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Vocational Placement Agreement / Internship Placement Agreement

This Placement Agreement lays down the rights and responsibilities of the Contracting Parties, namely

a) the Placement Student,
b) her or his Home University and
c) the Employing Organisation.

The agreement incorporates the provisions stipulated in section 4 of the Home University's Regulations which specify the placement requirements of the BA degree course of

- ☐ International Business and Intercultural Studies
- ☐ International Business Eastern Europe
- ☐ Tourism Management
- ☐ Wine Management

(Please tick the appropriate course.)

The regulations stipulate that each student enrolled in one of the above BA courses is to serve a 6-month placement in semester 5 after successfully completing all foundation course modules.

The agreement is concluded between the following Contracting Parties. A fully completed and signed copy of this agreement will be submitted to the incumbent placement officer.

1) The Placement Student / The Student Intern

Full name

Address

Telephone

Email

2) The Employing Organisation / The Employer

Full name

Supervisor's name

Company address

Telephone

Email

A Conditions of Employment

1. The placement / internship period shall be 6 months with a minimum average of hours per week.

2. The Placement shall begin on (day, month, year) and end on (day, month, year).

3. During this training period, the Student shall be entitled to a total of days leave.

4. During the placement the Student will remain enrolled at her / his Home University.

5. She / he shall be covered by an insurance policy against accidents.

B Remuneration

1. The Employer shall pay the Student a monthly remuneration of €

2. He will provide the following benefits, services and/or facilities free of charge:

3. Payments shall be effected directly into the student's account:

C Provisions of the Placement Programme

1. The purpose of this work placement is to enable the Student to gain relevant first hand vocational experience in a variety of business areas, positions and processes and to build on this experience in his core course.

2. The Employer shall, therefore, ensure that the student is allocated responsibilities and tasks commensurate with her / his level of competence and the educational aims and objectives stipulated in the University Regulations.

3. The Employer shall assure compliance with all applicable employment laws.

4. The Employer shall collaborate with the Home University in evaluating the Students learning experience and provide a written testimonial on completion of the placement.

D Student Responsibilities

1. The Student agrees to strive to perform all the tasks assigned to her / him to the best of her / his abilities.

2. The Student shall follow the prescribed corporate procedures and routines, as far as they are applicable to her / him, and comply with the employer's code of conduct.

3. The Student shall strictly observe all industrial health and safety standards and avoid unsafe activities.

4. On completing the placement, the Student shall submit a written placement report to her / his placement tutor.

5. The Student will keep the placement officer informed of any change in her / his programme or intentions.

E Termination of contract

1. All contracting parties are entitled to terminate this agreement within the first four weeks of its entering into force.

2. Termination shall be effected by giving notice in writing.

3. The Placement Officer shall be immediately notified by the party terminating the agreement.

Agreed to by the Employing Organisation

Place / Date Signature / Seal

Agreed to by the Placement Student

Place / Date Signature