

TRAINING AGREEMENT AND QUALITY COMMITMENT FOR STUDENT PLACEMENTS

Academic year 201... / 201... - ERASMUS Lifelong Learning Programme

• **Details of the student**

Name of the student :

SEX : F M

Subject Area * :

Economic sector : Q ...

Degree :

Study level : F :1st cycle (L)

S : 2nd cycle(M)

T :3rd cycle (D) ST: Short cycle

Study years completed before departure :

Placement included in the study period: Yes No

Sending institution :

Erasmus ID Code of the sending institution :

• **DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

Host organisation :

Address :

Postal code : : City:

Country:

Subject :

Activity sector : Q.....

Linguistic preparation (beyond EILC) : Yes No

EILC course : Yes No

Size of the enterprise: Small (1 - 50 pers) Medium (51 – 500 pers) X Large (+ 500 pers)

Planned placement period : **from** **to** **that is** **months**

Programme details

To be filled in before the student's departure

Knowledge, skills and competencies to be acquired :

1 – Detailed programme of the training period :

-

2 – Tasks of the trainee :

3 – Monitoring and evaluation plan :

• **COMMITMENT**

Commitment of the three parties

By signing this document, the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

Student's signature :

Date :

The sending institution «We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award 25 ECTS credits or will record the training period in the Diploma Supplement.»

Coordinator's signature :

Date :

Prof.dr.

The host organisation « We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student »

Coordinator's signature

.....

Date : ____/____/ 200

TRAINING AREA* :

ECONOMIC SECTORS* :

- 01 – AGRONOMY
- 02 - ARCHITECTURE, URBANISM AND TERRITORY PANNING
- 03 – ARTS AND DESIGN
- 04 – ENTREPRISE MANAGEMENT
- 05 – TEACHERS EDUCATION AND TRAINING
- 06 – ENGINEERING AND TECHNOLOGY
- 07 -GEOGRAPHY, GÉOLOGY
- 08 – HUMAN SCIENCES
- 09 – LANGUAGES AND PHILOLOGY
- 10 - LAW
- 11 – MATHEMATICS, INFORMATICS
- 12 – MEDICAL SCIENCES
- 13 – NATURAL SCIENCES
- 14 – SOCIAL SCIENCES
- 15 – COMMUNICATION AND INFORMATION SCIENCES
- 16 – OTHER SUBJECTS

- A - AGRICULTURE, FOREST AND FISHERY
- B – EXTRACTIVES INDUSTRIES
- C – MANUFACTURING INDUSTRY
- D – PRODUCTION AND DISTRIBUTION OF ELECTRICITY, GAS AND WATER
- E – COLLECTIVE, SOCIAL AND PERSONELL SERVICES
- F – CONSTRUCTIONS
- G – COMMERCE, AUTOMOBILE AND HOME APPLIANCES RESTAURATION
- H - TRANSPORT AND STORRAGE
- I – ACCOMMODATION AND FOOD SERVICES
- J - INFORMATION AND COMMUNICATION
- K – FINANCIAL ACTIVITES
- L- REAL ESTATE, LOCATION AND SERVICES TO ENTERPRISES
- M – PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
- N – ADMINISTRATIVE SERVICES AND ASSISTANCE SERVICES
- O – PUBLIC ADMINISTRATION AND DEFENSE; COMPULSORY SOCIAL SECURITY
- P – EDUCATION
- Q – SANITARY AND SOCIAL ACTIVITIES
- R – ARTS, ENTERTAINMENT AND LEISURE
- S – OTHER SERVICE ACTIVITIES
- T – DOMESTIC SERVICES
- U – EXTRA TERRITORIAL ACTIVITIES

QUALITY COMMITMENT

For Erasmus student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

Select students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

Communicate with the sending institution about any problem or changes regarding the placement

Submit a report in the specified format and any required supporting documents at the end of the placement

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium