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**Prague University of Economics and Business**

**Faculty of International Relations**

**training agreement and quality commitment**

1. **Details of the Student**

**Name of the student:**

Subject area:       Academic year:

Degree:

**Home institution: Prague University of Economics and Business** Country: Czech Republic

1. **Details of the proposed training programme abroad**

**Host organisation:**       Country:

Address:

Size of the host organisation: [ ]  S = Small (1- 50 staff)

 [ ]  M = Medium (51-500 staff)

 [ ]  L = Large (>500 staff)

Type of work placement sector:

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

Number of working hours per week:

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| Knowledge, skills and competencies to be acquired :      Detailed programme of the training period:       Tasks of the trainee:       Is this placement fully integrated into the curriculum of the trainee's degree: [ ]  YES [ ]  NO Monitoring and evaluation plan:        |

1. **Commitment of the three parties**

By signing this document, the student, the home institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for student placements set out in the document below.

**Student**

Student’s signature: Date:

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| **Home institution**We confirm that this proposed training programme agreement is approved. The placement is part of the curricula: [x] YES [ ]  NO On satisfactory completion of the training programme, the institution will:- award ECTS credits: [x]  YES [ ]  NO; if YES a number of ECTS credits:      and/or - record the training period in the Diploma Supplement [ ]  YES [x]  NO, or if not possible record it in the student's transcript of records [x]  YES [ ]  NO.  |
| Responsible person at the Sending Institution:Mr. Ondřej Sankot – Vice-Dean for Academic AffairsSignature: |  Date:  |

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| **Host organisation** The student will receive financial support for his/her placement: [ ]  YES [ ]  NOThe student will receive a contribution in kind for his/her placement: [ ]  YES [ ]  NOWe confirm that this proposed training programme is approved. On completion of the training programme, the organisation will issue an Evaluation of the Intern’s Performance to the student. |
| Coordinator’s name and function:Coordinator’s signature: | Date:  |

1. **QUALITY COMMITMENT for student placements**

**THE HOME HIGHER EDUCATION INSTITUTION UNDERTAKES TO:**

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Give **full recognition** to the student for satisfactorily completed activities specified in the Training Agreement

**Evaluate** with each student the personal and professional development achieved through participation in the programme

**THE HOME 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 the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

**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 home 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