

**ERASMUS PROGRAMME
TRAINING AGREEMENT and QUALITY COMMITMENT
2011-2012 academic year**

I. DETAILS OF THE STUDENT

Name of the student:	
Subject area:	Academic year : 2011/2012
Degree :	
Sending institution: Beuth Hochschule für Technik Berlin - University of Applied Sciences - Luxemburger Straße 10, D-13353 Berlin	

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation
Full official name:
Full official address:
.....

Planned exact dates of start and end of the placement period: from (day/month/year)..... till , that is months.
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- 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 HOST ORGANISATION /COMPANY

The contact person, the mentor at the host organisation 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:

The sending institution

We confirm that this proposed training programme agreement is approved.

The placement is part of the curricula yes no

On satisfactory completion of the training programme the institution will **[please indicate how the placement will be recognised. There should at least be one positive answer]:**

- award ECTS credits yes no If yes: number of ECTS credits:

and/or ()*

- record the training period in the Diploma Supplement yes no

- or if not possible record it in the student's transcript of records yes no

In addition, the mobility period be will documented in the Europass mobility document yes no

Faculty Coordinator's name and function:

..... Date:

Faculty Coordinator's signature

.....

(*) (please strike out the non applicable answer)

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

Name and position of the mentor:

Number of permanent staff in the department (team) hosting the student:

Number of other students hosted at the same department/team hosting the student:

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 name and function

..... Date:

Coordinator's signature

.....

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 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