



Please note: this document is for demonstration purposes only, and is filled with imaginary data

Higher Education Learning Agreement for Traineeships

After the Mobility

Katarina Katarinović
Academic Year 2024/2025

Please click on header to add name and surname of the student

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise

Name of the trainee: <i>Katarina Katarinović</i> (please provide full name and surname of the student)	
Name of the Receiving Organisation/Enterprise: <i>e.g. "MyHappyPet"</i> (please provide company name)	
Sector of the Receiving Organisation/Enterprise¹: <i>M75</i> (please provide company NACE code sector)	
Address of the Receiving Organisation/Enterprise:	(please, fill in all the data regarding the company contact)
street: <i>Street name, house number</i>	phone: <i>+12345678901</i>
city: <i>City</i> postal code: <i>postal code</i>	e-mail address: <i>email@email.com</i>
country: <i>Country</i>	website: <i>www.myhappypet.com</i>
Start date and end date of the complete traineeship (incl. virtual component, if applicable) from [day/month/year] <i>05/12/2024</i> to [day/month/year] <i>26/03/2025</i>	
Start date and end date of physical mobility: from [day/month/year] <i>05/12/2024</i> to [day/month/year] <i>26/03/2025</i>	
<i>In what period did the traineeship take place? Please provide exact dates; for guidelines, see end of this document. Please note that "physical mobility" does not include travel days, but only refers to the days spent at the receiving institution.</i>	
Traineeship title: <i>e.g. "Trainee in veterinary clinic"</i>	
Detailed programme of the traineeship period including tasks carried out by the trainee: <i>Please answer the question: "What did the trainee do during their traineeship? What were their tasks?"</i>	
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes): <i>Please answer the question: "What did the trainee learn or achieve during their traineeship?"</i>	
Evaluation of the trainee: <i>Please answer the question: "How do you evaluate the trainee? What is your general impression about the work done? e.g. are you overall satisfied with their achievements?"</i>	
Date: <i>04/04/2025</i>	
Name of the Supervisor at the Receiving Organisation/Enterprise: <i>type name and surname of the supervisor</i>	
Signature² and stamp³: <i>Please add signature and company stamp</i>	

This form is to be filled in by the trainee's mentor or supervisor at the receiving institution

¹ Please provide top-level NACE sector code; The list is available at:

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

² Please provide either a hand-written signature, or a certified digital signature

³ Please provide official stamp of the Receiving Organisation. Only in case that the stamp is not in use by the receiving organisation, please provide a separate official statement explaining this issue.

Guidelines on how to use the Learning Agreement for Traineeships

Traineeship Certificate by the Receiving Organisation/Enterprise (Table D)

After the mobility, the Receiving Organisation/Enterprise should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship.

The Traineeship Certificate will contain at least the information in Table D.

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 (physically or virtually) at the Receiving Organisation/Enterprise to carry out their 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 physically or virtually at the receiving Organisation/Enterprise to carry out their traineeship, not their actual date of departure.
- In case of a blended mobility, any **virtual** mobility periods should also be noted separately in the certificate.
- In case of only **physical** mobility, please repeat the same dates twice in the form. Alternatively, please indicate that the mobility did not have any virtual components.