

LEARNING AGREEMENT FOR TRAINEESHIPS

Section to be completed AFTER THE MOBILITY

The receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship. The final instalment of the grant will be paid after the Traineeship Certificate has been uploaded in MoveON together with a traineeship report, the Erasmus Participant Survey and second language test has been submitted online.

Special instructions due to Covid-19

The grant is calculated based on the number of days that trainee is physically present in the host country (regardless of the working). Due to Covid-19 trainees are allowed to conduct their traineeship remotely from another country however, these days does not entitle the trainee to a grant. So any days when trainee conducted the traineeship remotely from another country than the host country will be deducted from the total grant sum. Hence, as the responsible person in the receiving organisation you are asked to specify dates below if the traineeship was carried out remotely from another country (than the host country). If the trainee was present in the host country for the entire duration of the traineeship (regardless if the traineeship was carried out partly or fully from home) just leave this section blank.

TRAINEESHIP CERTIFICATE

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation or enterprise [*street, city, country, phone, e-mail address*], **website:**

Start and end of the traineeship:

from [*day/month/year*]:

to [*day/month/year*]:

If the traineeship was carried out remotely from another country than the host country please fill in, in-between which dates below:

from *[day/month/year]*:

to *[day/month/year]*:

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee:

Responsible person in the receiving organisation/enterprise (supervisor) (digital signatures are accepted):

Name:

Signature:

Date: