

**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

Name of the student:

Field of study:

Level of study:

Academic year :

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**

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

.....

.....

Date:

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.