

DURING THE MOBILITY

Exceptional Changes to the Traineeship / Study and Traineeship Programme (Tables A2 & B2)

If it is necessary to make any changes to the planned activities, the Table A describing the Traineeship Programme should be kept unchanged and changes should be described in Table A2. Both tables should be kept together in all communications.

This also applies in the case of combined mobilities where the initial Table A describing the Study Programme should be kept unchanged and modifications should be described and justified in Table A2. A separate table (Table B2) is available to reflect any eventual changes to planned recognition of the study programme.

When changes to the traineeship programme arise, they should be agreed as soon as possible with the HEI(s) and the receiving organisation. The same applies to changes to the study programme in case of combined mobilities.

When the change concerns an extension of the duration, the request can be made by the trainee at the latest one month before the foreseen end date.

Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the HEI(s) or receiving organisation, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Programme Country Institution			
New Responsible person at the Partner Country Institution (where applicable)			
New Supervisor at the receiving organisation			

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is accepted that information is exchanged electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box can be added where needed.

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.