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**University of Economics, Prague**

**Faculty of management**

**training agreement and quality commitment**

1. **Details of the Student**

**Name of the student:** Jan Novák

Subject area: 413: Management and administration (04.4 – 345) Academic year: 2018/2019

Degree: Bachelor

**Sending institution: University of Economics, Prague; Faculty of Management** Country: Czech Republic

1. **Details of the proposed training programme abroad**

**Host organization:** XY Company Country: United Kingdom

Address: 18 New Str., London

Size of the host organization:  S = Small (1- 50 staff)

M = Medium (51-500 staff)

L = Large (>500 staff)

Type of work placement sector: Marketing

Planned dates of start and end of the placement period: from 10/2018 to 12/2018, that is 3 months

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| Knowledge, skills and competences to be acquired: deep knowledge about marketing planning and marketing applications in practice, improvement of organizational, inter-personal and communication skills, improvement of language skills  Detailed programme of the training period: The traineeship program will be focused on assistance in marketing plan elaboration, assistance in realization of marketing activities, assessment of marketing activities, writing reports and preparing presentations for a board of directors  Is this placement fully integrated in the curriculum of the trainee's degree:  YES  NO  Monitoring and evaluation plan: The monitoring plan is based on a detail report written in a daily basis (structured by trainee’s working activities) and confirmed by trainee’s mentor. The evaluation process is based on this report accompanied by oral presentation of trainee’s activities during the traineeship program. |

1. **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.

**Student**

Student’s signature: Date:

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| **Sending institution**  We confirm that this proposed training programme agreement is approved. The placement 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: 10 ECTS  and/or  - record the training period in the Diploma Supplement  YES  NO | |
| Coordinator’s name and function:  Veronika Vašíčková, traineeship program coordinator  Coordinator’s signature: | Date: |

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| **Host organisation**  The student will receive a financial support for his/her placement:  YES  NO  The student will receive a contribution in kind for his/her placement:  YES  NO  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:  Coordinator’s signature: | Date: |

1. **QUALITY COMMITMENT for student placements**

**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

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

**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

**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

**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

**Arrange** for travel insurance\*[[1]](#footnote-1) and liability insurance (The sending institution is not responsible for a damage to property).

1. For the holder of ISIS card: http://www.isic.cz/pojisteni/ [↑](#footnote-ref-1)