

## Placement agreement

**Between :**

1<sup>o</sup> **The University of Limoges**, referred to as "the university", acting on behalf of the following school or faculty :

- |   |   |
|---|---|
| <input type="checkbox"/> Faculty of Law and Economics         | <input type="checkbox"/> IUT                    |
| <input type="checkbox"/> Faculty of Science                   | <input type="checkbox"/> ENSIL                  |
| <input type="checkbox"/> Faculty of Literature and Humanities | <input type="checkbox"/> Pharmaceutical Faculty |
| <input type="checkbox"/> Faculty of Medicine                  | <input type="checkbox"/> IAE                    |
| <input type="checkbox"/> IPAG                                 |   |
| <input type="checkbox"/> CDE                                  |   |

represented by its President,

2<sup>o</sup> **Host organization (or "company")** : .....

Address : ..... Country : .....

Placement department : .....

Telephone number : ..... e-mail : .....

Represented by : .....

3<sup>o</sup> **The student – trainee:**

Name : ..... Surname : .....

Address : .....

Training followed at the university : .....

The following has been agreed:

**Article 1** : The present agreement governs the relationship between the University, the host organization and the student-trainee, concerning the training course which is part of the educational programme of the student, and is defined as follows :

(Define the content of the training course, the activities entrusted to the trainee, as well as the expected objectives and purposes)

.....  
.....  
.....

carried out under the responsibility of:

a: name of placement tutor in the host organization: .....

b: university placement representative: .....

**Article 2** : Any training course, apart from the educational programme, is forbidden. The training course is part of the educational programme once its purposes and the methods have been defined in the organization of the training programme. Furthermore, the student must give in some work to be assessed by the university.

As long as the following courses satisfy the two previous conditions, they also can be part of an educational programme, if organized within the framework of :

- training for students needing to change courses, particularly if advised to do so by the careers services or by the head of the teaching staff of their original course ;
- further training courses intended to encourage employability and recognised as such by the head of training where the student is registered ;
- periods during which the student temporarily suspends his/her presence at the establishment where (s)he is registered, in order to carry out other activities enabling him/her to acquire skills strictly relevant to his/her training. In this case, as a supplement to the training course agreement, the educational establishment and the company will draw up an educational contract.

**Article 3** : The placement is for a total duration of .... weeks and shall be carried out from...../...../ 20... to...../...../20... at the following address : .....

with the trainee attending the company for a maximum of..... hours a week (indicate, as applicable, the presence of the trainee in the evenings, Sunday or during Bank holidays.....)

Any extension of the placement or modification of its location shall be the object of an amendment to this agreement.

**Article 4** : The student may get a gratification.

If such is the case, please note the amount and means of payment : .....

This gratification is not deemed a salary.

When the duration of the placement is greater than two consecutive months, a gratification is compulsory.

**Article 5** : Any training costs incurred during the placement are borne by the host organization. As a general rule, transport, food and accommodation costs are borne by the trainee.

In the event of benefits offered by the host organization to the trainee, in particular pertaining to catering, accommodation or reimbursement of costs incurred to carry out the placement, specify these benefits:

.....  
.....

**Article 6** : In most cases, the trainee remains affiliated with the social security system he benefits from as a student.

When an accident occurs as a result of or during a work placement, the obligation to declare a workplace accident is incumbent on the host organization with which the placement is carried out.

The host organization shall immediately send the Dean of the school or the faculty the declaration of the workplace accident.

The student must take out insurance (to the company of his choice) covering his civil liability as well as the guarantee to be repatriated.

**Article 7** : During the placement, the student-trainee is subject to the disciplinary procedures of the host organization, in particular in relation to professional secrecy and the organization of work (schedule, health and safety...).

The student-trainee may be authorized to return to the university during work placement to take courses or exams, the date of which shall be notified to the representative of the host organization before the placement commences (as far as possible).

**Article 8** : In the event of absence, the student-trainee must notify the university and the host organization within 24 hours. In the event of gross misconduct, the host organization may terminate the placement after notifying the university.

**Article 9** : The University President can ask the host organization for an assessment of the student-trainee's work. The supervising tutor in the host organization will be informed by the University (the relevant faculty) of the methods for assessing the training period. At the end of his/her training period, the student-trainee will have to hand in a placement report, which will be sent to the host organization, and which (s)he may have to present during his/her oral defence of his/her training period. The University will then validate (or not) the training period.

The host organization will issue an attestation, describing the assignments carried out by the student-trainee.

**Article 10** : In the event of any dispute as to the application or interpretation of this agreement, the signatories agree to refer it to the competent jurisdictions after exhausting all amicable methods.

**Article 11** : The signing of this document implies, for the host organization and the student-trainee, express consent to the clauses of this agreement and the charter governing company work placement.

**SUPPORTING ELEMENTS TO BE ATTACHED** : Insurance statement covering the civil liability of the student-trainee throughout the placement.

Executed in four copies (\*) in ..... on ...../...../ 20....

**Signatures**

• The student-trainee :

• The host organization :

• For the University

▪ The placement representative :

▪ The President of the University :

(\*) Copy 1 : Host organization

Copies 2 & 3 : University

Copy 4 : Trainee