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| Form A2 - Traineeship programme at the receiving institution |

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| Mentor’s details:  |
| Title: |  |
| First Name(s): |  |
| Last Name(s): |  |
| Position: |  |
| Email: |  |

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| Planned period of the mobility: from [month/year] … till [month/year] … |
| Traineeship title: | Number of working hours per week: |
| Application deadline: |  |
| Detailed programme of the traineeship: |
| Knowledge, skills, and competences to be acquired by the end of the traineeship (Expected Learning Outcomes \*):(\*) Please refer as much as possible to the EMOS learning outcomes as described in <https://ec.europa.eu/eurostat/cros/content/learning-outcomes-emos-programmes_en>.  |
| Evaluation plan:  |
| The level of language competence[[1]](#footnote-2) in the main language of work or other languages that can be used for communication at the receiving institution that the trainee should have by the start of the mobility period is:

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| **Language 1 (please specify)** | **Language 2 (please specify)** | **Language 3 (please specify)** |
| * A1
* A2
* B1
* B2
* C1
* C2
* Native Speaker
 | * A1
* A2
* B1
* B2
* C1
* C2
* Native Speaker
 | * A1
* A2
* B1
* B2
* C1
* C2
* Native Speaker
 |

Note that the trainee must be proficient in English (minimum B2 level knowledge required according to the Common European Framework of Reference for Languages) or other working language of the traineeship host.  |
| Mandatory: the receiving institution shall:• Appoint an administrative support contact person: a person who can provide administrative information within the framework of EMOS traineeships. This person ensures that Traineeship Agreement is signed at the appropriate level of each hosting organisation.• Appoint a mentor: the role of the mentor is to be closely associate to the work of the trainees in the subject area, provide support, encouragement and information to the trainee on the life and experience relative to the receiving institution (culture of the organisation, informal codes and conducts, etc.).• Provide working space and tools.• Provide access to the data necessary for performing the traineeship.• Upon completion of the traineeship, undertake to issue a traineeship certificate specifying the dates and the department the trainee worked in within two months after the end of the traineeship.• Upon completion of the traineeship, commit to deliver an evaluation report to DevStat. |

1. Description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-2)