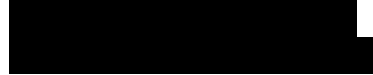


Erasmus + Work Experience Contract

Sending organisation: VOŠ a SPŠ

Address: U Stadionu 1166

Contact person: Mgr. Iva Šťastná



Support organisation:

EBA - Formação Profissional, Lda (EBA)

R. Costa do Sol 2, 3360-327

Penacova

Portugal

Contact person: Mailing Mendez



Arrival date: 14.3.2026

Departure date: 29.3.2026

Number of participants: 10

Number of group leaders/ jobshadowing: 1

Responsibilities of EBA

Arranging Work Placements

EBA will arrange work placements/ internship suitable for five Autotronic students and five Engineering students plus Jobshadowing for one Teacher of technical mechanical engineering practice.

Organising Accommodation

EBA will arrange Accommodation in compliance with local standards.

Induction Meeting

An **EBA** representative will arrange an Induction meeting on the day after arrival to provide Participants with relevant information for their stay. After this meeting, Participants will travel independently to their workplace to familiarise themselves with the local transport system. An EBA will provide public transport tickets for the entire duration of the stay to the place of the internship.

Mentoring: 1-to-1 Discussion with Each Participant

Each Participant will be invited to a short meeting (usually 5 to 15 minutes) during which Participants give interim feedback on their Accommodation and Work Placement. This meeting takes place 2-4 days after starting the Work Placement and may take place online. A trained member of **EBA** staff will offer guidance and advice how to deal with challenges encountered during the Programme. The goal of Mentoring sessions is NOT to solve the Participant's problems by interfering with the

work placement or Accommodation but to help them solve challenges independently. Participants must keep themselves available for the mentoring session. If **EBA** cannot reach the Participant, it is the Participant's responsibility to contact **EBA** and agree on an alternative meeting date and time.

Assistance and Advice

EBA staff is committed to providing practical and useful advice to Participants and Group Leaders to inform them about processes, procedures, and the planning of the Programme. They will assist with finding reasonable solutions to any problems faced by Participants or Group Leaders. A WhatsApp group will be created to facilitate communication among the Participants, Group Leaders and **EBA** staff. For face-to-face meetings, we recommend that an appointment is made in advance.

Emergency Contact

All Participants have access to **EBA**'s emergency contact.

Responsibilities of VOŠ a SPŠ

Duty of care

The **VOŠ a SPŠ** has a duty of care and takes responsibility for the conduct of the Participants it selects for the programme and sends abroad. **VOŠ a SPŠ** must make suitable arrangements to be available and cooperate with **EBA**.

Adhering to deadlines

Due to the adverse effect of late information and documentation on the Programme, the **VOŠ a SPŠ** must strictly adhere to the deadlines set out in this agreement.

Information Flow

Coordinator of **VOŠ a SPŠ** will forward all relevant information, notably the terms of this agreement, placement information and policies applying to Participants and Group Leaders. Coordinator will act as intermediary between **EBA** and Participants.

Preparing Participants and Group Leaders

Coordinators will take special care to prepare Participants and Group Leaders for the Programme, including intercultural training and expectation management based on information given by **EBA** staff. Special emphasis will be placed on ensuring Participants and Group Leaders understand the importance of following **EBA**'s policies and procedures.

Appointment of Coordinator

VOŠ a SPŠ agrees to appoint a single Coordinator – David Strnad, so that **EBA**'s staff can gather and share information reliably through a single source. **VOŠ a SPŠ** is responsible for sharing information within their organisation.

Availability

Group Leaders/Coordinators must be available during working hours to discuss any emergencies or short notice changes with **EBA** staff. If they are not available or non-responsive, **EBA** is authorised to make reasonable decisions in the interest of the Programme, Participant, Group Leader, Work Placement, and/or Accommodation.

Work placement

Supervision

A supervisor will be assigned to the students in each company.

Working Hours

Working hours of students will be 6 hours per day. Breaks follow local/company-internal regulations. Students will work 16.3.-27.3.2026.

Jobshadowing at least 2 days in the period 16.3.-27.3.2026.

Absence from Work

If a Participant is absent from work for justified reasons, the **EBA's** staff must be notified by Participants between 09:00 and 09:30 on the first day of absence. The **EBA's** staff may ask the Participant to see a doctor to ensure they receive medical treatment if necessary. Participants being absent from work without **EBA's** consent, or without notifying **EBA**, will receive a warning and, in severe cases, may be excluded from the Programme at their own expense.

Dress Code

The company might ask Participants to follow a dress code. Participants are required to make suitable arrangements prior to arrival based on placement information provided by **EBA**.

Documentation

EBA will ensure the Learning Agreement is signed by the foreign host institution before the internship.

After the internship, the **EBA** organization will ensure that the Learning Agreement Complement is signed by the foreign host institution.

Monitoring Visits

EBA will arrange one monitoring visit of Group Leader in each company.

Accommodation

Location

EBA will provide accommodation for the participants in Coimbra.

Meals

EBA will provide Meals will three times a day.

Standard of Accommodation

The accommodation provided will comply with all safety and hygiene standards.

Transfer and Public Transport

Airport Transfer

EBA will provide transport from the airport Porto to Coimbra and from Coimbra to the airport Porto.

Travelcards

The purchase of travel cards will be the responsibility of the **EBA** organization.

Important Documents & Policies

Standard pre-arrival documents

Standard pre-arrival documents must be collected for all Participants before the project start date (no later than the agreed deadline).

Standard pre-arrival documents include:

Flight details

Insurance confirmation

Payment

Payment

Payment must be made in the currency indicated on the sales invoice and be free of transaction charge to **EBA**. Payment must be made according to the invoice.

Budget

Students: Accommodation (with all Facilities), Administrative costs, Monitoring, tutoring, Airport Transfer, Travelcards. Lunch and Dinner (week Days)	960 EUR/student/time of mobility
Teacher: Jobshadowing of one person – Accommodation, Administrative costs, Airport Transfer, Travelcards	265EUR/teacher/time of mobility

Signatures

VOŠ a SPŠ U Stadionu 1166 517 04 Full name: Date: Signature	EBA - Formação Profissional, Lda Full name: Date: Signature:
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