

Model PLACEMENT AGREEMENT for an Erasmus student placement

Under the Lifelong Learning Programme

[full official name of the sending institution]
[official address in full]

called hereafter "**the institution**", represented for the purposes of signature of this agreement by [name, forename and function]

of the one part, and

[Mr/Mrs name and forename]
[official address in full]

called hereafter "**the beneficiary**" of the other part,

HAVE AGREED

the **Conditions** and **Annexes** below:

**Annex I Training Agreement and Quality Commitment for Erasmus
student placements**

Annex II General conditions

which form an integral part of this agreement ("the agreement").

CONDITIONS

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The institution will provide Community financial support to the beneficiary for undertaking a Placement under the Erasmus programme of the Lifelong Learning Programme.
- 1.2 The beneficiary accepts the grant and undertakes to carry out the Placement as described in Annex I, acting on his/her own responsibility.
- 1.3 The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present agreement. Any amendment or supplement to the agreement shall be done in writing.

ARTICLE 2 - DURATION

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The Placement shall start on [..date..] at the earliest and end on [..date..] at the latest.

ARTICLE 3 - FINANCING THE PLACEMENT

- 3.1 The Community grant to co-finance the Placement has a maximum amount of EUR [...]
- 3.2 The final amount of the grant shall be determined by multiplying the actual duration of the Placement in months by a rate of EUR [...] per month. The beneficiary must provide proof of the actual dates of start and end of the Placement.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 Within 45 days of the date of entry into force of the agreement, a pre-financing payment of EUR [...] shall be made to the beneficiary, representing 80% of the maximum grant amount.
- 4.2 The final report will be considered as the beneficiary's request for payment of the balance of the grant. The institution shall have 45 calendar days to make the balance payment.

ARTICLE 5 – FINAL REPORT

The beneficiary shall submit the final report using the official forms at the latest 30 days after the end of the Placement.

ARTICLE 6 - BANK ACCOUNT

Payments shall be made to the beneficiary's bank account as indicated below:

- Name of bank: [...]
- Address of branch: [...]
- Precise denomination of the account holder: [...]
- Full account number (including bank codes): [...]

ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the agreement, the Community rules applicable and, on a subsidiary basis, by the law of [..country of the institution...] relating to grants. The beneficiary may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the agreement and the arrangements for implementing it before the competent Court in accordance with the applicable national law.

SIGNATURES

For the beneficiary
[name / forename]

[signature]

Done at [place], [date]

For the institution
[name / forename / function]

[signature]

Done at [place], [date]

Annex I

Training Agreement and Quality Commitment for Erasmus student placements

I. DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year :

Degree :

Sending institution:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

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

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:

III. 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. 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 signature

..... Date:

The host organisation

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 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 co-ordinating organisation of the consortium

Annex II

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his 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 staff.

The National Agency of [..country..], 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 [..country..] or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: 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 agreementual 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.

Article 3: 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 the sending institution, the National Agency 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 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. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

Article 4: Checks and Audits

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