

## ANEXO II

TRAINING AGREEMENT						
<b>I. DETAILS OF THE STUDENT</b>						
Name of the student						
Subject area		Academic year				
Degree						
Sending institution						
<b>II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD</b>						
Host organisation						
Planned dates of start and end of the placement period	From	___/___/___	Till	___/___/___	that is	___ months
a) Knowledge, skills and competence to be acquired:						
b) Detailed programme of the training period:						
c) Tasks of the trainee:						
d) Monitoring and evaluation plan:						
<b>III. INFORMATION ON THE PARTNER HIGHER EDUCATION INSTITUTION IN THE HOST COUNTRY OR ON THE COORDINATOR OF THE CONSORTIUM (OPTIONAL)</b>						
Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a 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.						
Name of the contact person						
Function						
Phone Number		E-mail				
Address						
<b>IV. COMMITMENT OF THE THREE PARTIES</b>						
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.						
<b>The student</b>						
Student's signature					Date	___/___/___
<b>The sending institution</b>						
We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ..... ECTS credits or will record the training period in the Diploma Supplement or if not possible, record it in the student's transcript of records.						
Coordinator's signature					Date	___/___/___
<b>The host organisation</b>						
For the placement the student will receive: <b>Financial Support?</b> Y <input type="checkbox"/> N <input type="checkbox"/>   <b>Contribution in kind?</b> Y <input type="checkbox"/> N <input type="checkbox"/>						
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

<b>THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:</b>	Define the <b>learning outcomes</b> of the placement in terms of the knowledge, skills and competencies to be acquired
	Assist the student in <b>choosing</b> the appropriate host organisation, project duration and placement content to achieve these learning outcomes.
	<b>Select</b> students on the basis of clearly defined and transparent criteria and procedures and sign a <b>placement contract</b> with the selected students.
	<b>Prepare</b> students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
	Provide <b>logistical support</b> to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
	Give <b>full recognition</b> to the student for satisfactory completed activities specified in the Training Agreement
	<b>Evaluate</b> with each student the personal and professional development achieved through participation in the Erasmus programme
<b>THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:</b>	Negotiate and agree a tailor-made <b>Training Agreement</b> (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements
	<b>Monitor</b> the progress of the placement and take appropriate action if required
<b>THE HOST ORGANISATION UNDERTAKES TO:</b>	Assign to students <b>tasks and responsibilities</b> (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 <b>contract or equivalent document</b> for the placement in accordance with the requirements of the national legislation
	<b>Appoint a mentor</b> to advise students, help them with their integration in the host environment and monitor their training progress
	Provide <b>practical support</b> if required, check appropriate insurance cover and facilitate understanding of the culture of the host country
<b>THE STUDENT UNDERTAKES TO:</b>	Comply with all <b>arrangements</b> negotiated for his/her placement and to do his/her best to make the placement a success
	Abide by the <b>rules and regulations</b> of the host organisation, its normal working hours, code of conduct and rules of confidentiality
	<b>Communicate</b> with the sending institution about any problem or changes regarding the placement
	<b>Submit a report</b> 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