# UNIVERSITY OF LIEGE STUDENT INTERNSHIP AGREEMENT

**Between** :

**The University of Liège**

Department of the traineeship supervisor :

Having its registered office at 7 place du 20 Août - 4000 LIEGE (Belgium)

Represented by [ ]  Ms [ ] Mr

Academic degree :

(hereafter referred to as ‘traineeship supervisor’)

 Hereafter referred to as: "ULiège"

**And :** **1)**

Having its registered office at

Represented by [ ]  Ms [ ] Mr

Title :

Tel.:       Mail :

 Hereafter referred to as the "Home Institution"

 **2)** [ ]  Ms [ ] Mr

Domiciled at

Registered in :

Hereafter referred to as the "student trainee"

The following agreement has been reached to regulate relations between the Home Institution and the ULiège concerning student trainees as part of professional training.

**It is hereby agreed as follows :**

## ***Article 1***

The main aim of this traineeship is to ensure the practical application of teaching given as training to the student trainee as part of his or her studies in

The traineeship will start on  and end on     , i.e. a period of       days.

## ***Article 2***

The ULiège and the Home institution have agreed to pool their efforts and to coordinate their work with a view to contributing to the development of practical traineeships within the professional context.

In particular, the ULiège will take into consideration the student trainee’s training requirements when selecting the work which he or she is allocated to and will support the Home institution in ensuring that student traineeships are managed by competent specialists.

The ULiège will not, under any circumstances, impose upon student trainee any tasks which are outside its training.

The ULiège will inform the Home institution as soon as possible of any issues which may arise during the traineeship and which are likely to affect its implementation.

All other practical modalities will be agreed between the traineeship supervisor within the ULiège and the academic supervisor within the Home institution, who are responsible for ensuring that the student trainee complies with them.

## ***Article 3***

The student trainee, for the duration of the traineeship within the ULiège, will retain the status of student of the Home institution and will remain under its responsibility. As such, the tasks carried out during the traineeship will be monitored by the traineeship supervisor within the ULiège, under the conditions to be agreed with the Home institution.

The student trainee will retain its status as student of the Home institution. There is no service commitment between the student trainee and the ULiège.

This situation gives rise to the following consequences:

* The student trainee will not be remunerated and, as such, will not be subject to Belgian social security legislation; no contributions can therefore be due by the ULiège;
* The student trainee will be covered, should an accident occur on the premises where the traineeship is taking place or during his or her journey to or from the premises, by the same guarantees as if the accident had taken place in its own Home institution or during journey to and from its own Home institution, as set out by the insurance policy concluded by the Home institution;
* The student trainee’s civil responsibility is covered by an insurance policy taken out by the Home institution.

During the traineeship, the student trainee is subject to the regulations of the ULiège, particularly in terms of hours, hygiene and safety as well as medical visits. In the event of breach of these regulations, the Home institution and the ULiège reserve the right to interrupt the traineeship.

## ***Article 4***

The student trainee agrees to complete the tasks falling within the traineeship as best possible, respecting the code of ethics in place, particularly in terms of obligations relating to professional confidentiality. As such, the student trainee will be obliged during the traineeship and subsequently, to observe confidentiality to third parties in relation to all matters to do with his or her activity during the traineeship and, more generally, anything which he or she gained direct or indirect knowledge of during the traineeship, as well as the content of documents which he or she drafted, including traineeship reports, notwithstanding Article 7 below.

## ***Article 5***

Any results or data which is obtained by the student trainee during his or her traineeship within the ULiège will remain the property of the ULiège, who alone has the exclusive right to exploit them.

The ULiège agrees, should results or data generated entirely or partly during the student trainee’s traineeship, to acknowledge the student trainee’s contribution.

## The student trainee transfers his or her economic rights (right to reproduction in any form whatsoever, the right to adaptation, arrangement and translation, the right to transform, distribute and communicate to the public by any means) in line with the provisions of Livre XI "Propriété intellectuelle" of the Code de droit économique in Belgium or equivalent legislation in foreign law.

## ***Article 6***

The ULiège declares, as far as it is concerned, to be insured in terms of civil responsibility, in line with the regulatory provisions in force.

## ***Article 7***

The traineeship covered by this agreement will involve the student trainee drafting a report which must be submitted to the academic supervisor of the Home institution after having communicated it to the traineeship supervisor at the ULiège. If the work carried out by the student trainee so requires, the Home institution, in agreement with the ULiège, will take all measures to protect the confidential nature of this work.

## ***Article 8***

Pursuant to the *Code du bien-être au travail, livre X, titre 4, chapitre II*, a risk assessment form completed by the traineeship supervisor in the ULiège is attached to this agreement.

***Article 9***

All aspects of this agreement are governed by the laws of Belgium.

The Parties will strive to amicably resolve any disputes which occur between them in relation to execution of this agreement.

In the event of persistent disagreement, the complaint will be submitted to the Courts of Liège.

In three (3) original copies, each Party confirming they have received their own copy.

Done at       Done at       Done at

Date       Date       Date

Read and approved Read and approved Read and approved

 *signature of the student signature of the responsible signature of the trainee*

 *trainee at home institution supervisor at ULiège*