

International Exchange Programme UIB

International Exchange Agreement

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Company :
Address :
Postcode/City :
Telephone :
Fax/E-mail :
Represented by :

2
Trainee :
Address :
Postcode/City :
Country :
Telephone :
Fax/E-mail :

Company and trainee declare that they have agreed on the following:

Article 1:

1.1 The exchange period starts on _____ and finishes on _____

1.2 The exchange period will take place at:

1.3 Name of company:

Location address:

1.4 The company appoints as tutor:

1.5 The main tasks during the exchange period are:

1.6 The learning objectives during the exchange period :

1.7 The insurance necessary for the exchange and taken care of by the trainee are:

1.8. The licences necessary for the exchange and taken care by the trainee are:

1.9 Board and lodging are provided or paid for by the company.

1.10 The company pays the trainee an amount of _____ a month as pocket money.

Drawn up in triplicate and signed:

Place :
Date :
Company :
Trainee :

Article 2 General conditions

- 2.1 The general aims of the exchange period have been specified by the co-ordinator of the exchange project.
- 2.2 The company shall participate in a written or oral evaluation of the exchange period.
- 2.3 The national labour laws, especially regarding working hours and conditions will be applied to the trainee.
- 2.4 Neither parties involved in this agreement will break off the exchange period without mutual agreement except for situations which are covered in the articles 3.3 and 4.4.
- 2.5 In case of serious difference of opinions between the company and the trainee the national co-ordinator should be contacted.
- 2.6 This agreement is not a labour contract in conformity with article _____ (article national laws on labour)

Article 3 The Company

- 3.1 The company shall enable the trainee to perform his or her tasks and to achieve the learning objectives agreed upon in this contract.
- 3.2 The company is obliged to inform the trainee of rules of conduct, safety requirements and regulations to be applied before commencement of the exchange period.
- 3.3 The company is entitled to break off the exchange period immediately if, stating its reason, the company considers itself no longer able to participate in the exchange. The company is obliged to inform the co-ordinator as soon as possible on this matter.
- 3.4 The company is responsible for securing the health, safety and welfare of the trainee in the same terms, as an employer is required to do in relations to employees under the relevant Health and Safety Legislation.

Article 4 The Trainee

- 4.1 For the sake of order, safety and health the trainee will observe the rules of conduct, regulations and instructions, which apply to the staff/personnel of the company.
 - 4.2 During and after the exchange period the trainee is obliged to observe secrecy about what is told in confidence and about other matters, which are understood as confidential.
 - 4.3 The trainee is obliged to report absence to the company as soon as possible.
 - 4.4 The trainee is entitled to break off the exchange period immediately if, stating his/her reason, the trainee considers himself/herself no longer able to participate in the exchange. The trainee is obliged to inform the co-ordinator as soon as possible on this matter.
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