

## **Training Agreement and Quality Commitment**

### **Academic Year**

#### **1. DETAILS OF THE STUDENT**

<b>Name of the student</b>	
<b>Study programme</b>	
<b>Field of study</b>	
<b>Study cycle</b>	
<b>JMBAG / Student ID number</b>	
<b>Date of birth</b>	
<b>Nationality</b>	
<b>Contact information (Email, Tel., Adress)</b>	

#### **2. SENDING INSTITUTION**

<b>Sending institution</b>	Sveučilište u Zagrebu, Fakultet strojarstva i brodogradnje
<b>Adress</b>	Ivana Lučića 5, 10000 Zagreb, Hrvatska
<b>Contact person</b>	Ana Domitrović, Email: <a href="mailto:ana.domitrovic@fsb.hr">ana.domitrovic@fsb.hr</a> Tel: 00 385 1 6168 416
<b>ECTS koordinator</b>	Dragan Žeželj, Email: <a href="mailto:dragan.zezelj@fsb.hr">dragan.zezelj@fsb.hr</a> Tel: 00 385 1 6168 359

#### **3. RECEIVING INSTITUTION**

<b>Receiving institution</b>	
<b>Adress</b>	
<b>Name of the mentor</b>	
<b>Coordinator</b>	

#### **4. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

<p><b>Planned dates of start and end of the placement period</b></p> <p>From .....till ..... that is ..... months</p>
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***Programme of the training period***

**5. COMMITMENT OF THE THREE PARTIES**

***I. THE STUDENT***

Student's signature

\_\_\_\_\_  
Datum / Date:

***II. THE SENDING INSTITUTION***

We confirm that this proposed training programme agreement is approved. The training programme 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:
- **record the training period in the Diploma Supplement** Yes /No
- **or if not possible record it in the student's transcript of records** Yes / No

**Coordinator's name and function:**

Dr.sc. DRAGAN ŽEŽELJ, ECTS COORDINATOR

**Coordinator's signature:**

.....

**Date:** .....

**III. THE RECEIVING ORGANISATION**

**Name and position of the mentor:**

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:**

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**Coordinator's signature:**

.....

**Date:** .....

**QUALITY COMMITMENT**

**THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:**

- assist the student in **choosing** the appropriate host organisation, project duration and training programme content
- give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

**THE HOST ORGANISATION UNDERTAKES TO:**

- assign to students **tasks and responsibilities** 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 training programme 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

**THE STUDENT UNDERTAKES TO:**



- comply with all **arrangements** negotiated for his/her training programme and to do his/her best to make the training 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 training programme
- **submit a report** in the specified format and any required supporting documents at the end of the training programme.