

TRAINING AGREEMENT and QUALITY COMMITMENT

I. DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year : 2014/2015

Degree :

Sending institution:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation: Euro-Mediterranean Resources Network

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

Knowledge, skills and competences to be acquired:

The trainee will have developed the following skills and experience:

- Increased confidence and competence in reading, listening, speaking and writing in English
- Familiarity with the work environment in the not-for-profit organisations in the UK
- Basic skills in conducting research in the field of environment, sustainable development and civil liberties
- Basic skills in producing, presenting and recording, editing and archiving of a community radio show
- Increased knowledge about more than 70 countries in and around the Euro-Mediterranean region
- Familiarity with the communications, liaison and cooperation between international non-governmental organizations
- Familiarity with the way international and regional institutions (e.g. The European Union, The Council of Europe, The UN, OSCE, OECD, etc.) work.
- Familiarity with the administrative, clerical and secretarial operations in an office environment
- Familiarity with the event management (e.g. organising seminars, roundtables, festivities, film screenings, etc.)

Detailed programme of the training period:

12 weeks internship will include the following experiences :

- Focus on the professional aspect of the programme
- Acquisition of new professional skills
- Improvement of the language skills in a professional context
- Acquisition of knowledge on new work methods and habits

Tasks of the trainee:

- Supporting the Radio Euro-Mernet team with the research, production and presentation of weekly radio show;
- Assisting with the newsgathering, editing, production and dissemination of the newsletter, Euro-Mernet News;
- Assisting with the production, posting and updating of announcements, listings, news and features on Euro-Mernet website and social media (e.g. Euro-Mernet pages on Facebook, Twitter, YouTube channel, etc.);
- Conducting or resuming research on legislation in various areas of life in Euro-Mediterranean countries;
- Resuming research on community and voluntary sector organisations, with a particular emphasis on European Union and Mediterranean countries (e.g. a database of community and voluntary sector organisations);
- Updating the database of the member organizations/affiliates of Euro-Mernet in various countries;
- Assisting with the conduct of research, correspondence and feedback tasks of several Euro-Mernet teams e.g. the Marketing & Media Team, Projects Team, Design & Publications Team, Research & Development Team.
- Help with event management (e.g. Euro-Mernet Film Club screenings, Euro-Mediterranean Feast & Party);
- General light office duties in the absence of the members of Admin Team.

Monitoring and evaluation plan:

Follow up and tutoring :

By the tutor:

Tutor available for Trainee if needed: Yes; on a daily basis. Trainee can also contact the Tutor outside office hours in the cases of an urgent need for assistance, clarification, verification & mentoring related to the Trainee's tasks.

Regular meetings to check that everything is alright: Depending on the nature and extent of the tasks, daily informal chat (if the Trainee does not express their wish to check earlier during the day)

Feedback on tasks performed will be given upon completion of the tasks: Following the completion and delivery of the tasks, feedback will be given and recorded.

By the sending University:

- Regular contacts with the trainee via email or phone
- Formal follow-up contact after a month of work placement and after three months

Assessment and validation :

By the tutor:(The Tutor will make a detailed assessment of the Trainee's performance and achievement and validate it.)

- Assessment on the basis of the work done
- Candidate report for validation will be provided at the end of each placement and forwarded to University.

By the sending University:

- Request of an Internship/ Placement Report on the programme
- Assessment meeting at the end of the placement
- Europass request for the candidate (if applicable).

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY or on the coordinator of the consortium (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a partnership with the (the Host Organization) in view of helping with the monitoring of the mobility abroad.

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

The contact person in the partner institution is:

Name: Mr. Umit Ozturk

Function: Coordinator

Phone number: (+44) 1273 251574

E-mail: umit@euromernet.org

Address: Community Base, 113 Queens Road, Brighton, BN1 3XG, United Kingdom.

IV. 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:

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

- award ECTS credits: Yes/No - If yes: number of ECTS credits:

and

- record the training period in the Diploma Supplement: Yes or if not possible record it in the student's transcript of records
Yes. In addition , the mobility period will documented in the Europass mobility document:

Coordinator's name and function

Coordinator's signature

.....

Date:

The host organisation

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

Mr Umit Ozturk

Number of permanent staff in the department (team) hosting the student: 2

Number of other students/trainees hosted at the same time in the department (team) hosting the student: 5

Normal working hours /week (overtime should not be the rule): 35 hours per week (5 days x 7 hrs per day)

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 have a communal kitchen at the community centre and we bring and keep food and drinks in the fridge on a daily basis. The student is more than welcome to use the food and drinks –including tea and coffee for free.

Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace):

Yes 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
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: Mr Umit Ozturk, Coordinator

Coordinator's signature

Date:

QUALITY COMMITMENT For Erasmus 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 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

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the coordinating organisation of the consortium