**International student/trainee agreement form**

This agreement form is intended as a guide to the development of good practice in international work placements and can be used by any institution of post-secondary education aiming to send students abroad for a work placement in conjunction with studies at the home institution.

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| **Personal information about the student and study programme** |

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| --- | --- |
| **Family name** |  |
| **First and middle names** |  |
| **Date of birth** | DD/MM/YYYY |
| **Country and city of birth** |  |
| **Citizenship** |  |
| **Country of legal permanent residence** |  |
| **Permanent address** |  |
| **Telephone number** |  |
| **E-mail** |  |
| **Home address during the work placement** |  |
| **Telephone number** |  |
| **E-mail** |  |
| **Title of degree/qualification** |  |
| **How many years of study have already been completed towards the degree or qualification?** | 1 2 3 4 5 |
| **When will the degree or qualification be obtained?** | DD/MM/YYYY |

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| **Information about the educational institution** |

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| **Name of educational institution** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-mail** |  |
| **Is the work placement part of an established national or European programme (such as Erasmus)?** |  |
| **Does this programme provide a grant?** |  |
| **Name and title of Academic Supervisor or Placement Officer** |  |
| **Telephone number** |  |
| **Fax** |  |
| **E-mail** |  |

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| **Information about the employing organisation** |

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| **Name of employing organisation receiving the student/trainee** |  |
| **Work address for student/trainee during the training period** |  |
| **Telephone number** |  |
| **Fax** |  |
| **E-mail** |  |
| **Basic activity of employing organisation** |  |
| **Name and title of student/ trainee's Supervisor/Manager** |  |
| **Telephone number** |  |
| **Fax** |  |
| **E-mail** |  |

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| **Training period agreement** |

**Article 1: Objectives of the work placement**

The purpose of this work placement is to provide the student with experience of the practical application of theoretical knowledge he or she has already acquired. The host employing organisation and the educational institution will ensure that the student/trainee is given tasks and responsibilities commensurate with the level of competence of the student and the educational objectives for the training period.

Educational objectives: skills and knowledge to be acquired, defined by the Academic Supervisor.

(Please continue on a separate sheet if necessary)

Tasks of student/trainee: responsibilities in order to meet these objectives, defined by the employing organisation Supervisor/Manager and the Academic Supervisor.

(Please continue on a separate sheet if necessary)

Please include methods of training such as observation periods, rotation through departments, language training, seminars, meetings, *etc*, as well as the use of any specific equipment essential to the work placement.

**Article 2: Supervision and evaluation**

The educational institution will name an academic Supervisor responsible for the student's work placement and the employing organisation will name an on-site Supervisor. If any problems arise, the employing organisation Supervisor will contact the Academic Supervisor.

At the end of the work placement the educational institution requires a report from the student/trainee, the detailed requirements for which will be available to the student before the work placement begins. The employing organisation may request a copy of this report.

The employing organisation will provide the student/trainee with an evaluation of his or her work as well as written confirmation that the work placement has been undertaken and completed.

**Article 3: Working arrangements and student/trainee status in the employing organisation**

Is a work permit required? Yes/No

If yes, the work permit will be arranged by the:

employing organisation / student/trainee (delete as appropriate)

Is a residence permit required? Yes/No

If yes, the residence permit will be arranged by the:

employing organisation / student/trainee (delete as appropriate)

The student will remain a student in his or her home country and will become a student/trainee in the host country.

The training period will take place on the following dates: from XX to XX

The working hours per week will be:

The amount of holiday included in the period of training will be:

The student/trainee must comply with all the international regulations of the employing organisation. The student/trainee may or may not receive a ‘salary’ from the employing organisation.

Renumeration per month will be:

The employing organisation may or may not give an ‘allowance’ to the student/trainee to cover any living costs, travel, *etc*.

Contribution for living costs per month will be:

Contribution for travel costs will be:

Contribution for pension fund: Yes / No

**Article 4: Social protection**

The employing organisation will protect the student/trainee against any form of intimidation or discrimination at the workplace. The principle of equal rights will prevail. The student/trainee must be insured for health and accidents in and out of the workplace, personal liability and medical repatriation. Individual insurance policies may be necessary for liability and repatriation. Accidents in the workplace will be covered by the employing organisation in accordance with national law. If no national insurance plan covers the student, individual insurance will be necessary and must be arranged.

**Accidents in the workplace**

Coverage arranged according to national law: Yes / No

If no, individual insurance arranged by (name of the company and policy number)

**Health insurance**

E 111 form: Yes / No

Private insurance: Yes / No

Name of the company and policy number:

**Accidents out of the workplace**

Name of the company and policy number:

**Personal liability**

Name of the company and policy number:

**Medical repatriation**

Name of the company and policy number:

**Article 5: Taxes**

Students/trainees have a responsibility to pay income tax when appropriate and will pay according to the agreement between their home country and their host country. The signatories confirm the accuracy of all statements made on this form and agree to all principles and Articles expressed therein.

*Name and title of educational institution official approving this international student/trainee agreement (in block letters)*

*Signature and date*

*Educational institution seal or stamp*

**Article 6: Visas and work permits**

Is a work permit required? Yes/No

Is a residency permit required? Yes/No

Is a permit for preliminary stay required? Yes/No

*Name and title of employing organisation executive approving this international student/trainee agreement (in block letters)*

*Signature and date*

*Employing organisation seal or stamp*

*Name of student (in block letters)*

*Signature and date*

**Check list**

Ensure that:

* Personal information about student and study programme is provided.
* Information about the educational institution is provided including name of Academic Supervisor.
* Information about the employing organisation is provided including name of Supervisor/Manager.
* Information about any other parties or brokers is provided.
* Objectives of the work place are determined by student/trainee and Academic Supervisor.
* Tasks and responsibilities of student/trainee are determined by Superior Manager.
* Conditions of Employment and working arrangements are determined and given to the student/trainee.
* Adequate social protection is provided and, in particular, appropriate insurance cover is available for the student and that legal status of student/trainee is understood (student is always responsible for arranging complete insurance cover).
* Accommodation and arrival arrangements have been organised.
* A suitable introduction programme is given by the employing organisation at the start of the work placement.
* Monitoring of the work placement by the Academic Supervisor and the employing organisation occurs.
* The employing organisation makes an evaluation of the work placement.
* The student submits a report to the employing organisation and the educational institution.
* The higher education institution conducts an assessment of the student/trainee.