



Medika College for Vocational Studies in Healthcare
8 Mitropolita Petra Street, Belgrade, Serbia
www.medika.edu.rs

Learning Agreement for Traineeships

1. Student

First and Last name		
Gender (circle)	Male	Female
Date of Birth		
Place of Birth		
Address		
Nationality		
Phone		
E-mail		

2. Sending institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

3. Receiving institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

4. Current studies (at sending institution)

Department	
Study cycle	
Study year	

Duration of the Study Programme	
ECTS obtained at the time of application	

5. Traineeships at the Receiving Institution

Planned period of the mobility: from (month/year) _____ to (month/year) _____

Knowledge, skills and competence to be acquired	
Detailed programme of the training period	
Tasks of the trainee	
Monitoring and evaluation plan	

Student's signature:

Place and date:

Sending Institution

We confirm that this proposed training programme agreement is approved. The placement is part of the curricula Yes / No (circle)

On satisfactory completion of the training programme the institution will

- award ECTS credits: Yes / No (circle) If Yes, please indicate number of ECTS credits: _____
- record the training period in the student's Transcript of Records: Yes / No (circle)
- In addition, the mobility period will be documented in the Europass Mobility Document: Yes / No (circle)

Academic Coordinator:

Director of the Institution:

Place and date _____

Receiving Institution (signatures to be obtained after the beginning of mobility)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator:

Contact person:

Place and date _____

**QUALITY COMMITMENT
For student placements**

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 Undertakes 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.

* 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.