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

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

*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*

Provide **mobility programme**

Identify **responsible persons**

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

**Before mobility**

*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.*

Modifications ARE needed

Modifications are NOT needed

**During mobility**

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

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

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

**After mobility**