



Training Agreement and Quality Commitment International mobility

I. Details of the student

Name of the student:
Subject area: Academic year:
Degree:
Sending institution: Country:

II. Details of the proposed training programme abroad

Host Organisation:
Planned dates of start and end of the placement period: from till, (..... months)
Knowledge, skills and competence to be acquired:
Detailed programme of the training period:
Tasks of the trainee:
Monitoring and evaluation plan:

III. 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.

The student
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 ECTS credits and will record the training period in the Diploma Supplement.

Coordinator's signature..... Date:

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:

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.