**During the Mobility**

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|  | ***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:** | | |

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| ***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 ☐ | | |

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| ***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 |  |  |  |  |  |