



European Tutoring Process in Psychiatry and Mental Health

Traineeship Agreement

With the support of the Erasmus+ Programme under the agreement number
14PT0001 – 2014-1-BE01-KA200-000824
from 01-09-2014 until 31-08-2017

Coordinator
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Traineeship Agreement

European Tutoring Process in Psychiatry and Mental Health

Between:

Coordinating body of the project on the European level:

Name of the institution:

Address:

Postal Code: City:

Country:

Name of the representative of the body:

Position:

Telephone: E-mail:

National coordinating body of the project:

Name of the institution:

Address:

Postal Code: City:

Country:

Name of the representative of the body:

Position:

Telephone: E-mail:

Sending institution (to which the trainee belongs):

Name of the institution:

Name of the representative of the institution:

Name of the trainee's advisor:

Telephone: E-mail:

Address:

Postal Code: City:

Country:

The trainee:

Last name and first name:

Date of birth:

Social Security Number:

Telephone: E-mail:

Address:

Postal Code: City:

Country:





Host institution:

Week from 28/09/2015 until 02/10/2015

Name of the institution:
Name of the representative:
Name of the trainee's advisor:
Telephone: E-mail:
Address:
Postal Code: City:
Country:

Week from 26/09/2016 until 30/09/2016

Name of the institution:
Name of the representative:
Name of the trainee's advisor:
Telephone: E-mail:
Address:
Postal Code: City:
Country:

Week from 20/03/2017 until 24/03/2017

Name of the institution:
Name of the representative:
Name of the trainee's advisor:
Telephone: E-mail:
Address:
Postal Code: City:
Country:

The purpose of the present agreement is to define and identify the undertakings of the four parties with regard to the **“European Tutoring Process in Psychiatry and Mental Health”** Project financed by the European Erasmus+ programme.



ARTICLE 1: OBJECT

1-1 **The national coordinating body of the project** received the support of the Erasmus+ programme within the framework of the “European Tutoring Process in Psychiatry and Mental Health” project for the achievement of the following activity: improved adequacy of the continuing training of young professionals with regard to the new demands being addressed to the Mental Health sector. The goal is to transcend local know-hows in order to give a training perspective that is more open to the trends being observed in Europe.

Targets:

- Increase the level of competence of the young people involved in the programme,
- Facilitate the socio-professional integration of the young people involved in the programme,
- Establish an inter-generational link via the transmission of knowledge,
- Highlight the attractiveness of Mental Health-related professions,
- Have an impact on the motivation of persons and prevent absenteeism.

The official documents that govern this programme are the application file submitted by the European coordinator of the project and approved by the AEF Europe National Agency as well as the agreement signed by said Agency with the coordinator of the project.

1-2 Only professionals from the national coordinating bodies of the project or from their member associations can benefit from this programme.

1-3 The participant accepts the financing under the conditions defined in the present agreement and undertakes to attend, except in the event of force majeure, the programmed traineeships and activities.

1-4 The present agreement is notably established for the following periods

Dates:

- 1st week from 28/09/2015 until 02/10/2015
- 2nd week from 26/09/2016 until 30/09/2016
- 3rd week from 20/03/2017 until 24/03/2017

ARTICLE 2: TERM

2-1 The present agreement enters into effect on the date of signing by the parties and, at the latest, on the date that the training begins.

2-2 The “European Tutoring Process in Psychiatry and Mental Health” project has a term of three years, beginning on the 1st of September 2014 and ending on 31 August 2017.



ARTICLE 3: FINANCING OF TRAVEL AND HOUSING

3-1 Financing for travel and housing is attributed to the trainees on a basis of 600 to 860 euros per year over a period of three years. This amount can vary depending on the region of origin and the location of the traineeship.

We draw the trainee's attention to the fact that efforts making it possible *not* to fully expend the attributed budget will be beneficial for other travel, and so the trainee should try to get the best price, notably by reserving in advance.

3-2 The host institution undertakes to offer the trainees the most suitable housing solutions possible in collective and/or individual accommodations.

3-3 If the allocated lump-sum amount is exceeded, the sending institution shall bear the difference.

ARTICLE 4: TERMS OF PAYMENT

4-1 The European coordinator of the project shall require an original of the standardised attendance certificate, completed by the trainee's host institution.

4-2 The reimbursement request requires that the sending institution address to the national coordinator an invoice specifying the allocated lump-sum amount.

However, it is recommended to specifically keep all of the various supporting documents on the expenditures in case the European Agency decides to conduct more extensive audits. The originals of transport tickets and boarding passes in particular must be preserved by trainees.

4-2 The national coordinator undertakes to make the reimbursements within a period of 30 days after the traineeship and upon receipt of the requested attendance certificate.

ARTICLE 5: UNDERTAKINGS OF THE NATIONAL COORDINATING BODY OF THE PROJECT

5-1 **The national coordinating body of the project** undertakes to implement the traineeship provided for in article 1 of the present agreement and to assure the administrative and organisational follow-up of the traineeship project.

5-2 **The national coordinating body of the project** undertakes to maintain a global dynamic amongst the trainees.

5-3 **The national coordinating body of the project** undertakes to communicate about and enhance the profile of the project on the national and European levels.

5-4 **The national coordinating body of the project** undertakes to participate in the European colloquia organised by the project coordinator.





the CNP St-Martin, 84 Rue Saint-Hubert, BE-5100 Dave, Belgium.

6-4 The sending institution undertakes to participate in the activities relating to this project, notably the dissemination seminars.

ARTICLE 7: UNDERTAKINGS OF THE TRAINEE

7-3 The trainee undertakes to complete in its entirety a **Portfolio** that includes the following headings:

This Portfolio will follow the trainee over the course of the three years of the project. It will have to be completed meticulously and signatures of the host institutions will be required notably in order to substantiate the trainee's attendance in the recommended activities.

This Portfolio will serve as the framework for participating in the final jury that will deliver the follow-up certificates but also the academic credits.

7-2 An **attendance certificate** will be signed by the person in charge of the traineeship of the host institution. This will include the details of the host structure or institution, the contact person, the dates as well as an overview of the activities. An original of this certificate must be dated, signed and have a seal affixed by the person mandated by the host institution.

7-3 The trainee undertakes to **answer the evaluation questionnaires** relating to the project for which he will receive the instructions directly from the national coordinating body. The trainee also undertakes to respond to all evaluation procedures that the coordinators of the project should deem to be useful.

7-4 The trainee must attach to the present agreement a **(front and back) copy of an identity document**.

7-5 Before any travel, the trainee must **read all of the documents** that were sent to him.

7-6 The trainee will be asked by the national coordinating body of the project to participate in and speak at national and international colloquia in order to disseminate the experience of this project. In this sense, he undertakes to attend, except in the event of force majeure, in which case a delegation will be envisaged. The trainee will also be invited to participate in the dissemination events organised within the framework of the project by the European coordinator of the project.

7-7 During his traineeship, the trainee is subject to the internal regulations of the host institution, notably to the schedules of the host institution and to the rules governing professional secrecy and/or the requirements of confidentiality linked to both the activity of the institution and to the activities and missions that have been entrusted to him.

7-8 The host institution can also require that the trainee take particular vaccinations or fulfil administrative formalities such as the completion of an application file, of the confidentiality charter. Moreover, the host institution can demand from the trainee the submission of his degrees and diplomas attesting to the trainee's qualities and qualification.



ARTICLE 8: UNDERTAKINGS OF THE HOST INSTITUTION

8-1 The host institution undertakes to do everything in its power to assure the successful hosting of the trainee.

8-2 The host institution undertakes to look for and communicate to the sending institution the most suitable possible housing solutions.

8-3 The host institution undertakes to submit detailed information and descriptions on how the traineeship will take place. The host institution undertakes to respect the standard traineeship week.

8-4 The host institution undertakes to provide pedagogical supervision.

8-5 The host institution undertakes to participate in the national and European activities of the project.

ARTICLE 9: SOCIAL COVERAGE AND CIVIL LIABILITY

9-1 The trainee shall continue to benefit from the social security regime with which he is affiliated. Traineeships that take place abroad must have been notified to the social security administration prior to the trainee's departure and have received its approval. It is prudent to inform the professional insurance provider with which the trainee is affiliated.

9-2 The trainee and/or the different parties hereby certify that they have taken out an insurance policy guaranteeing their civil liability within the framework of the traineeship performed.

ARTICLE 10: AMENDMENTS

10-1 Any modification of the aforementioned conditions of said agreement must form the object of a written amendment. No oral understanding can bind the parties to this effect.

ARTICLE 11: ABSENCES AND INTERRUPTION OF THE TRAINEESHIP

11-1 During the course of the traineeship, the host institution shall inform the trainee's sending institution of any temporary interruptions (illness, unjustified absences, etc.) as quickly as possible.

In the event of an intention on the part of any one of the four parties to the present agreement to definitively break off the traineeship, said party must immediately inform the other three parties thereof in writing.

11-2 For all unjustified absences, the expenditures incurred shall not be reimbursed to the trainee.

ARTICLE 12: DISPUTES

12-1 In the event of dispute, the parties shall strive to reach an amicable solution. Failing this, the customary rules for dispute resolution provided by the work regulations shall apply.





ARTICLE 13: DATA PROTECTION

13-1 All personal information contained in the agreement shall be used in accordance with Regulation no. 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and on the free movement of such data.

Such data will be used only for the contract formation and the monitoring by the institution of origin, the National Agency and the European Commission, without prejudice as to the possibility of transmission of these data to the bodies responsible for inspection and audit in accordance with the Community legislation (European Court of Auditors or the European Anti-Fraud Office).

Upon written request, the beneficiary can exercise his right to access and correct his personal data. He will address all questions concerning the use of his personal data to the institution of origin or to the National Agency.

The participant may protest the use of his personal data to the Privacy Protection Commission or the competent Court of First Instance.



SIGNATURES

European coordinator of the project:

Name of the representative:

Done at

On

Signature and seal:

National coordinating body of the project:

Name of the representative:

Done at

On

Signature and seal:

Sending institution (to which the trainee belongs):

Name of the representative of the institution:

Name of the trainee's advisor:

Done at

On

Signature and seal:

The trainee:

Name:

Done at

On

Signature:





Host institution – 2015:

Name of the representative:
Name of the trainee´s advisor:
Done at
On

Signature and seal:

Host institution – 2016:

Name of the representative:
Name of the trainee´s advisor:
Done at
On

Signature and seal:

Host institution – 2017:

Name of the representative:
Name of the trainee´s advisor:
Done at
On

Signature and seal:

Version of Wednesday 23 September 2015

