

# PARTNERSHIP AGREEMENT

Between

name  
address

Represented by:

and

Represented by:

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## 1. Objectives of the Partnership Agreement

The partnership agreement forms the framework for the cooperation between the project coordinator, who is also the sending institution, and the intermediary institution. This document will lay out the respective responsibilities and criteria for a successful partnership.

## 2. Duration of the Partnership Agreement

The duration of the partnership shall continue indefinitely as long as no new agreement is made or the present agreement is revoked.

## 3. Partners

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Project Coordinator / Sending Institution

Country	
Name of Institution	
Organisation ID (= OID)	
Address	
Website	
Contact Person	Name:

	Function:
Telephone	
E-mail	
Legal Representative	Name:
	Function:

## Intermediary Institution

Country	
Name of Institution	
Organisation ID (= OID)	
Address	
Telephone	
E-mail	
Website	
Contact Person	
Telephone	
E-mail	
Legal Representative	

#### 4. Information about the Existing Learning Outcomes and those to be achieved

The exchanges shall be organised based on the learning agreement completed by the sending and hosting institutions and/or the trainee. The learning agreement shall fulfil the content and formal requirements of the Erasmus Plus program and is to be prepared individually by the trainee in cooperation with their mentor at the sending and hosting institutions before the start of the traineeship and is to provide information about the time, duration and learning content and objectives of the respective traineeship.

#### 5. Quality Assurance + Monitoring

All participating institutions and the trainee shall ensure the monitoring, continuous contact between the participants and the exchange of information throughout the entire period of the exchange. All participating institutions shall provide an evaluation of the project as well as information regarding its results.

<u>Responsible for:</u>	<u>Trainee</u>	<u>Project Coordinator/ Sending Institution</u>	<u>Intermediary Institution</u>
Signing the learning agreement	X	X	X
Providing information about the trainee	X	X	
Organising a profession-specific traineeship			X
Ensuring compliance with the agreed upon working hours			X
Providing social insurance for the trainee	X	X	
Arranging accommodation during the stay abroad			X
Monitoring during the stay abroad		X	X
The final documentation of the learning outcomes	X	X	X
Other:			

Furthermore, the intermediary institution is responsible for the following activities for achieving the objectives in terms of the generally recognized requirements placed on the quality of mobility projects:

- Organising profession and/or job specific traineeships in companies under consideration of the training focus of the trainee and their existing knowledge, skills and qualifications. This includes ensuring that trainees complete a traineeship abroad relevant to their training focus and are not assigned training activities outside their profession.
- All the details regarding the traineeship (address, contact person, telephone number, website, working hours, etc.) are to be provided at least two weeks before the trainee arrives.
- Organising an accommodation for the duration of the stay (student dormitory, apartment); All the details regarding the accommodation (address, facilities, etc.) are to be provided at least two weeks before the trainee arrives.

- Preparing a schedule for the duration of the stay with program points so that it is clear to the trainee when they must attend which appointments.
- Ensuring that all trainees receive a confirmation of traineeship upon completing the traineeship.
- The intermediary institution is responsible for ensuring the continual monitoring of the trainee during the stay.

## **6. Evaluation, Documentation, Validation and Accreditation**

With the signing of this partnership agreement we confirm that we have discussed the procedures for evaluation, documentation, validation and accreditation and agree upon how they shall be performed. The intermediary institution shall ensure that all trainees receive a confirmation of traineeship upon completing the traineeship.

## **7. Payment arrangements**

The intermediary institution issues an invoice. The sending institution then makes the payment according to the payment schedule.

Payment schedule:

100% of the invoiced amount before the start of the traineeship.

## **8. Changes, cancellation and dropout**

The sending institution acts upon request from interested participants. It first places a non-binding enquiry for each potential mobility. Based on the non-binding offer of the intermediary institution, the sending institution then gives a confirmation and places a binding order with the intermediary institution.

Cancellation charges. If a work placement has been arranged and matches the participant's requests fully and participant cancels less than 2 weeks before the start, the intermediary institution has the right to charge a full placement fee. If the participant cancels less than 4 weeks before the start, the intermediary institution has the right to charge 50% of the placement fee.

For long-term mobilities (longer than 3 months), a cancellation fee of ...? will be charged in the event of cancellation for serious reasons if the internship is not taken up. In the event of cancellation during the internship for serious reasons, the intermediary institution will refund the student for the remaining accommodation cost from the following month after the cancellation.

If work placement has been arranged and the host company cancels after confirming a traineeship the intermediary institution will provide a second placement for the participant free of charge.

## **9. Data Protection**

We agree that the trainee's data may be shared with third parties in connection with organising a traineeship abroad (e.g. with the partner organisation abroad, funding agencies). We further agree that data may be stored in national and EU databases for the purpose of verifying and demonstrating the proper and appropriate use of the funding provided. The data will be deleted after the deadlines set by the respective funding agencies and funding programs have expired.

## 10. Signatures

Sending Institution		Intermediary Institution	
Name		Name	
Location, Date	signature	Location, Date	signature