of the interdisciplinary academic journal «Lettera internazionale», to the management of its editorial site and its digital archive, to the related scientific and cultural communication. 3. Support to the scientific, cultural and public engagement activities of the Florentine Research Units of the Interuniversity Center CISUECO, carried out also in collaboration with URs of other Italian universities and with the Italian-Hungarian Cultural Association of Tuscany.	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): 1. the scientific research applied to cultural relations between Italy and Hungary and between Italy and Central-Eastern Europe, 2. the management of digital editorial data and products, 3. the management of scientific and cultural events, 4. the research on intercultural communication processes and scientific translation.	
Monitoring plan: 1) Internship Daily Activity Log; 2) Weekly supervisor interviews; 3) Final Report.	
Evaluation plan: Final evaluation of the supervisor and of his/her colleagues, with whom the trainee has realized his work plan.	
The level of language competence⁸ in italian, English and Hungarian [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 ☐ Italian and English B2 ☒ C1 ☐ C2 ☐ Hungarian Native speaker ☒	

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:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Award 6 ECTS credits (or equivalent)¹⁰</td> <td>Give a grade based on: Traineeship certificate ☒ Final report ☐ Interview ☐</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒</td> </tr> </table>	Award 6 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 ☒					
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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:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Award ECTS credits (or equivalent): Yes ☐ No ☐</td> <td>If yes, please indicate the number of credits:</td> </tr> <tr> <td>Give a grade: Yes ☐ No ☐</td> <td>If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Diploma Supplement (or equivalent).</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐</td> </tr> </table>	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 ☐	
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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:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Award ECTS credits (or equivalent): Yes ☐ No ☐</td> <td>If yes, please indicate the number of credits:</td> </tr> <tr> <td colspan="2">Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes ☐ No ☐</td> </tr> </table>	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 ☐							
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Accident insurance for the trainee											
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The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☒											

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 ☒		
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. NB. At least three days before taking up the internship, the trainee is obliged to 1) deliver to the Supervisor the insurance contract against accidents and civil liability, valid for the entire period of the internship; 2) pay the UNIFI supplementary policy against accidents (6.50 euros for one year).		

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	István László	laszloistvan646@gmail.com	Trainee	17/05/2022	
Responsible person ¹¹ at the Sending Institution	Gábor Fököli	forkoli.gabor@btk.elte.hu	Dept. Erasmus+ coordinator	17/05/2022	
Supervisor ¹² at the Receiving Organisation	Beatrice Tottossy	beatrice.tottossy@unifi.it	Head of CISUECO; Ref. Erasmus for UNIFI-ELTE	02/06/2022	

1 **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

2 **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

3 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

4 **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

5 **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

6 **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

7 **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

8 **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>

9 **There are three different provisions for traineeships:**

A) Traineeships embedded in the curriculum (counting towards the degree); B) Voluntary traineeships (not obligatory for the degree); C) Traineeships for recent graduates.

10 **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

11 **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

12 **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.