

Training Agreement and Quality Commitment on the Academic Mobility Programme

DETAILS OF THE STUDENT

Name of student: _____
Subject area: _____
Degree: _____
Academic year _____
Home Institution: Sumy State University, Ukraine

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organization: _____
Planned dates of start and end of the placement period: from _____ to _____ (__ months)
Knowledge, skills and competence to be acquired: _____

Detailed programme of the training period: _____

Monitoring and evaluation plan: _____

OBLIGATIONS OF STUDENT'S PRACTICE QUALITY

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;
- Assess personal and professional student's achievements.

THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

- Negotiate and agree a tailor-made Training Agreement 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.

COMMITMENT OF THE THREE PARTIES

By signing this document the student, Home and Host institutions, certifying that they conform Obligations of student's practice quality, set out in this document.

The student _____

(name of student)

Student's signature: _____ Date _____

Home Institution: **Sumy State University**

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ___ ECTS credits and will record the training period in the training period in the Diploma Supplement.

Institution

coordinator's signature _____ Date _____

Stamp of institution

The host organization

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

Coordinator's

signature _____ Date _____

Stamp of signature