Steps to fill in the Learning Agreement for traineeships

Page 9 – Information on the trainee and the sending institution and receiving organisation/enterprise

Before mobility

Pages 10-13

Provide **mobility programme**

Identify **responsible persons**

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

*Part of the LLP "**Quality commitment for Erasmus student placements**" are included in this section of the document, the rest are covered in the grant agreement.*

Sending institution undertakes to grant recognition in a specific way depending on whether the traineeship is embedded in the curriculum or voluntary, in the last case specific recommendations apply to recent graduates' traineeships.

During mobility

Pages 14-15

Modifications are NOT needed

Modifications ARE needed

*Changes should be **exceptional and as timely as possible**, even though there are no deadlines for it.*

Agreement by email by the three parties

After mobility

Page 16

Receiving organisation/enterprise provides a **Traineeship Certificate** to the student and the sending HEI.

Recognition by **sending institution** depending on type of traineeship	**Recognition Document**	**Diploma supplement** (or equivalent)	**Europass Mobility Document**
Embedded in curriculum	Obligatory, with agreed number of ECTS + grade	Obligatory	Optional
Voluntary	Optional, with ECTS if agreed before mobility	Obligatory, except for recent graduates	Optional, recommended for recent graduates