



Programme Guide for New Partners

FOR SPORT CLUBS



SPORT AND ACADEMIC
TALENT INTEGRATION
THROUGH EXCHANGE
PROGRAMMES IN HOCKEY

Co-funded by the
Erasmus+ Programme
of the European Union



PROGRAMME GUIDE FOR NEW PARTNERS - CLUBS

Background

Each sport club willing to be part of the academic/sport exchange mobility scheme proposed by the European Erasmus+ project STICK (www.stickproject.eu), as home or host sport club must sign a Letter of Commitment. The purpose of this letter is to ensure that the necessary aspects to be taken by these institutions in the framework of the academic/sport exchange mobility are going to be implemented.

Higher Education Institutions will have already signed Interinstitutional Agreements accepting academic exchanges.

Sport Clubs will be added to the home Higher Education Institution offer in the framework of their academic Interinstitutional Agreements.

Guidance

The Letters of Commitment are legally binding documents and must consequently be signed by a person that is entitled to make financial commitments on behalf of his/her organisation. The Letters of Commitment must be issued on official paper from the sport club.

Each Letter of Commitment must:

- State that will contribute with the procedures and regulations stated by the Higher Education Institution they are going to link with.
- Provide evidence of support they will provide to the student/athlete for:
 - Physiotherapy
 - Strength & Conditioning
 - Sport skills
 - Agreement on the ongoing support and adherence to Individual Development Plan (IDP) which is agreed upon by the player, host and home clubs.
- State the Name of the Erasmus Sport Manager (contact name, telephone and email) at the club
- Is member of a National Governing Body and informs about contact details. Contact name & email for their National Governing Body (NGB), such as National Federation, Association, etc.

Attached you will also find all agreement's and certificates' templates that you will need for its implementation.

LETTER OF COMMITMENT

(to be filled in on letter head paper)

Letter of Commitment

I, *[Name of the legal representative of the Sport Club]*, as *[position of the legal representative in the institution]*, on behalf of *[name of the Sport Club]* I hereby confirm that:

- *[name of the Sport Club]* will participate in the academic/sport exchange mobility scheme proposed by the European Erasmus+ project STICK, according to the regulations and procedures stated by the *[name of the Higher Education Institution with whom are willing to participate]*.
- *[name of the Sport Club]* will provide to the student/athlete for ***(please delete or add those services that are going to be provided by the Club):***
 - [Physiotherapy]
 - [Strength & Conditioning]
 - *[[name of the sport] skills]*
 - [other...]
- *[name of the Sport Club] agrees on the ongoing support and adherence to Individual Development Plan (IDP) which is agreed upon by the athlete, host and home clubs.*
- *[name of the Sport Club]* appoints *[name of the Erasmus Sport Manager]* as the institutional Erasmus Sport Manager, whose contact details are as follows:
 - *[Erasmus Sport Manager email]*
 - *[Erasmus Sport Manager telephone]*
- *[name of the Sport Club]* is member of the *[name of the National Governing Body (NGB): national federation, association, etc.]*, whose contact details are as follows:
 - *[NGB Contact name]*
 - *[NGB email]*
 - *[NGB telephone]*

(Name, signature and stamp)

(Date and Place)

TEMPLATES FOR EXCHANGE PROCEDURES DOCUMENTS

1) SPORT INSTITUTION CERTIFICATE

(LETTER PAPER OF THE INSTITUTION)

SPORT INSTITUTION CERTIFICATE

The [name of the Sport institution representative signing this certificate] of the [name of the Home Sport institution] hereby certifies that:

[Name of the student/athlete]:

Please, select the options that he/she is accomplishing with and delete those that is not:

- Is a player/athlete of the [name of the team. Ex. Atlètic Terrassa Hockey Club] in the season [season period: ex. 2008/2009]
- Is competing and training at a national league or in a high level performance national competition: [indicate name of the competition: ex. Division de Honor Femenina Spanish National League]
- Is dedicating an average mean of 15 hours or more per week to the practice of [name of the sport. Ex. Hockey]
- The [name of the sport institution] is aware of the interest of [name of the student/athlete] in participating in the Erasmus+ exchange programme and in playing [name of the sport] in another Club of the host country during the period of the exchange: season [indicate the season: ex. 2019/2020].
- His/her home sport institution is [name of the sport institution]
 - [Address of the home sport institution]
 - [Contact person of the home sport institution]
 - [Contact details of the home sport institutions (email, telephone)]

[Date]

[Place]

[Signature]

2) HIGH DEDICATION ATHLETE CERTIFICATE

(LETTER PAPER OF THE INSTITUTION)

UNIVERSITY HIGH DEDICATION ATHLETE CERTIFICATE

The [name of the Dual Career Service or similar at the university] of the [name of the university] hereby certifies that:

[Name of the student/athlete]:

- Is considered a High Dedication Athlete in [name of the Sport] in order to apply for an Erasmus+ mobility grant.
- His/her home sport institution is [name of the sport institution]
 - [Address of the home sport institution]
 - [Contact person of the home sport institution]
 - [Contact details of the home sport institutions (email, telephone)]
- Has provided the corresponding prove from the home sport institution.

[Date]

[Place]

[Signature]

3) LEARNING AGREEMENT-TRAINING AGREEMENT

INSTRUCTIONS for filling in a LEARNING/TRAINING AGREEMENT

UNDERGRADUATE EXCHANGE

Please read through the information below before filling in and uploading your learning agreement in the online application!

- ▶ Discuss and agree your academic programme with your **local academic coordinator**
 - ▶ Choose **courses/activities of relevance** to your study programme at your home university so that the courses/activities completed during your mobility will be **recognized** as counting towards your degree
 - ▶ Choose **courses** which are actually **offered** to Erasmus students **at your chosen host universities**
 - ▶ Agree with your local academic co-ordinator, in advance, how many ECTS credits need to be completed at the host university

- ▶ Discuss and agree your athletic training programme with your **home Club Co-Ordinator**
- ▶ Before sending your learning/training agreement to the host university/club the document needs to be **signed by**
 - you and the **home and host Academic Coordinators** for the learning part of the document
 - **you, the Dual Career home and host Co-Ordinators** and the home and host hockey **Club Co-Ordinators** for the athletic training part of the document.

The **signatures of the host university and club** *can be obtained after the start of mobility.*

LEARNING AGREEMENT for UNDERGRADUATE EXCHANGE students (ACADEMIC YEAR)

FIELD OF STUDY:

Name of student:	
Sending institution:	Country:
Receiving institution:	Country:

Before the Mobility

Course unit code	Course unit title	Number of ECTS credits

Add lines if necessary

Student's signature _____	Date:
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SENDING INSTITUTION

We confirm that the courses/activities indicated in this learning agreement are approved and will be recognized at our university once the student returns from his/her mobility.

Local Academic Coordinator at Erasmus Office, Home
University _____

(name in BLOCK LETTERS and SIGNATURE) Date:

RECEIVING INSTITUTION *(signatures to be obtained after the start of the mobility)*

We confirm that the courses/activities indicated in this learning agreement are part of the curriculum at our university and that they can be offered to the student.

Local Academic Coordinator at Erasmus Office, Host
University _____

(name in BLOCK LETTERS and SIGNATURE) Date:

During the Mobility

CHANGES TO THE LEARNING AGREEMENT as originally proposed when applying for programme exchange:

(to be filled in only if you need to change your learning agreement upon starting your mobility)

Course unit code	Course unit title	Deleted course unit	Added course unit	ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Add lines if necessary

Student's signature

Date:

SENDING INSTITUTION

We confirm that the courses/activities indicated in this learning agreement are approved and will be recognized at our university once the student returns from his/her mobility.

Local Academic Coordinator at Erasmus Office, Home

University _____

(name in BLOCK LETTERS and SIGNATURE)

Date:

RECEIVING INSTITUTION *(signatures to be obtained after the start of the mobility)*

We confirm that the courses/activities indicated in this learning agreement are part of the curriculum at our university and that they can be offered to the student.

Local Academic Coordinator at Erasmus Office, Host

University _____

(name in BLOCK LETTERS and SIGNATURE)

Date:

Before the Mobility

Country:	<i>Athletic Training Programme at the Host Sports Club</i>				
	Planned period of the mobility: from [month/year] to [month/year]				
Sending Sports Club:			Country:		
Receiving Sports Club:			Country:		
Athlete Name: ...			Number of working hours per week: ...		
Detailed programme of athletic training:					
Skills development & enhancement, and competences to be acquired by the end of the programme (expected Athletic Outcomes):					
Monitoring plan:					
Evaluation plan:					
<p>By signing this document, the athlete, the Home Sports Club and the Host Sports Club confirm that they approve the Athletic Training Programme and that they will comply with all the arrangements agreed by all parties. The trainee and Host Sports Club will communicate to the Home Sports Club any problem or changes regarding the training programme period. The Home Sports Club and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to Sport.</p>					
Commitment	Name	Email	Position	Date	Signature
Athlete			<i>Visiting Athlete</i>		
Club Co-Ordinator at the Home Sports Club					
Dual Career Co-Ordinator, Home University					
Club Co-Ordinator at the Host Sports Club					
Dual Career Co-Ordinator, Host University					

During the Mobility

Exceptional Changes to the Athletic Training Programme at the Host Sports Club

(to be approved by e-mail or signature by the athlete, the Club Co-Ordinator in the Home Sports Club and the Club Co-Ordinator in the Host Sports Club)

Planned period of the mobility: from [month/year] till [month/year]

Athlete Name: ...

Number of working hours per week: ...

Detailed programme of the athletic training:

Skills development & enhancement, and competences to be acquired by the end of the programme (expected Athletic Outcomes):

Monitoring plan:

Evaluation plan:

By signing this document, the athlete, the Home Sports Club and the Host Sports Club confirm that they approve the Athletic Training Programme and that they will accept all the arrangements agreed by all parties. The trainee and Host Sports Club will communicate to the Home Sports Club any problem or changes regarding the training programme period. The Home Sports Club and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect the principles of the Erasmus Charter for Higher Education relating to Sport.

Commitment	Name	Email	Position	Date	Signature
Athlete			<i>Visiting Athlete</i>		
Club Co-Ordinator at the Home Sports Club					
Dual Career Co-Ordinator, Home University					
Club Co-Ordinator at the Host Sports Club					
Dual Career Co-Ordinator, Host University					

After the Mobility

Athletic Training Certificate by the Host Sports Club

Name of the athlete:

Name of the Host Sports Club:

Address of the Host Sports Club: [street, city, country, phone, e-mail address], **website:**

Start date and end date of training programme: from [day/month/year] to [day/month/year]

Detailed programme of actual activities/training carried out by athlete:

Detailed explanation of how athletic outcomes were achieved:

Evaluation of the athlete:

Date:

Name and Signature of Dual Career Co-Ordinator at host university

Name and signature of the Club Co-Ordinator at Host Sports Club:

4) ARRIVAL STATEMENT

ERASMUS+ STICK PROGRAMME

ARRIVAL STATEMENT

The student.....

Of the Universitat Autònoma de Barcelona (E BARCELO02) has been registered in the date detailed below (day/month/year)

.....

At the following University and Club

Name of the host university.....

Erasmus
code.....

..

Name of the host club.....

Done at, on

.....

Signatures and official stamps

University:

Club:

5) CERTIFICATE OF ATTENDANCE

ERASMUS+ STICK PROGRAMME CERTIFICATE OF ATTENDANCE

The undersigner

University:

.....
...

Club:

.....
...

Position

University:

.....

Club:

.....

HEREBY CERTIFIES THAT

That the **student/athlete** of the Universitat Autònoma de Barcelona (E BARCELO02) and the Club

.....

Student's name and surname:

.....

Has **undertaken an Erasmus+ Exchange** period at the **host University and at the host Club:**

Name of the host university:

Erasmus code of the host university:

Name of the host club.....

And that his/her **study programme was completed** from..... to.....

(**dd/mm/yyyy format**) and that his/her **athletic training programme was completed**

from..... to..... (**dd/mm/yyyy format**)

**Done at....., on

Signatures and official stamps

University:

Club:

****IMPORTANT: In no case the date of issue of this certificate can be previous to the date of the end of the stay of the student at the host Institution.**

VERY IMPORTANT: This document must be filled and signed by both the host University and Club. The original document must be delivered to the Academic Management of the home faculty/school in the two weeks following the return to the UAB. Without this document the International Relations Office will not be able to proceed to the liquidation of the scholarship of the students that are beneficiaries of an Erasmus + grant of community funds

6) ERASMUS+ INTER-INSTITUTIONAL AGREEMENT

Erasmus+ Programme

**Key Action KA103
Higher Education Student Mobility**

Inter-institutional agreement 2018-20[21] between project partner countries

The partner organisations named below agree to cooperate for the exchange of dual career students in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions and club partners

Name of the institution (and department, where relevant)	Erasmus code	Contact details¹ (email, phone)	Type of sport	Website (eg. of the course catalogue)
Home University				
Host University				
Host Sport Club				
Home Sport Club				
[...]				

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
			Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Club based Sports Training Programme *
University Club	University	1st	To be agreed at University level	To be agreed at club level
	Club			
University Club	University	1st	To be agreed at University level	To be agreed at club level
	Club			

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study/training period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies/Training [Minimum recommended level: B1]	
				To be agreed at University level	
				To be agreed at University level	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

Selected applicants must be recipient of High Dedication Athlete Certificate

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
Home University		
Home Sports Club		
Host University		
Host Sports Club		

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [4] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2020 will only take effect as of 1 September 2020+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide². A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

² http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Home University		Link to Insurance details
Host university		Link to Insurance details
Home club		Link to Insurance details
Host club		Link to Insurance details

4. Housing

The receiving institutions will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Host club		
Host university		

5. Additional Support for Athlete

Host universities must provide, at induction/orientation session, information outlining additional supports offered to visiting student/athlete under this programme.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature³

H. SIGNATURES OF THE SPORTS CLUB (legal representatives)

Club	Name, function	Date	Signature⁴

³ Scanned signatures are accepted

⁴ Scanned signatures are accepted