

INTERNATIONAL MOBILITY LEARNING AGREEMENT FOR TRAINEESHIPS

STUDENT

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

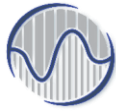
SENDING INSTITUTION

Institution	
Department	
Address	
Contact person	
Phone	
E-Mail	

RECEIVING ORGANISATION

Organisation	
Department	
Address	
Contact person	
Phone	
E-Mail	

CURRENT STUDIES (AT SENDING INSTITUTION)

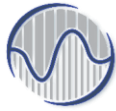


Department	
Study cycle	
Study year	
Duration of the Study Programme	
ECTS obtained at the time of application	

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: _____
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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

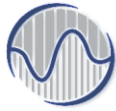
- award ECTS credits: Yes / No (*) If Yes, please indicate number of ECTS credits:
- record the training period in the student's Transcript of Records: Yes / No (*)
- In addition , the mobility period will be documented in the Europass Mobility Document: Yes /No (*)

(*): 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.

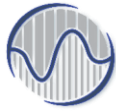


Coordinator:

Date:

Contact person:

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:

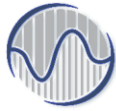
- Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements;
- **Monitor** the progress of the placement and take appropriate action if required.

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.