

## Memorandum of Understanding

|   |   |
|---|---|
| <p><b>Period of eligibility</b><br/>This MoU is valid until</p>   | 01.01.2018 – 31.12.2018   |
| <p><b>Partners</b><br/><i>Coordinating body:</i><br/>BBVET Project Management Team</p> <p><i>Sending organization:</i><br/>Centre for vocational Education Lolland-Falster (CELF)<br/>Netport Science Park<br/>Plunge Vocational Collage<br/>University of Rostock<br/>University of Szczecin</p> <p><i>Receiving organisation: (as intermediary partners)</i><br/>Centre for vocational Education Lolland-Falster (CELF)<br/>Netport Science Park<br/>Plunge Vocational Collage<br/>University of Rostock<br/>University of Szczecin</p> | <p><b>General agreement</b><br/>For every mobility flow the individual training program will be agreed upon from the fact of what is possible in a given period for the mobility following the procedure in this MoU</p> <p>For every mobility flow the competence development is to be documented by:</p> <ul style="list-style-type: none"> <li>- Pre-departure preparation</li> <li>- Learning / Training agreements</li> <li>- Learning objectives</li> <li>- Europass</li> <li>- Host evaluations</li> </ul> |

| Responsibilities  | Coordinating | Sending | Receiving |
|---|--------------|---------|-----------|
| Screening of the applicant  | X            |         |           |
| Preparation of the applicant  |              | X       |           |
| Insurance and travel arrangements                                   |              | X       |           |
| Documents that need to be signed before and after the period abroad |              | X       |           |
| Assessment schemes to be filled out and signed                      |              |         | X         |
| Finding suitable placements   |              |         | X         |
| Supervision during the stay abroad                                  |              |         | X         |
| Evaluation of the performed tasks after ended stay                  |              |         | X         |
| Validation and recognition for learning in testbed                  |              | X       |           |
| Evaluation of the whole testbed                                     | X            |         |           |

### Quality assurance

The sending organisation will:

- Recruit and screen the applicants
- Inform the students about the opportunity to go abroad
- Arrange insurance and travel
- Give the students time of for pre-departure preparation
- Do PR about the project (web site, year book, news letters etc.)
- Evaluation of the performed tasks after ended stay
- Assessment schemes to be filled out
- Sign documents e.g. learning agreement, learning outcome and training agreement, europass

The receiving organization (the country partners) will:

- Provide professional training placements in the professional fields of the applicants and sign documents e.g. learning agreement, learning outcome and training agreement as hosting partner organization
- Arrange accommodation for the participants during the stay
- Provide information on important contact persons and costs of the stay to the applying organization
- Provide a placement description / contract / training agreement including expected work tasks before the participant arrive in the country
- Provide guidance and support to the participants during the stay
- Monitor the placements and ensure communication between all parties
- See to that documents e.g. europasses are signed
- See to that assessment is done as requested by the sending organization

### **Assessment**

The sending and applying organization provides the receiving organization with all necessary documents used for the assessment and evaluation of the participant. The documents describe areas, personal, motivation, skills, learning performance, etc. for evaluation

### **Validation and recognition**

The sending organization will be in charge of the validation process, confirming that assessed learning outcomes are achieved and competences developed corresponding to the specific learning outcomes required for the specific training program.

### Signatures

| Coordinating body             | Name and signature of responsible | Date |
|-------------------------------|-----------------------------------|------|
| BBVET Project Management Team |                                   |      |

| Sending organization                                   | Name and signature of responsible | Date |
|--|-----------------------------------|------|
| Centre for vocational Education Lolland-Falster (CELf) |                                   |      |
| Netport Science Park                                   |                                   |      |
| Plunge Vocational Collage                              |                                   |      |
| University of Rostock                                  |                                   |      |
| University of Szczecin                                 |                                   |      |

| Receiving organization                                 | Name and signature of responsible | Date |
|--|-----------------------------------|------|
| Centre for vocational Education Lolland-Falster (CELf) |                                   |      |
| Netport Science Park                                   |                                   |      |
| Plunge Vocational Collage                              |                                   |      |
| University of Rostock                                  |                                   |      |
| University of Szczecin                                 |                                   |      |