

Erasmus+ Mobility for Traineeships Step by step guide

BEFORE THE MOBILITY

- Step 1: **At least 20 days before leaving** inform erasmus@imtlucca.it about your start date, end date and complete host organisation /enterprise name
- Step 2: Sign the **financial agreement for Erasmus+ Mobility for Traineeships** (the agreement will be prepared by the office on the basis of the information received in Step 1) and hand it to the PhD office – Erasmus service
- Step 3: Fill in and sign the **Learning Agreement - Mobility for Traineeships** (page 1 Table A) and hand it to the PhD office – Erasmus service
- Step 4: Take the initial online language assessment test (you'll get an invitation to test – according to your preference - either the English language or the language of the destination country)

DURING THE MOBILITY

- Step 5: **At most 15 days after your arrival** email the **Erasmus Start Date Certificate** to erasmus@imtlucca.it
- [optional step] Take the online language course (multiple sessions allowed, different language from the one assessed in Step 4 allowed)

AFTER THE MOBILITY

- Step 6: Take the final online language assessment test
- Step 7: the receiving organisation/enterprise must send the **Traineeship Certificate** (Table D of the *Learning Agreement – Mobility for Traineeships*) to erasmus@imtlucca.it
- Step 8: fill in the **EU Survey** (you'll get an invitation to fill it online)

For any further information, please email Daniela Giorgetti at erasmus@imtlucca.it