



Thank you for providing our students with valuable experiences!

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**Promo video – Technical University of Crete:**

**<https://www.youtube.com/watch?v=7rbShs4ejH4&t=291s>**

## **Traineeships abroad for students – General information**

### **Overview**

Erasmus+ supports traineeships (work placements, internships) abroad at any workplace for students currently enrolled in higher education institutions in Programme Countries at short-cycle Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates.

By doing a traineeship abroad, a student can greatly improve knowledge, skills and competences that employers are looking for. Also, one in ten of Erasmus+ trainees have created their own company!

### **Benefits for students and recent graduates**

- develop entrepreneurial and creative skills highly valued by future employers
- improve foreign language skills, interpersonal and inter-cultural teamwork skills
- gain a deeper understanding of another country and culture

### **Benefits for companies**

- a trainee can provide a new international perspective, innovative ideas and active support
- a trainee brings fresh enthusiasm and increased competitiveness and innovation
- getting trainees' insights into their home culture can open doors to new markets and expand the business
- enhance competences at the company: the trainee learns from employees, but employees can also learn from an international trainee through interaction with different languages and up-to-date IT skills

Companies can post their traineeships offers on the [Erasmus Intern Traineeship Portal](#).

## Duration

Traineeships abroad can receive Erasmus+ support from 2 to 12 months.  
Trainees can also combine an Erasmus+ traineeship with a [study period abroad](#).

## Conditions

Erasmus+ traineeships are open to any student enrolled in a higher education institution holding an [Erasmus+ Charter for Higher Education](#).

The traineeship must be relevant for the degree-related learning and personal development needs and, wherever possible, be integrated in the study programme.

A traineeship can take place at any organisation located anywhere in the world (with the exception of EU institutions, bodies and agencies).

## Financial support

Erasmus+ trainees receive a grant for 3 months. Any further financial support from the receiving organizations is welcome, as moving to another country comes with higher living costs for trainees.

## F.A.Q for receiving organizations:

The documents 'letter of acceptance', 'insurance confirmation', 'learning agreement', 'certificate of attendance' are attached at the Annex of this document.

**A student just contacted me and has expressed interest in spending a traineeship period at my organization. I had an interview with him/her and want to proceed. What are the steps I need to follow and what documents do I have to fill in?**

*1) The first step is to fill in and sign the **letter of acceptance** that I will receive by the student. The letter of acceptance is a document that confirms my intention to host the student for the realization of his/her*

traineeship period. The letter of acceptance includes some basic information like i) the traineeship period, ii) the working hours, iii) the working language, iv) the main duties the trainee will be involved in, e.t.c. After the student receives the letter of acceptance, will submit his/her application at the Technical University of Crete for final approval.

2) As soon as the student gets the final approval, he/she will contact me (the receiving organization) to fill in the learning agreement. The learning agreement has 3 main sections. The first section is the **'Learning Agreement before the mobility'**. This has to be filled in by i) **the student**, ii) **by the receiving organization**, iii) **by Technical University of Crete**. You can find guidelines on how to fill in the document in this link: <https://erasmus-plus.ec.europa.eu/document/guidelines-on-how-to-use-the-learning-agreement-for-traineeships-2022>

In case you will provide insurance (personal accident, third party liability, or both) you need to fill in the **insurance confirmation** the student will send.

**There is not any other documentation you need to provide at the moment.**

3) **During the mobility**. In case there are major changes (e.g. change of supervisor, or change in duties, or extension of the mobility period) **the learning agreement during the mobility** section is filled in and signed by all sides. However, if not such changes occur, then this part of the learning agreement is omitted.

4) The last step of the traineeship period is to fill in the i) **learning agreement after the mobility** and ii) the **certificate of attendance**. The trainee will send you these documents. You need to fill them, sign them and send them back to your students.

## Letter of Acceptance

It is hereby certified that we accept Mr/ Mrs ..... (full name of student) to carry out his/her traineeship at ..... (name of host company/ Organisation/ Research Institute/ Laboratory, etc).

The object of his/ her traineeship will focus on “ ..... ” and the traineeship will last for (*three*) months, from **dd/mm/yyy** to **dd/mm/yyyy**

The traineeship includes virtual mobility:\* YES ☐ / NO ☐

If yes, please indicate the virtual mobility period from dd/mm/yyyy to dd/mm/yyy

\*for the virtual mobility period the students works remotely from his/her country of origin

The daily working hours will be from ..... to ....., for a total of ..... hours per week<sup>1</sup> and the language used during the traineeship will be.....

The person who will supervise this traineeship is Mr/ Mr .....

The traineeship of the student will be funded by the ERASMUS+ Programme – Student Mobility for Traineeships.

Please find below the corresponding contact details of the person responsible for the traineeship.

Full name:.....

Telephone:.....

E-mail:.....

Postal Address: .....

Signature of the responsible person

Stamp of the host company

**Please see and fill in the Annex in the following page.**

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<sup>1</sup> Please note that no less than 30 hours per week are acceptable

## **ANNEX - PRELIMINARY INFORMATION FOR THE LEARNING AGREEMENT**

### **Please fill the following fields with detail**

#### **Detailed programme of the traineeship (including the virtual component, if applicable):**

The detailed programme of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, **with their associated timing**. If applicable, the added value of the virtual component of the traineeship should be clearly described.

#### **Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):**

The Traineeship Programme should 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.

#### **Monitoring plan:**

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.

#### **Evaluation plan:**

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

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....		
The Receiving Organisation/Enterprise will provide an <b>accident insurance</b> to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		

## CONFIRMATION OF INSURANCE COVER

..... (name of the receiving organization) , certifies that Mr/Mrs ..... (full name of the trainee) is insured by ..... (name of the insurance company) according to the policy ..... (insurance contract no.) for **General Liability Insurance Coverage for Third Party and Personal Accident Insurance** during his/her traineeship within the ERASMUS+ Programme and the policy is valid from dd/mm/yyyy up to dd/mm/yyyy.

Full name and Signature of the responsible person

Stamp of the host company

# Erasmus+ Learning Agreement

## Student Mobility for Traineeships

Higher Education:  
Erasmus+  
Learning Agreement form  
Student's name  
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Technical University of Crete		G KRITIS09	University Campus, Kounoupidiana, 73100 Chania, Crete	Greece	Lefteris Maragkoudakis, <a href="mailto:emaragkoudakis1@tuc.gr">emaragkoudakis1@tuc.gr</a> , +302821037246	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### Before the mobility

*Table A - Traineeship Programme at the Receiving Organisation/Enterprise*

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

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

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills <sup>8</sup> : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>9</sup> in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

*Table B - Sending Institution*

Please use only one of the following three boxes:<sup>10</sup>

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ..... ECTS credits (or equivalent) <sup>11</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. ☐ The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>	
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. ☐ The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:



Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing 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 and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>12</sup> at the Sending Institution			Erasmus Coordinator		
Supervisor <sup>13</sup> at the Receiving Organisation					



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- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscled-f_en.htm) available at [http://ec.europa.eu/education/tools/iscled-f\\_en.htm](http://ec.europa.eu/education/tools/iscled-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
- <sup>5</sup> **Contact person at the Sending Institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- <sup>8</sup> **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.
- <sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>10</sup> **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
  2. Voluntary traineeships (not obligatory for the degree);
  3. Traineeships for recent graduates.
- <sup>11</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- <sup>12</sup> **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.
- <sup>13</sup> **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.

# Erasmus+ Learning Agreement

## Student Mobility for Traineeships

**Higher Education:  
Erasmus+  
Learning Agreement form  
Student's name  
Academic Year 20.../20...**

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Technical University of Crete		G KRITIS09	University Campus, Kounoupidiana, 73100 Chania, Crete	Greece	Lefteris Maragkoudakis, <a href="mailto:emaragkoudakis1@tuc.gr">emaragkoudakis1@tuc.gr</a> , +302821037246	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### During the Mobility

<b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b> (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)					
Planned period of the mobility: from [month/year] ..... till [month/year] ..... If applicable, planned period(s) of the virtual mobility: from [month/year] ..... to [month/year] .....					
Traineeship title: ...			Number of working hours per week: ...		
Detailed programme of the traineeship period (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:					
By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution and respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person <sup>8</sup> at the Sending Institution			Erasmus Coordinator		
Supervisor <sup>9</sup> at the Receiving Organisation					

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

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<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

<sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

<sup>5</sup> **Contact person at the Sending Institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

<sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

<sup>8</sup> **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.

<sup>9</sup> **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.

# Erasmus+ Learning Agreement

## Student Mobility for Traineeships

Higher Education:  
Erasmus+  
Learning Agreement form  
Student's name  
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Gender [Male/Female/Undefined]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Technical University of Crete		G KRITIS09	University Campus, Kounoupidiana, 73100 Chania, Crete	Greece	Lefteris Maragkoudakis, <a href="mailto:emaragkoudakis1@tuc.gr">emaragkoudakis1@tuc.gr</a> , +302821037246	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] ..... to [day/month/year] ..... Start date and end date of physical component: from [day/month/year] ..... to [day/month/year] .....
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

- 
- <sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
- <sup>5</sup> **Contact person at the Sending Institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

**LOGO AND CONTACT INFORMATION OF THE COMPANY****CERTIFICATE OF ATTENDANCE**

Academic Year: 2023-2024

**Erasmus+ Student Mobility for Traineeship**

This is to certify that

Ms. / Mr. \_\_\_\_\_ **Name** \_\_\_\_\_ **Surname** \_\_\_\_\_

a registered student of the

**TECHNICAL UNIVERSITY OF CRETE**

participated and successfully completed a period of internship  
programme as a trainee student

at \_\_\_\_\_

between \_\_\_\_\_ **day/month/year** \_\_\_\_\_ and \_\_\_\_\_ **day/month/year** \_\_\_\_\_

within the framework of **ERASMUS+** Student Mobility for Traineeship

Name of the Signatory:.....

Position:.....

Place and date: ....., ...../...../.....

(the date of signature should not be before the last day of the traineeship)

Signature and stamp: