#### **Steps to fill in the Learning Agreement for Traineeships**

Page 1 – Information on the student and the sending and receiving organisation/enterprise

Provide **Mobility programme**

Identify **Responsible persons**

**Commitment** of the three parties with original / scanned/ digital signatures.

**Before mobility**

**Pages 2-3**

Modifications are NOT needed

**During Mobility**

**Page 4**

Modifications are NOT needed

Receiving organisation/enterprise provides a **Traineeship Certificate** to student and sending institution in a period stipulated before mobility (normally max. 5 weeks).

Modifications ARE needed

**After Mobility**

**Page 5**

Modifications ARE needed

*The sending institution commits to recognise the outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum and voluntary traineeships*

*The receiving organisation/enterprise commits to grant the trainee a minimum insurance coverage (unless he or she is insured by the sending institution or him/herself), ensure availability of appropriate equipment and support and issue a Traineeship Certificate upon completion of the traineeship.*

*An Agreement on the changes by email is possible.*

Modifications ARE needed

*It includes the confirmed start and end date of the traineeship.*

Sending institution grants recognition according to its commitments in section before mobility.