**International Mobility**

**Learning Agreement for Traineeships**

**Student**

|  |  |
| --- | --- |
| Last/family name |  |
| First name |  |
| Gender |  |
| Date and place of birth |  |
| Nationality |  |
| Address |  |

**Sending Institution**

|  |  |
| --- | --- |
| Institution |  |
| Department |  |
| Address |  |
| Contact person |  |
| Phone |  |
| E-Mail |  |

**Receiving ORGANISATION**

|  |  |
| --- | --- |
| Organisation |  |
| Department |  |
| Address |  |
| Contact person |  |
| Phone |  |
| E-Mail |  |

**Current Studies (at Sending Institution)**

|  |  |
| --- | --- |
| Department |  |
| Study cycle |  |
| Study year |  |
| Duration of the Study Programme |  |
| ECTS obtained at the time of application |  |

**Traineeships at the Receiving ORGANISATION**

Planned period of the mobility: from [month/year] ……………. to [month/year] ……………

|  |
| --- |
| Knowledge, skills and competence to be acquired:  |
|  |
| Detailed programme of the training period:  |
|  |
| Tasks of the trainee:  |
|  |
| Monitoring and evaluation plan: |
|  |

|  |
| --- |
| Student’s signature: Place and date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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

 award ECTS credits: Yes / No (\*) If Yes, pleased indicate number of ECTS credits: …..

 record the training period in the student's Transcript of Records: Yes / No (\*)

 In addition , the mobility period will documented in the Europass Mobility Document: Yes /No (\*)

(\*): Please indicate appropriate answer

|  |
| --- |
| Academic Coordinator: Director of the Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Receiving ORGANISATION** (signatures to be obtained after the beginning of mobility)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

|  |
| --- |
| Coordinator: Contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**QUALITY COMMITMENT**

**For 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.