**Addendum to the Agreement on the Provision of a Student Internship**

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| **TRAINING AGREMENT: *Individual Agreement*** | | | | | | | | |
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| **I. DETAILS OF THE STUDENT** | | | | | | | | |
| **Name and surname** | |  | | **E-mail** | | @ | | |
| **Subject area** | | Medicine | | **Year** | |  | | |
| **Sending institution** | | Faculty of Medicine and Dentistry, Palacký University Olomouc | | | | | | |
|  | | | | | | | | |
| **II. HOSTING INSTITUTION/ORGANISATION** | | | | | | | | |
| **Legal name** | |  | | | | | | |
| **Address, country** | |  | | | | | | |
| **III. DETAILS OF THE TRAINING PROGRAMME** | | | | | | | | |
| **Planned dates of the mobility: from** | | dd/mm/yyyy | | **Until** | | dd/mm/yyyy | | |
|  | | | | | | | | |
| **Clinical subjects (number of weeks):** | | | | | | | | |
| Subject | Duration | | Course guarantor’s name | | Corresponding course (FMD UP), duration[[1]](#footnote-1) | | | ECTS (FMD UP) |
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| **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 student placements set out in the document below (Att. 1). | | | | | | | | |
| **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 | \_\_/\_\_/\_\_\_\_ | |

*Attachment 1*

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| **QUALITY COMMITMENT**  **For student placements** | |
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| **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 |
| **Give guidance** 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 programme |
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| **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 |
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| **THE HOST ORGANISATION**  **UNDERTAKES TO:** | Allow the student to undertake his/her internship on the Hospital’s premises for a period of time as defined; the internship shall be undertaken at a department as determined, under the professional supervision of a **tutor**. |
| Assignto student **tasks and responsibilities** (as stipulated in the Training Agreement) to match his/her 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. |
| Provide the student with no financial remuneration, reimbursement for their personal expenses, material costs, and travel expenses, or subsistence allowance in relation to their internship. |
| Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country. |
| Following completion of the training programme, the organisation shall provide the student with a confirmation of his or her traineeship. |
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| **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. |

1. Syllabus of the respective subject is an integral part of this training agreement [↑](#footnote-ref-1)