



Lifelong
Learning
Programme

2013-14

ERASMUS PROGRAMME

TRAINING AGREEMENT and QUALITY COMMITMENT

I. DETAILS OF THE STUDENT

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

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till , that is months
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<ul style="list-style-type: none"> - Knowledge, skills and competences to be acquired: - Detailed programme of the training period: - Tasks of the trainee: - To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s)² that the trainee will use at the host department/organisation (as define under point IV) is:
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²e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably CEFR.

- Is this placement fully integrated in the curriculum of the trainee's degree: Yes/No

- [In case the placement takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools) please indicate the additional transnational benefits the student will obtain as compared to a similar placement in his or her home country. Placements in a national diplomatic representation (embassy and consulate) of the home country of the student are not authorised]:

- Monitoring and evaluation plan:

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY or on the coordinator of the consortium (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a [local] ~~[strike out if not applicable for the consortium which might provide support without having a local branch in the host country]~~ partnership with [to be filled in with the name of the partner higher education institution/name of the coordinator of the consortium] in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name: _____ Function: _____
Phone number: _____ E-mail: _____
Address: _____

IV. 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. The placement is part of the curricula Yes/No (*).
On satisfactory completion of the training programme the institution will please indicate how the placement will be recognised
There should at least be one positive answer:

- award ECTS credits Yes/No (*) If yes: number of ECTS credits:
and/or (*)

- record the training period in the Diploma Supplement Yes/No (*) or if not possible, record it in the student's transcript of records
Yes/No

In addition, the placement mobility period will be documented in the Europass mobility document Yes/No (*)

Coordinator's name and function

Date:

Coordinator's signature *

(*) please strike out the non applicable answer

The host organisation

Name and position of the mentor:

Number of permanent staff in the department (team) hosting the student:

Number of other students/trainees hosted at the same time in the department (team) hosting the student:

Normal working hours /week (overtime should no be the rule):

The student will receive a financial support for his/her placement: Yes No

The student will receive a contribution in kind for his/her placement: Yes No

Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace):

Yes optional: accident insurance nr: _____ insurer: _____ No

If yes, please specify if it covers also:

- accidents during travels made for work purposes: Yes No

- accidents on the way to work and back from work: Yes No

Is the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace):

Yes optional: liability insurance nr: _____ insurer: _____ No

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 name and function

Date:

Coordinator's signature *

* The student keeps the document with the original signatures, the sending and host organisations have to keep a copy or a scan.

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

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of [country], the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the placement [and the EILC]. Consequently, the National Agency of [country] or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the agreement

In the event of failure by the beneficiary to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the beneficiary within one month of receiving notification by registered letter.

If the beneficiary terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund the amount of the grant already paid.

In case of termination by the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the beneficiary's control and not attributable to error or negligence on his/her part, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the placement [and the EILC]. Any remaining funds will have to be refunded.

Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The beneficiary may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding

the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of [country] or by any other outside body authorised by the European Commission or the National Agency of [country] to check that the Placement and the provisions of the agreement are being properly implemented.