



Exceptional Changes

to the Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility from [day/month/year] to [day/month/year]	
Traineeship Title	Number of working hours per week
Detailed programme of the traineeship period¹	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes)²	
Monitoring plan³	
Evaluation plan⁴	

By signing⁵ this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee	
Name:	E-mail:
Position: Trainee	
Date:	Signature:
Responsible person⁶ in the Sending Institution:	
Name:	E-mail:
Position: Departmental Erasmus+ SMP Coordinator	
Date:	Signature:
Supervisor⁷ in the Receiving Organisation:	
Name:	E-mail:
Position:	
Date:	Signature:

¹ The **detailed programme** of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing.

² Indicate which **knowledge, intellectual and practical skills and competences** (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

³ The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

⁴ The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

⁵ **All parties must approve the changes to the Learning Agreement.** The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is not compulsory to circulate papers with original signatures, scanned copies of signatures may be accepted.

⁶ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and 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.

⁷ **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.