

# ERASMUS PROGRAMME

## TRAINING AGREEMENT and QUALITY COMMITMENT

### DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year:

Degree:

Stockholm University

### DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from            until            , that is            months

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:



## **GENERAL CONDITIONS**

### **LIABILITY**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him/her or his/her staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his/her staff. The National Agency of Sweden, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the placement. Consequently, the National Agency of Sweden or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

### **TERMINATION OF THE AGREEMENT**

In the event of failure by the beneficiary to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the beneficiary within one month of receiving notification by registered letter. If the beneficiary terminates the agreement before its agreemental end or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund the amount of the grant already paid. In case of termination by the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the beneficiary's control and not attributable to error or negligence on his/her part, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the placement. Any remaining funds will have to be refunded.

### **DATA PROTECTION**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by Stockholm University, the National Agency of Sweden and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation (Court of Auditors or European Antifraud Office (OLAF)). The beneficiary may, on written request, gain access to his/her personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency of Sweden. The participant may lodge a complaint against the processing of his/her personal data with the Swedish Data Inspection Board with regard to the use of these data by Stockholm University, the National Agency of Sweden, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

### **CHECKS AND AUDITS**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Sweden or by any other outside body authorised by the European Commission or the National Agency of Sweden to check that the Placement and the provisions of the agreement are being properly implemented.



## QUALITY COMMITMENT

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

### STOCKHOLM UNIVERSITY 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

### STOCKHOLM UNIVERSITY AND THE 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



## COMMITMENT OF THE THREE PARTIES

The agreement shall enter into force on the condition that the International Exchange Unit at Stockholm University can provide the student with Community financial support for undertaking a Placement under the Erasmus programme of the Lifelong Learning Programme. By signing this document the student, Stockholm University and the host organisation confirm that they will abide by the principles of the Training Agreement and Quality Commitment for Erasmus student placements set out in the document above.

### The student

Student's signature

.....

Date: .....

### Stockholm University

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

Coordinator's name and function

.....

Date: .....

Coordinator's signature

.....

### 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

Coordinator's name and function

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Date: .....

Coordinator's signature

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