

AFTER THE MOBILITY

Please note the template for traineeships combined with a study period includes both a "Traineeship Certificate" by the receiving organisation and "Transcript of Records" by the receiving and the sending institution linked to the study programme.

We will first see the requirements for the "Traineeship Certificate by the receiving organisation" and after that the requirements regarding the two "Transcripts of Records".

➤ **Traineeship Certificate by the receiving organisation (Table D)**

- After the mobility, the receiving organisation should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.
- The Traineeship Certificate will contain at least the information in Table D.
- The actual start and end dates of the traineeship programme should be included according to the following definitions:
 - The **start date** of the traineeship period is the first day the trainee has been present at the receiving organisation to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the receiving organisation, an information session for trainees with special needs, a language and intercultural course organised either by the receiving organisation or other organisations (if the Sending Institution considers it relevant for the mobility).
 - The **end date** of the traineeship period is the last day the trainee has been present at the receiving organisation to carry out his/her traineeship, not his actual date of departure.

➤ **Transcript of Records and Recognition⁴**

- The Sending Institution should recognise the traineeship according to the provisions in Table B. If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after receiving the Traineeship Certificate, without further requirements than those agreed upon before the mobility.
- The Transcript of Records will contain at least the information that the Sending Institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form of pass/fail).
- In the case of traineeships combined with a study period, the Transcript of Records will also take into account the study period abroad. To this effect, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student's results at the Receiving Institution). Similar provisions apply as to traineeships in terms of the actual start and end dates. Following the receipt of the Transcript of Records, the Sending Institution should recognise the academic outcomes successfully completed. It should award the total number of ECTS credits (or equivalent) contained in Table B (and, if applicable, B2) and count them towards the student's degree, without the need for the student to take any further courses or exams. Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide⁵). The European Commission encourages institutions to use the EGRACONS⁶ tool for this purpose.

⁴ **Recognition:** all the credits that the trainee has earned during the mobility and that were specified in the final version of the Learning Agreement (Table B of the official template) are recognised by the Sending Institution, according to its commitment before the mobility and without further requirements than those agreed upon before the mobility.

⁵ ECTS Users' Guide: http://ec.europa.eu/education/tools/ects_en.htm

⁶ EGRACONS Grade Conversion Tool: <https://tool.egracons.eu/>

- The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.
- The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

Diploma Supplement

In the case of HEIs based in countries part of the Bologna Process and the European Higher Education Area (EHEA), the information contained in the Traineeship Certificate from the receiving organisation should also be included in the Diploma Supplement (or equivalent) of the trainee upon his or her graduation.

It is also recommended to record the traineeship in the trainee's Europass Mobility Document, especially if the student is from a Partner Country where the Diploma Supplement is not applicable.

Steps to fill in the Learning Agreement for Traineeships

Before the mobility

Provide **traineeship programme**.
If combined with study period, provide **study programme** and plan recognition.

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

During the mobility

If modifications **are needed**:
An agreement by the three or four parties on the changes is possible via email/digital signatures.

After the mobility

The Receiving Organisation provides a Traineeship Certificate to the trainee and sending institution within 5 weeks.

The Sending Institution recognises the traineeship and registers it according to its commitments before the mobility.

If combined with study period, **the Receiving Institution** provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.