

Training agreement and Quality Commitment

Academic Year

1. DETAILS OF THE STUDENT

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

2. SENDING INSTITUTION

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

3. RECEIVING INSTITUTION

Receiving institution	
Adress	
Name of the mentor	
Coordinator	

4. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

<p>Planned dates of start and end of the placement period</p> <p>Fromtill that is months</p>

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.