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# Framework Agreement for Practical Training Collaboration and Support



Higher Education Institution Nehemiah Gateway  
Buçimas, Pogradec

Logo of Firm  
Name of Firm  
Address

**For the student, name, and last name:**

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## Between

Higher Education Institution Nehemiah Gateway, (hereinafter “HEI Nehemiah Gateway” provides the theoretical studies and qualification in the framework of the dual study program BA “Economy and Businesses”.

## and

the Firm, providing the practical (professional) training of the students pursuing the BA “Economy and Businesses” at the HEI Nehemiah Gateway, (hereinafter the “Firm”).

### HEI Nehemiah Gateway

**License. No:**

Government Decision No.830 of 04.06.2008

**Address:**

Rruga “Nehemia” 7304, Buçimas, Albania

**Represented by:**

Dr. Peter Makiriyado, Vice Rector of HEI  
Nehemiah Gateway

**Name of Firm:****Reg. Decision:****NIPT No:****Address:****Represented by:**

## Preamble

HEI Nehemiah Gateway is a school of higher education that offers dual study programs where theory combines with practice on an equal ratio to enable students to apply independently their professional practice scientific knowledge and methods gained during theoretical studies. According to this concept, firms may qualify their personnel by enabling their theoretical qualification at the university, whereas practical training is taken over by the firm itself.

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The purpose of the dual study program is to establish stable and long-term contracts between the business enterprises and the students that would generate benefits for both parties. Business enterprises would benefit from qualified personnel that suits the business profile of the enterprise, whereas students would benefit from stable employment according to their professional qualifications.

### **§ 1 Object of the Agreement**

The object of this agreement is to define the terms and conditions for enabling the realization of the practical training of students by and at the Firm, as part of the study program BA “Economy and Businesses” (hereinafter the “Study Programme”) at the HEI Nehemiah Gateway, in Bučimas, Pogradec.

### **§ 2 Duration of the Agreement**

1. The duration of this agreement is for an indefinite period. The practical training will be carried out in six terms with 3-month each, corresponding to the whole duration of studies including theoretical studies as well, which under a regular process of realization are another six months, in addition, making the bachelor program finished within 36 months.
2. The parties agree to carry out the PT in 3 months intervals, changes to the duration of the practical training will be made through mutual agreement between the parties involved. The decision to resolve the duration should be taken 10 days before the practical training starts.

### **§ 3 Location of training**

The practical training of students will normally take place at the address of the Firm, or another location agreed upon by the parties.

### **§ 4 The training plan**

1. The plans for the practical training are developed in cooperation between the parties and may be revised and altered from time to time by them. Both parties to the agreement shall consent in writing to the plan for a specific student training profile.
2. The Firm may not alter the practical training plan while the training is taking place. If an alteration of the plan becomes necessary for reasons that the parties did not foresee or could not have foreseen at the beginning of the practical training, both parties have to consent in writing before the alteration.
3. The Firm monitors and contributes to the realization of the practical training plan, and its requirements so that the students meet their objectives.

### **§ 5 Rights and duties of HEI Nehemiah Gateway**

The HEI Nehemiah Gateway:

1. Shall send its students to the Firm for practical training according to the terms and conditions of this agreement.
2. Shall obtain information from the Firm regarding the student’s progress during the practical

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training either through written requests or through on-site visits by the appointed mentors.

3. It is not obliged to send to the Firm a particular number of students each year for practical training. The specific number of students will be determined on a case-by-case basis according to the needs of HEI Nehemiah Gateway and the capacities of the Firm to carry out the training.
4. Shall teach and prepare the student theoretically to facilitate an adequate practical training process at the Firm.
5. May terminate the Study Contract with the student when he/she fails to meet the study or other mandatory requirements applicable at the HEI Nehemiah Gateway. However, in this case, the practical training agreement between the Firm and the student (apprentice) remains unaffected if the Firm so decides.

## **§ 6 Rights and duties of the Firm**

The Firm:

1. Shall appoint a coach who shall be responsible for the implementation of the practical training, for monitoring the student during the training process, and for the provision of continuous consultations regarding the student's progress.
2. Shall train the student pursuant to the training plan by ensuring the transfer of necessary knowledge and know-how for the specific professional profile where the student is being qualified.
3. Shall ensure systematic training without interruptions in order to achieve the training goals within the time agreed with the HEI Nehemiah Gateway.
4. Shall be put at the student's disposal, without extra costs, equipment, and tools necessary for the realization of the practical training. This shall not include the provision of materials needed for the realization of the theoretical training of the student.
5. Shall assign to the student during the practical training tasks or projects that serve the professional training of the student or relate to the goal of the practical training.
6. According to its capacities, may provide its own experts to serve as external lecturers at the HEI Nehemiah Gateway for teaching particular courses related to practical training. This shall be regulated through specific contracts. The Firm may attend the examination of the student when asked by HEI Nehemiah Gateway.

## **§ 7 The relation between the Firm and the student**

1. The relationship between the Firm and the student participating in the practical training under the terms of this agreement, which is a precondition for the student to be admitted to the Study Programme of the HEI Nehemiah Gateway, shall be regulated separately.
2. The firm can decide to settle its relationship with the student with a work contract according to the employment legislation in power.
3. At the end of the 3-month term of practical training, the firm assesses the student according to

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the documents/annexes prepared by the HEI Nehemiah Gateway attached to this agreement.

**§ 8 Termination of the Agreement**

1. Except when one of the parties has filed for bankruptcy or entered a liquidation procedure, or it ceases to exist as a legal person, this agreement shall be terminated by giving the other party a termination notice at least 3 (three) months before the termination date.

**§ 9 Final provisions**

1. The Firm and HEI Nehemiah Gateway at the beginning of each academic year, or semester inform each other regarding the number of students who will be involved in the coming practical training.
2. Parties to the agreement shall engage to respect and promote the interests of each other to the degree this is possible and may place in their respective websites (if available) internet links (including name and logo) that lead to the homepage of the other party.
3. This agreement may be revised as often as the parties see it necessary. Additions or alterations to the agreement must be agreed upon in writing by both parties.
4. Both parties shall attempt to solve disagreements amicably related to these terms. Otherwise, the competent court shall be the Court of First Instance in Pogradec.

**For HEI Nehemiah Gateway**

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*(Signature, stamp)*

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*Date, Place*

**For the Firm**

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*(Signature, stamp)*

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*Date, Place*