

## Training Agreement

### I. DETAILS OF THE STUDENT

|   |  |
|---|--|
| <b>Name of the student:</b><br>Address:             |  |
| Subject area:                                       |  |
| Desired Degree:                                     |  |
| <b>Sending Educational Institution:</b><br>Address: |  |

### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>Name of the company:</b> | <b>Contact Person:</b><br>Ms.<br>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

| <b>Benefits provided by the host organisation</b> |     |    |                               |
|---|-----|----|-------------------------------|
|   | 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**

The internship is completed on a voluntary basis. Hochschule Trier expressly supports all internships of students, whether compulsory or voluntary.

**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