

SWISS-EUROPEAN MOBILITY PROGRAMME
TRAINING AGREEMENT and QUALITY COMMITMENT
for transnational student placement

I. CONTACT DETAILS

Name of the student:

Student number (for UNIL students only):

Phone number:

E-mail:

Address:

Subject area:

Academic year:

Degree (BA, MA, PHD) :

Faculty:

The sending institution:

ERASMUS code: CHLAUSANN01

The academic contact person in the sending organisation is:

Name: Isabelle Schmid

Function: Exchange Program Manager

Faculty: HEC Lausanne

Phone number: +41216923685

E-mail: isabelle.schmid@unil.ch

Address:

Quartier UNIL-Chamberonne, Bâtiment Internef, #256.1, 1015 Lausanne, Switzerland

Host organisation:

ERASMUS code (if any):

The contact person in the host organisation is:

Name:

Function:

Phone number:

E-mail:

Address:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Planned dates of start and end of the placement period:

From (dd/mm/20yy) Till (dd/mm/20yy)

Nb of months:

- Knowledge, skills and competences to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:

- To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s)¹ is:

¹e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably CEFR.
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III. COMMITMENT OF THE THREE PARTIES

The student

The student is responsible to ensure that his / her health insurance, accident insurance and general liability insurance are valid in the host country for all the duration of the placement.

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:

- 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

The student will receive a grant from the sending institution for the placement period Yes No

Coordinator's name and function

.....

Date:

Coordinator's signature

The host organisation

The student will receive a grant from the hosting institution for the placement period Yes No

The student will receive an additional financial support for his/her placement Yes No

The student will receive a non-cash contribution for his/her placement Yes No

If yes, please indicate of what kind:

Normal working hours /week (overtime should not be the rule):

Name and position of the mentor (if not yet available, the name shall be communicated to the student upon his/her arrival):

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

.....

Date:

Coordinator's signature

.....

QUALITY COMMITMENT

For transnational student placements

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** (“**contrat de bourse**”) 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 this Training Agreement and quality commitment) 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

Communicate with the sending institution about any problem or changes regarding the placement

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

OTHER:

All parties will keep the sending institution informed of their exchanges.

The placement can be suspended or interrupted by one of the partner in case of non-respect of their commitments. In this case, the partner in question shall immediately inform the other parties.