

ERASMUS PROGRAMME

TRAINING AGREEMENT and QUALITY COMMITMENT

Academic Year 2011/12

I. DETAILS OF THE STUDENT

Name of the student: _____
Tel.: _____ e-mail: _____
Subject area: _____
Desired Degree: _____
Sending institution: Technische Universität München (TUM) - faculty: _____

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Name of host organisation: _____
Address: _____

Planned dates of start and end of the placement period: from _____ till _____
~~_____~~ ~~_____~~

Knowledge, skills and competence to be acquired:

Detailed programme of the training period:

Tasks of the trainee:

Monitoring and evaluation plan:

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY

(OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution (and, if applicable, the consortium) has a local partnership with (to be filled in with the name of the partner higher education institution) in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name: _____ Function: _____

Phone number: _____ e-mail: _____

Address: _____

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

Student's signature

_____ Date: _____

I consent to these data being stored, accessible on the Internet and publicised on the campus of TU München. yes no

The sending institution

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ECTS credits: Yes No If yes: number of ECTS credits: _____ and or

the institution will record the training period in the Diploma Supplement: Yes No

We confirm that the training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.

Coordinator's name and function: _____

Departmental Erasmus Coordinator: _____

Coordinator's signature: _____ Date: _____

The host organisation

The student will receive a financial support for his/her placement: Yes No

The student will receive a contribution in kind for his/her 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.

Host organisation'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 (and, if applicable, the consortium) 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