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## ERASMUS+ PROGRAMME

# DOMANDA DI PROLUNGAMENTO ERASMUS+

### REQUEST FOR EXTENSION ERASMUS+ PERIOD

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name, email; phone	
	University of Enna Kore	KIRO (Kore International Relations Office)	I ENNA01	Cittadella universitaria, 94100 Enna	Italy	Prof. Ilaria Frana <a href="mailto:kiro@unikore.it">kiro@unikore.it</a> ; +39 0935 536342	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>i</sup> name; position; e-mail; phone	Mentor <sup>ii</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Original duration of Erasmus traineeship period	From:	To:
Extended duration of Erasmus traineeship period	From:	To:

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the variation to the original Learning Agreement and that they will comply with all the arrangements agreed by all parties. 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			<i>Trainee</i>		
Erasmus+ Tutor					
Responsible person <sup>iii</sup> at the Sending Institution	Prof. Ilaria Frana	<a href="mailto:kiro@unikore.it">kiro@unikore.it</a>	<i>KIRO Coordinator</i>		
Supervisor <sup>iv</sup> at the Receiving Organisation					

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

**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).

**Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en) available at [http://ec.europa.eu/education/international-standard-classification-of-education-iscd\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en) 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.

**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.

**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.

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

**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.

**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.

**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.

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