

Training Agreement

I. DETAILS OF THE STUDENT

Name of the student: Address:	
Subject area:	
Desired Degree:	
Sending Educational Institution: Address:	

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Name of the company:	Contact Person: Ms. Mr.
Adress:	
Tel:	Tel:
Fax:	Fax:
E-Mail:	E-Mail:
Production Profile:	Position:

Planned dates of start and end of the placement period

from: ____ to: ____; that is ____ weeks

The training period must be at least 23 weeks for the first semester and 14 weeks for the second semester of the required training placement (minimum 37 weeks for both semesters).

Benefits provided by the host organisation			
	yes	no	
Payment			Monthly amount in € (net):
Free accommodation			Estimated monthly value in €:
Free meals			Estimated monthly value in €:
Free language course			
Travel costs			Amount in €:
Other benefits			

Please give a description of the work to be carried out during the placement:

{English or German}

Knowledge, skills and competence to be acquired:

Tasks of the trainee:

Monitoring and evaluation plan:

III. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the host organisation and the sending educational institution confirm that they will abide by the principles of the Quality Commitment for student placements set out below (**Annex I**).

The student

Student's signature

Date

The host organisation	
We confirm that our proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.	
Coordinator's name:	Date:
Coordinator's function:	Coordinator's signature and stamp:

The sending educational institution	
We confirm that the proposed training programme by the host organisation is approved. On satisfactory completion of the training programme the institution will award ECTS credits.	
Coordinator's name:	Date:
Coordinator's function:	Coordinator's signature and stamp:

Annex I: Quality Commitment for student placements

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 the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

Communicate with the sending educational institution about any problem or changes regarding the placement

Submit a report/presentation in the specified format and any required supporting documents at the end of the placement.

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, provide practical support, help them with their integration in the host environment and monitor their training progress

THE SENDING EDUCATIONAL INSTITUTION UNDERTAKES TO:

Evaluate with each student the personal and professional development achieved through participation in the training programme

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement