

The Lifelong Learning Programme 2007-2013 - Sectoral programme: Erasmus

Mobility of Individuals

Student Placements in Enterprises, Training Centres, Research Centres and Other Organisations

Participating countries:

- 27 EU Member States,
- Iceland, Norway, Liechtenstein,
- Turkey

Who can benefit

- Students

Who can apply

- Higher education institutions holding an "extended" Erasmus University Charter
- Placement Consortia

Objectives and description of the action

A placement is a period of time in an enterprise or organisation in another participating country, with a view to helping individuals to adapt to the requirements of the Community-wide labour market, to acquiring a specific skill and to improving understanding of the economic and social culture of the country concerned in the context of acquiring work experience. The period may be supported as appropriate by preparatory or refresher courses in the host language or working language.

Host organisations for student placements may be enterprises, training centres, research centres and other organisations.

The characteristics of the individual placements are:

The student must be provided with a Training Agreement regarding the programme of the placement period; this agreement must be endorsed by the home higher education institution and the host organisation

At the end of the period abroad, full recognition must be given by the home higher education institution for the period spent abroad as agreed in the Training Agreement.

The period of placement must be covered by a placement agreement between the student beneficiary and his/her home higher education institution. The Placement Agreement is based on the Training Agreement, a key part of which is the Quality Commitment of all parties relating to the placement (see second page).

For more details, please visit: http://ec.europa.eu/education/programmes/llp/guide/fiches/erasmus3_en.html

Practicalities

- duration of the placement - 3 months (between 1 June 2009 and 30 September 2009)
- student/s receive a grant from the Erasmus programme paid by the university; the amount of grant depends on the host country
- the host organisation/company may give additional salary to the student/s
- the host organisation/company is requested to provide assistance in finding accommodation
- the recruitment for the placement will be carried out by the sending university to meet specific requirements of the host organisation/company (the fundamental prerequisite – a good command of the foreign language)
- the student is required to have the proper health and accident insurance purchased prior to the departure
- a model letter of intent to be signed by the host organisation/company (see attachment)

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 (if applicable)

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

Issue a confirmation for the student/s at the end of the placement, signed by the mentor and the Head of the Institution or any other person in charge.

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