**During the Mobility**

|  |  |
| --- | --- |
|  |  ***Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***(to be approved by signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) |
| **Planned period of the mobility: from [day/month/year] ……………. till [day/month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Exceptional Changes to the Data about Sending Institution*** *Please use only one of the following three boxes:*1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award …….. .…ECTS credits (or equivalent) | Give a grade based on: Traineeship certificate *[compulsory]* ☐ Final report ☐ Interview ☐   |
| Recognize the traineeship as following MU course(s) (course code, course title): …………………………………………….. |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ |

1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes ☐ No ☐  |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes ☐ No ☐  | If yes, please indicate if this will be based on: Traineeship certificate *[compulsory]* ☐ Final report ☐ Interview ☐   |
| Recognize the traineeship as following MU course(s) (course code, course title): …………………………………………….. |
| Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐  |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐  |

1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes ☐ No ☒  | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☐ |

 |

|  |
| --- |
| ***Approval by signature of the trainee and of the sending and receiving institution responsible persons.*** |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person at the Sending Institution |   |   |   |   |  |
| Supervisor at the Receiving Organisation |   |   |   |   |  |