TRAINING AGREEMENT and QUALITY COMMITMENT  
ACADEMIC YEAR 20....../20......

PERIOD OF PLACEMENT  
from ....................................  until .....................................  
  day, month, year  
  day, month, year

I. DETAILS OF THE STUDENT

<table>
<thead>
<tr>
<th>Name of the student:</th>
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<tbody>
<tr>
<td>Field of study:</td>
<td></td>
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<tr>
<td>Level of study:</td>
<td></td>
</tr>
<tr>
<td>Academic year:</td>
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Sending institution: UNIVERSITY OF TARTU  
Country: ESTONIA

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Name of the mobility programme:
- Kristjan Jaak  
- Other……………………………
- Intergovernmental agreement  
- Without any program

Name of the host organisation:

Country:

Size of the host organisation:
- S = Small (1-50 staff)  
- M = Medium (51-500 staff)  
- L = Large (>500 staff)  

Sector of the host organisation:

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:
III. 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 student placements set out in the document below.

### The student

Student’s signature  
…………………………………………………… Date: ………………………………………………………………

### The sending institution

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme, the sending institution will award …… ECTS credits for the course:

………………………………………………………………………………………………………………………………………
(UT course code and title)

Programme Manager’s or  
Traineeship Supervisor’s signature  
……………………………………………………… Date: ………………………………………………………………

Head of Institute /College (for Medical Faculty -  
Dean or Head of Institute)

………………………………………………………………………………………………………………………………………
Date: ……………………………………………………………

### The host organisation

The student will receive a financial support for his placement  Yes ☐  No ☐

The student will receive a contribution in kind for his placement Yes ☐  No ☐

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 or Traineeship Supervisor’s signature  
……………………………………………………………………………………………………………………………………… 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

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

** This Training Agreement follows the model of the LLP/Erasmus Programme Training Agreement and Quality Commitment.