



UNIVERSITY OF MESSINA

HIGHER EDUCATION, SCIENTIFIC RESEARCH AND INTERNATIONAL RELATIONS AREA
INTERNATIONAL RELATIONS 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

Host organisation: University of Messina

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

- **Knowledge, skills and competence to be acquired:**

- **Detailed programme of the training period:**

- **Tasks of the trainee**

- To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s)¹ that the trainee will use at the host department/ organisation (as define under point IV) is:

English French Spanish German other language (please specify) _____

- Is this placement fully integrated in the curriculum of the trainee's degree: Yes, if placement activities are foreseen in the didactical regulations of students' courses of study. Therefore, the attribution of credits for placement activities is demanded to the didactical structures and each ECTS credit equals to one CFU credit. If placement activities are not foreseen in the student's degree course, these are recognized ex-post as additional credits and certified in the Diploma Supplement in those Universities of the Consortia who already issue this document.

- [In case the placement takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools) please indicate the additional transnational benefits the student will obtain as compared to a similar placement in his or her home country. Placements in a national diplomatic representation (embassy and consulate) of the home country of the student are not authorized]:

¹e.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

Date (dd/mm/yyyy)

Date(dd/mm/yyyy)

Official stamp:

Host organisation: University of Messina

Name and position of the **mentor:** _____

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):

Yes (optional: accident 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 host organisation (covering damages caused by the student at the workplace):

Yes (optional: liability insurance nr: _____ insurer: _____) 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

Date (dd/mm/yyyy)

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