**During the Mobility**

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|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation***  (to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving organisation) | |
| **Planned period of the mobility: from [day (optional)/month/year] ……………. till [day (optional)/month/year] …………….**  **If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] ……………. to [day (optional)/month/year] …………….** | | |
| **Traineeship title: …** | | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period (including the virtual component, if applicable):** | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected learning outcomes)**: | | |
| **Monitoring plan:** | | |
| **Evaluation plan:** | | |

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| By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[1]](#endnote-1) at the beneficiary organisation |  |  |  |  |  |
| [Responsible person[[2]](#endnote-2) at the sending institution, if different from the beneficiary organisation] |  |  |  |  |  |
| Supervisor[[3]](#endnote-3) at the receiving organisation |  |  |  |  |  |

1. **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the contact person mentioned at the top of the document. [↑](#endnote-ref-1)
2. **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the learning agreement. The name and email of the responsible person must be filled in only in case it differs from that of the responsible person at the beneficiary organisation. [↑](#endnote-ref-2)
3. **Supervisor at the receiving organisation**: this person is responsible for signing the learning agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the supervisor must be filled in only in case it differs from that of the contact person mentioned at the top of the document. [↑](#endnote-ref-3)