

# LEARNING AGREEMENT FOR TRAINEESHIPS

## Section to be completed DURING THE MOBILITY

### in case of changes

Any and all changes affecting the traineeship have to be reported to the university's Erasmus Mobility Administrator (erasmus@uu.se) without delay by sending in this form. You only have to complete this form if there are any changes.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the previous end date.

In case all or part of the scholarship must be repaid, such repayment must be done within the time frame specified by the Erasmus Mobility Administrator.

### I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

**New planned period of the mobility:**

from [date/month/year]:

to [date/month/year]:

**Period of the mobility carried out remotely from another country than the host country** (if relevant):

from [date/month/year]:

to [date/month/year]:

**New number of working hours per week:****New traineeship title:****New detailed programme of the traineeship period:****New knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:****New monitoring plan:****New evaluation plan:**

### II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

**New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:



**New responsible person in the receiving organisation/enterprise:**

Name:

Function:

Phone number:

E-mail:

---

**APPROVAL**

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

**The trainee**

Trainee's signature

Date:

**Responsible person in the sending institution:**

Name:

Signature:

Date:

**Responsible person in the receiving organisation/enterprise (supervisor):**

Name:

Signature:

Date: