

PLACEMENT AGREEMENT

1. Company name: _____

Address: _____

Postal code and

Tel. No.: _____

City: _____ Telefax No.: _____

E-mail: _____

Country: _____ Web-page: _____

Hereafter called "placement host"

2. Name of student: _____

Address: _____

Postal code and

City: _____ Tel. No.: _____

Hereafter called "trainee"

3. Halmstad University
School of Business and Engineering (SBE)
Box 823
SE -301 18 Halmstad
Tel. No.: +46 35 16 75 12,
E-mail: thomas.helgesson@hh.se

Hereafter called "SBE Halmstad"

The aim of the placement is to test knowledge, attitude and skills gained in the study programme in the practice of an organization by taking part in the daily routine in an organization. In order to realize the aim, the placement host is willing to give the trainee the opportunity to gain practical experience by carrying out work in the appointed trainee post with the placement host for a specific period. The traineeship is rounded off with a written placement report for the SBE Halmstad.

The parties agree to the following:

Article 1: Definitions

In this agreement and relating to its execution, the following definitions will be used in the meaning as hereafter indicated:

Company tutor/coach - the person who is designated by the placement host to supervise and assess the trainee during the traineeship.

SBE supervisor

- the person who, on behalf of the SBE Halmstad, will function as a contact person and will supervise and assess the trainee.

Article 2: Period of work placement

The traineeship will begin on _____ and end on _____
This fulfils the requirement of being equivalent to the minimum of ten weeks full-time work. The placement duties will be carried out at the establishment of the placement host in the

_____ department, which is run by _____

Article 3: Placement duties

For days per week the trainee will carry out placement duties at the establishment of the placement host in order to achieve the stated goals of the placement, during the usual office hours/working hours at the placement host establishment. The placement host endorses the aim of the placement and undertakes to let the trainee carry out work which in its nature, content and level will contribute to the realization of this goal.

The placement host will designate a company coach. If problems arise, the trainee should in the first instance go to the company coach.

The company coach is: _____

The work is with regard to the SBE Work Placement, specified by the parties as follows:

Article 4: Absence

The ruling, concerning the number of days off, in force at the placement host's establishment is applicable. In the case of illness, the trainee is obliged to inform the placement host (coach) as soon as possible, in keeping the rules valid at the host establishment. Furthermore, in the case of illness lasting more than five days, the placement host will inform the placement office at the SBE Halmstad. A long absence may be a reason to extend the period of traineeship.

Article 5: Termination of contract

- a) The placement host is entitled to terminate this agreement immediately if:
 - the trainee, in the opinion of placement host, is not complying with the provisions or
 - instructions of the company coach;
 - the trainee does not honour her/his obligation of confidentiality (see article 8) to the placement host;
 - the trainee behaves in such a manner that the placement host cannot, in all reasonableness and fairness, be asked that the traineeship should continue.
- b) The SBE Halmstad is entitled to terminate this agreement, subject to one week's notice, without being held liable for any damage, if, at any point in time, it is evident that the aim of the traineeship cannot, or cannot completely, be realized in connection with the nature, content or level of the placement duties. The reason for the termination should be clearly specified. Prior to instigating termination, the placement host, the trainee and the SBE Halmstad should have consultations.

Article 6: Payment

During the period of traineeship, the placement host will make the trainee a payment of gross. (SBE do not require the company to pay the trainee for the work). This payment is subject to the deductions required by law, i.e. the deduction of income tax and the usual social security contribution (in accordance with the statutory regulations of the country concerned).

The net amount (if any) to be paid to the trainee - will be paid into the bank account indicated by the trainee. In case of interruption of the payment for which the trainee is not responsible, the placement payment will still be made.

Article 7: Travel and accommodation expenses

Travel and accommodation expenses, which the trainee has incurred in the course of her/his work for the placement host, will be refunded, taking into account the valid rules/directives at the placement host establishment.

Article 8: Confidentiality

The trainee guarantees complete confidentiality, both during and after the ending of the agreement, concerning anything which he/she has heard or observed in any capacity whatsoever at the establishment of the placement host or at his clients', whether of a business or a personal nature, which might damage the interests of the placement host or of his clients.

Article 9: Handing in information

The trainee is strictly forbidden to keep or copy in any manner whatsoever software, documents, correspondence or copies of the above, which he/she has had before her/him in connection with her/his duties at the placement host's. Except to the extent and for the length of time that this was required for the performance of her/his duties for the placement host or that it was part of the placement report. In any case, the trainee is obliged, even without any request to that effect, to hand in to the placement host immediately the aforementioned software, documents, correspondence or copies thereof, at the end of this agreement, or in the case of non-activity for any reason whatsoever.

Article 10: Placement report

By signing the placement report the placement host gives permission to hand the report to the SBE Halmstad. Placement reports are treated confidentially within the SBE Halmstad and are not public to third parties. Only the SBE supervisor has access to them. After one year, placement reports are destroyed.

Article 11: Agreement

This agreement is not an employment contract as defined in the (EU) Civil Code.

Article 12: Liability

The SBE Halmstad does not bear any risk at all for any damage of or by the trainee and/or the placement host during the placement period of the trainee at the establishment of the placement host. To the extent that is required by law, parties therefore expressly exclude any possible liability on the

part of the SBE Halmstad to the trainee and/or the placement host regarding any possible damage-causing risk for the trainee and/or the placement host during the traineeship.

Thus complete in triplicate.

Signature for agreement: Place: Date:

Placement host

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Trainee

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Supervisor
on behalf of the SBE Halmstad

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