

TRAINING AGREEMENT

I. DETAILS OF THE STUDENT

Name of the student	«Em_ estágioNome_ Completo»		
Subject area	«Studies»	Academic year	
Degree			
Sending institution	«Instituição_ do_ Consórcio_ a_ que_ pertence»		

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation						
Planned dates of start and end of the placement period	From	«Data_ de_ Iníci o_ da_ Mobilida de_»	Till	«Data_ Fim_ da_ Mobilidade»	that is	«N°_ de_ Meses»

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:

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 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	«Pessoa_ de_ Contacto»		
Function	«Function»		
Phone Number	«Telefone_ 2»	E-mail	«email2»
Address	«Morada»		

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 (name): «Instituição_do_Consórcio a que pertence»		
Student's signature	Date	___/___/___
The sending institution: <i>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.</i>		
Coordinator (name and function):		
Coordinator's signature	Date	___/___/___
The host organisation For the placement the student will receive: Financial Support? Y <input type="checkbox"/> N <input type="checkbox"/> Contribution in kind? Y <input type="checkbox"/> N <input type="checkbox"/>		
Mentor / Tutor (name and function):		
Number of permanent staff in the team hosting the student:	Number of other students / trainees at the same time in the team hosting the student:	
<i>We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.</i>		
Coordinator (name and function):		
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

* 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