|  |
| --- |
| **Traineeship Agreement** |
| **Name of the Trainee: Study programme:**  |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise** [private, NGO, research institute, etc.]**:** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**:****Website:****Contact person/supervisor (name, function):** |
| **Estimated dates of the traineeship:** **from [day/month/year] …………… to [day/month/year] …………… that is .............. weeks/months.**  |
| **Short description of the traineeship programme (planned activities during traineeship):**  |
| **Source of financing** [private, university department, scholarship, etc.]:  |
| **Name and signature of the Trainee:** **Date:** **Name and signature of the trainee´s Supervisor:****Date:**  | **Name of the representative at the Receiving Organisation/Enterprise:****Signature and seal:**  |
|  |  |

**Responsibilities of the Receiving Organisation/Enterprise**

After the mobility, the receiving organisation/Enterprise commits to provide to the sending institution and to the trainee a Traineeship Confirmation, not later on the day of his/hers departure from the host country.

The actual start and end dates of the traineeship programme should be included according to the following definitions:

* The **start date** of the traineeship period is the first day the trainee has been present at the Receiving Organisation/Enterprise to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the Receiving Organisation/Enterprise, an information session for trainees with special needs, a language and intercultural course organised either by the Receiving Organisation/Enterprise or other organisations (if the Sending Institution considers it relevant for the mobility
* The **end date** of the traineeship period is the last day the trainee has been present at the receiving Organisation/Enterprise to carry out his/her traineeship, not his actual date of departure.
* **Days for travel do not count as start/end dates of the Traineeship.**