

Annex 2 – Template

Framework Agreement on the Conduct of Practical Training within Undergraduate, Master’s or Doctoral Study Programs

Parties

This framework agreement is concluded between:

University of Bucharest, headquartered in Bucharest, 90–92 Șoseaua Panduri, District 5, through the Faculty of, headquartered in,, Street, no., District, County, postal code, VAT number, phone, email, represented by Prof. Univ. Dr. Marian PREDA, as Rector, hereinafter referred to as the Practical Training Organizer,

and

[Name of the organization/public or private institution], headquartered in,, Street, no., District, County, postal code, VAT number, phone, email, represented by, as, hereinafter referred to as the Practical Training Partner,

and

Student [Full name] (hereinafter referred to as the Trainee), Personal Identification Number, date of birth, place of birth, citizenship, passport (if applicable), residence permit (if applicable), permanent address [street, number, city, district/county], address during

the practical training [street, number, city, district/county/dormitory], enrolled in the academic year, at the University of Bucharest, Faculty of, specialization / Master's program / Doctoral School, series, group, email, phone

Art. 1 Subject of the Agreement

1. This agreement establishes the framework for organizing and conducting the practical training carried out by the trainee, aimed at consolidating theoretical knowledge and developing practical skills in accordance with their field of study.
2. The practical training is conducted based on the course syllabus prepared by the course coordinators. Evaluation methods, grading, and credits awarded are included in the curriculum.
3. The structure and content of the practical training are described in this agreement and in the practical training portfolio annexed hereto.

Art. 2 Status of the Trainee

Throughout the practical training period, the trainee remains a student of the University of Bucharest.

Art. 3 Duration and Period of the Practical Training

1. The practical training will have a duration of hours, according to the curriculum.
2. The practical training will take place between (day/month/year) and (day/month/year).

Art. 4 Payment and Social Obligations

1. The practical training (tick the appropriate option):

Is carried out under an employment contract, in which case both parties may benefit from the provisions of Law no. 72/2007 on stimulating the employment of pupils and students.

Is not carried out under an employment contract.

Is carried out within a funded project.

Is carried out within the project

2. In the event of subsequent employment, the duration of the practical training shall not be considered as length of service if the agreement is not carried out under an employment contract.
3. The trainee cannot claim a salary from the practical training partner, except where the trainee also has employee status.
4. The practical training partner does / does not grant the trainee an allowance, bonus, reward, or benefits in kind, as specified in Art. 12.

Art. 5 Responsibilities of the Trainee

1. During the practical training, the trainee is required to comply with the established work schedule and to carry out the activities assigned by the tutor, in accordance with the practical training portfolio and within the legal framework regarding their scope and level of difficulty.
2. Attendance is mandatory. In case of illness or other justified reasons, the practical training shall be made up, respecting its duration, without disrupting the theoretical training process.
3. During the practical training, the trainee shall comply with the internal regulations of the practical training partner. In case of non-compliance, the head of the partner organization reserves the right to terminate the framework agreement, after having first heard the views of the trainee and the tutor, notified the person responsible for practical training within the educational institution, and received confirmation of receipt of such notification.
4. The trainee is required to comply with the occupational health and safety regulations, as instructed by the representative of the practical training partner prior to the commencement of the practical training.
5. The trainee also undertakes not to use, under any circumstances, the information accessed during the practical training regarding the partner or its clients, for disclosure to a third party or for publication, even after the completion of the practical training, without the consent of the respective practical training partner.

Art. 6 Responsibilities of the Practical Training Partner

1. The practical training partner shall appoint a tutor for the practical training, selected from among its employees, whose responsibilities are set out in the practical training portfolio, an integral part of this framework agreement.

2. The practical training partner shall support the trainee in acquiring the planned professional competencies, by following the practical training course syllabus prepared by the trainee's educational institution and by providing the necessary resources.

3. In the event that the trainee fails to fulfill their obligations, the tutor shall contact the academic supervisor, and sanctions shall be applied in accordance with the regulations governing the organization and operation of the higher education institution.

4. Prior to the commencement of the practical training, the partner is required to provide the trainee with instruction on occupational health and safety, in accordance with the applicable legislation. Among its responsibilities, the practical training partner shall take all necessary measures to ensure the trainee's health and safety at work, as well as to communicate rules for the prevention of professional risks.

5. The practical training partner shall provide the trainee with all necessary means for acquiring the competencies specified in the practical training portfolio.

6. The practical training partner has the following general obligations:
 - a) to ensure adequate logistical, technical, and technological resources necessary for the application of the theoretical knowledge acquired by the trainee during the training process;
 - b) to employ qualified staff with secondary and higher education who will supervise and participate in the evaluation of students' practical training;
 - c) to organize its activity schedule in such a way as to allow the practical training to be carried out under normal conditions, without exceeding the agreed working hours.

7. At the end of the practical training, in accordance with the course syllabus, the organizer together with the practical training partner shall assess the trainee's knowledge and assign a qualification. The final evaluation and grading shall be carried out at the trainee's educational institution.

Art. 7 Obligations of the Practical Training Organizer

1. The practical training organizer shall appoint an academic supervisor responsible for planning, organizing, and overseeing the practical training. The academic supervisor, together with the tutor appointed by the practical training partner, shall establish the training topics and the professional competencies to be developed during the practical training.

2. If the practical training is not carried out in accordance with the commitments undertaken by the practical training partner under this agreement, the head of the higher education institution (the practical training organizer) may decide to terminate the practical training, in accordance with this framework agreement, after prior notification of the head of the partner organization and upon receipt of confirmation of such notification.

3. Upon successful completion of the practical training, the organizer shall award the trainee the number of credits specified in this agreement, which shall also be recorded in the Diploma Supplement, in accordance with Europass regulations (Decision No. 2241/2004/EC of the European Parliament and of the Council).

Art. 8 Designated Persons of the Practical Training Organizer and the Practical Training Partner

1. Tutor (the person responsible for the trainee on behalf of the practical training partner):

Mr./Ms.

Position

Phone Fax Email

2. Academic Supervisor, responsible for monitoring the implementation of the practical training on behalf of the practical training organizer:

Mr./Ms.

Position

Phone Fax Email

Art. 9 Evaluation of Practical Training through Transferable Credits

The number of transferable credits to be obtained upon completion of the practical training is ECTS.

Year of study	Course (as per curriculum)	Number of transferable credits (ECTS)

Art. 10 Practical Training Report (Portfolio)

1. Upon completion of the practical training, the trainee shall submit a practical training report (portfolio), which shall include:

- the title of the training module;
- competencies developed;
- activities carried out during the practical training;
- personal observations regarding the activity performed.

2. During the practical training, the tutor together with the academic supervisor shall continuously evaluate the trainee based on an observation/evaluation sheet. The evaluation shall cover both the level of acquisition of professional competencies and the trainee's behavior and integration within the partner organization (discipline, punctuality, responsibility in completing tasks, compliance with internal regulations of the company/public institution, etc.).

3. At the end of the practical training, the tutor shall prepare a report based on the assessment of the trainee's level of competency acquisition. The outcome of this evaluation shall serve as the basis for the final grading performed by the academic supervisor.

Art. 11 Occupational Health and Safety. Social Protection of the Trainee

1. The trainee shall attach to this agreement proof of valid medical insurance for the period and territory where the practical training is carried out.

2. The practical training partner is obliged to comply with the legal provisions regarding the trainee's occupational health and safety throughout the duration of the practical training.

3. The trainee shall be provided with social protection in accordance with applicable legislation. Consequently, pursuant to the provisions of Law no. 346/2002 on work accident and occupational disease insurance, with subsequent amendments and completions, the trainee is covered by the legislation regarding work accidents for the entire duration of the practical training.

4. In the event of an accident affecting the trainee, whether during work or while commuting to work, the practical training partner undertakes to notify the insurer regarding the incident.

Art. 12 Optional Conditions for the Practical Training

1. Allowance, bonuses, or rewards granted to the trainee (as specified in Art. 4 para. 4): YES / NO
2. Potential benefits (reimbursement of transport to and from the practical training location, meal vouchers, access to the partner's canteen, etc.): YES / NO
3. Other provisions, if applicable:

Art. 13 Final Provisions

Any amendment to this agreement may only be made with the written consent of the parties, documented in an addendum to this agreement.

This agreement is drawn up in three copies, one for each signatory, on the date:

Acknowledged,

Name and Surname	Position	Signature
Academic Supervisor		
Tutor		

Trainee (Student)

No.	Name and Surname	Signature	
1			
2			