



UNIVERSITY OF MESSINA

SCIENTIFIC RESEARCH AND INTERNAZIONALIZATION DEPARTMENT
INTERNATIONAL COOPERATION UNIT

TRAINING AGREEMENT

I. DETAILS OF THE INCOMING STUDENT

Name of the student:
Subject area: Academic year:
Degree:
Sending institution

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Sending Institution:

Planned dates of start and end of the placement period: from / / till / / , for a total of months

- Knowledge, skills and competence to be acquired:
- At the end of the traineeship the student will be capable of performing a clinical evaluation in the setting of the emergency room...
Detailed programme of the training period:
The proposed activity is mainly practical and aims to get students to know the particularities of patients with urgent pathology...
- Tasks of the trainee
- To be able to perform the tasks, the minimum level of language competence expected from the trainee...
- Is this placement fully integrated in the curriculum of the trainee's degree...
- [In case the placement takes place in a representation or public institution of the home country of the student...]

1 e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably CEFR.

- **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 Erasmus student placements set out in the document below.

**The student:** \_\_\_\_\_

**STUDENT'S SIGNATURE**

**DATE**

#### **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:

- recognize the placement abroad if included in the didactical regulations of the student's course of study because credit awarding is strictly demanded to the didactical structures to which the student belongs. **One ECTS credit is equal to one CFU credit.**

#### **when possible the home Institution will**

- record the training period in the student's Transcript of Records
- certify the training period in the Diploma Supplement
- award ECTS credits, according to the programme developed

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Is the student covered by the accident insurance of the sending institution (covering at least damages caused to the student at the workplace)?

yes    **insurance nr.:** \_\_\_\_\_    insurer: \_\_\_\_\_     no

If yes, please specify if it covers also:

- accidents during travels made for work purposes       yes       no
- accidents on the way to work and back from work:       yes       no

Is the student covered by a liability insurance of the sending institution (covering damages caused by the student at the workplace)?

Yes    liability insurance nr: \_\_\_\_\_    insurer: \_\_\_\_\_     no

Departmental Mobility Coordinator's signature

Institutional Mobility Coordinator's signature

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Date (dd/mm/yyyy)

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Date(dd/mm/yyyy)

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Official stamp:

**Host organisation:** University of Messina

Name and position of the **mentor:** \_\_\_\_\_, Professor at \_\_\_\_\_

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

Number of other students/trainees hosted at the same time in the department (team) hosting the student: \_\_\_\_\_

Normal working hours /week (overtime should no be the rule): \_\_\_\_\_

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

Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace):

X Yes (optional: accident insurance nr: \_\_\_\_\_ insurer: \_\_\_\_\_ )  No  
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- accidents during travels made for work purposes:  Yes  No

- accidents on the way to work and back from work:  Yes  No

Is the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace):

Yes (optional: liability insurance nr: 79301441 insurer: ALLIANZ )  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 name and function

Coordinator's signature

Prof. \_\_\_\_\_

Date (dd/mm/yyyy)

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Official stamp:

## QUALITY COMMITMENT

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 UNIVERSITY OF MESSINA 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