This agreement regulates the relationship between UMONS, the home institution and the student trainee.

UMONS welcomes the student trainee to carry out a placement, of which the subject, description and the terms are described below.

UMONS agrees to provide the equipment and support necessary for the smooth running of the placement, as well as issue a placement completion certificate within 5 weeks after the end of the placement.

1. **IDENTIFICATION OF THE STUDENT TRAINEE AND PERSONS RESPONSIBLE**

**STUDENT TRAINEE**

Title (Mr/Mrs/Miss)

LAST NAME: FIRST NAME:

Place and date of birth:

Nationality: Telephone no.:

E-mail address:

Legal address (home country):

Home institution:

Details of student’s registration at home institution:

* Field of study:
* Degree course name:
* Year of study (if applicable):
* Major:

**HOME INSTITUTION**

Name of institution:

Postal address: Country:

ERASMUS code (if applicable): Website:

LAST NAME and FIRST NAME of student trainee’s SUPERVISOR at home institution:

Faculty/Department/Unit:

E-mail address: Telephone No.:

**HOST INSTITUTION**

Name of institution: UNIVERSITY OF MONS

Postal address: 22 Place du Parc, 7000 Mons Country: Belgium

ERASMUS code (if applicable): B MONS21 Website: <http://www.umons.ac.be>

Institutional Mobility Coordinator: Géraldine Berger (geraldine.berger@umons.ac.be)

Incoming Mobility Coordinator - Placements (SRI): (incoming.relint@umons.ac.be)

LAST NAME and FIRST NAME of student trainee’s SUPERVISOR at UMONS:

Faculty/Department/Unit:

E-mail address: Telephone No.:

1. **THE PLACEMENT PROGRAMME**

**Duration of placement: from** (dd/mm/yyyy)  **to** (dd/mm/yyyy)

The duration of the placement is days (number of days)

Number of hours per week:

Agreed work schedule:

Detailed programme of the placement:

Knowledge, skills and competences to be acquired by the student trainee by the end of the placement:

Follow-up plan:

Evaluation plan:

Language skills:

* Working language:
* Level of student trainee before mobility: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native*☐
1. **Changes to the Programme during the Placement**

On an exceptional and duly justified basis, changes may be made to the placement programme while it is underway, as long as all three parties (the student trainee, the host institution and the home institution) agree and complete the Amendments Form attached to this agreement.

This procedure must be carried out at least one month before the end of the placement and the student trainee’s assessment.

1. **Commitments of the Home Institution:**
2. The placement forms part of student's curriculum and upon successful completion of the placement, the home institution shall:
* Grant ... .. ECTS credits (or equivalent)
* Give a grade based on: 🞏 placement completion certificate 🞏 final report 🞏 an interview
* Mention the placement in the student trainee's transcript of results and on the degree certificate supplement (or equivalent): 🞏 Yes 🞏 No
* Mention the placement in the student trainee's Europass mobility: 🞏 Yes 🞏 No
1. This placement is voluntary and, upon successful completion, the home institution shall:
* Grant ... .. ECTS credits (or equivalent)
* Give a grade based on: 🞏 placement completion certificate 🞏 final report 🞏 an interview
* Mention the placement in the student trainee's transcript of results and on the degree certificate supplement (or equivalent): 🞏 Yes 🞏 No
* Mention the placement in the student trainee's Europass mobility: 🞏 Yes 🞏 No
1. **Insurance**

Through the insurance policies it has entered into ("accident" and "civil liability" insurance), the home institution agrees to cover the risks incurred by the student trainee during the execution of the placement and on the way to and back from the placement location. These contracts will stipulate that the insurers waive all liability.

If the placement involves an activity directly or indirectly linked to nuclear phenomena or the use of explosives, the placement supervisor must notify the UMONS Insurance Unit before the start of the placement (assurances@umons.ac.be).

1. **Rules**

UMONS agrees to comply with all laws and regulations applicable to student trainees.

This contract also stipulates all the provisions required by the European Commission within the framework of ERASMUS+ mobility regarding placements.

The student trainee agrees to perform their placement tasks to the best of their ability and in compliance with the regulations in force at UMONS and the provisions endorsed by security requirements. The student trainee also complies with the ethical rules inherent in the establishment and the activities concerned.

1. **Confidentiality**

Unless otherwise stipulated in writing, the student trainee is obliged to uphold professional secrecy. They acknowledge that any information that they have direct or indirect access to is deemed confidential throughout the duration of the placement.

Under no circumstances, regardless of the nature or form of such information, can the student trainee disclose its content in any way, nor can they use it for their own purposes or those of a third party, both during and after the placement.

On behalf of itself and its staff, the home institution agrees to respect any confidential information available to them as a result of the placement carried out by the student trainee.

Information already in the public domain, or which the student can prove was in their possession prior to disclosure by UMONS, or that the student would have received from a third party not bound to a UMONS confidentiality obligation, is not considered confidential.

Unless otherwise agreed in writing by the host institution, the student trainee agrees to return any documents, material or equipment, made available to them during the placement, to UMONS at the end of the placement.

1. **Medical Protection of Student Trainees**

Medical protection of student trainees is covered in accordance with the regulations in force (AR 21/09/2004).

Before the start of the placement, UMONS agrees to send the results of the risk analysis to the home institution. This risk analysis specifies whether the student trainee requires a medical examination and, if so, what type. It also mentions if the student trainee has to have certain vaccinations and if immediate action is required regarding maternity protection.

If the risk analysis indicates that the student trainee is not at risk, a medical examination is not necessary. Otherwise, the student trainee has to undergo a medical examination, which is carried out before the start of the placement and is designed to determine whether the student trainee is medically fit for the role. The results of this medical examination are sent to UMONS.

1. **Status of the Student Trainee**

Placements are unpaid and this agreement does not, under any circumstances, result in any type of employment contract as defined by the law of 3rd July 1978.

The student trainee must also be able to submit their Placement Agreement with any requests regarding social legislation.

1. **Termination of Contract**

Failure to comply with these obligations by either party, the other party shall inform the defaulting party in writing. If the defaulting party does not respond to this notification within 5 days upon receiving it, the aggrieved party may terminate the contractual Placement Agreement with immediate effect.

1. **Jurisdiction and Applicable Law**

This contract is subject to Belgian law. Failure to reach an amicable agreement, the courts of Mons shall have sole jurisdiction to settle any dispute as a result of the implementation and/or interpretation of this contract.

1. **Obligation and Signatures of the Three Parties**

By signing this document, the student trainee, the home institution and UMONS confirm their approval of the Placement Agreement and that they respect all its provisions.

The student trainee and UMONS shall notify the home institution of any problems or changes regarding the placement.

If applicable, the home institution and the student trainee also agree to comply with the Erasmus+ contract regarding grants.

If the student trainee is registered on an ERASMUS+ mobility programme, the three parties agree to respect the principles of the Erasmus Charter for Higher Education regarding placements.

This agreement is executed in three original copies, one for each party, with each party acknowledging receipt of theirs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Last name and first name | Title/Role | Date | Signature |
| The student trainee |  | Student Trainee |  |  |
| The Student Trainee’s Supervisor at home institution: |  |  |  |  |
| The Supervisor at UMONS |  |  |  |  |
| The Institutional Coordinator at UMONS (or their deputy) | G. Berger(or M. Vecchiato, E. De Merlier, E. Fusella) | Institutional Mobility Coordinator |  |  |

**ATTACHED to the Placement Agreement:**

**Placement Programme Amendments Form**

On an exceptional and duly justified basis, changes may be made to the placement programme while it is underway, as long as all three parties (the student trainee, the host institution and the home institution) agree and complete the Amendments Form attached to this agreement.

This procedure must be carried out at least one month before the end of the placement and the student trainee’s assessment.

To be valid, this form must accompany the original Placement Agreement.

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Last name and first name of student trainee:

Home institution:

Faculty/Department/Unit at UMONS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The amendments are as follows:**

Duration of placement: from (dd/mm/yyyy) to (dd/mm/yyyy)

The duration of the placement is days (number of days)

Number of hours per week:

Agreed work schedule:

Detailed programme of the placement:

Knowledge, skills and competences to be acquired by the student trainee by the end of the placement:

Follow-up plan:

Evaluation plan:

Language skills:

* Working language:
* Level of student trainee before mobility: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native* ☐

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Validation by all three parties**

By signing this document, the student trainee, the home institution and UMONS confirm that they agree to the changes stated in the Placement Agreement and that they will respect all its provisions.

This agreement is executed in three original copies, one for each party, with each party acknowledging receipt of theirs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Last name and name | Title/Role | Date | Signature |
| The Student Trainee |  | Student Trainee |  |  |
| The Student Trainee’s Supervisor at home institution: |  |  |  |  |
| The Supervisor at UMONS |  |  |  |  |
| The Institutional Coordinator at UMONS (or their deputy) | G. Berger(or M. Vecchiato, E. De Merlier, E. Fusella) | Institutional Mobility Coordinator |  |  |