

Traineeship agreement

Trainee	Last name(s)	First name(s)	Date of birth	Study cycle (BA,MA,Phd)	Study programme at home university
Receiving Organisation/Enterprise	Name	Address; website	Country	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical component: from [day/month/year] to [day/month/year]

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (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:	
Recognition: Upon satisfactory completion of the traineeship, the sending institution undertakes to awardECTS credits.	

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person at the Sending Institution					
Supervisor at the Receiving Organisation					