

Model Work Placement Agreement

Faculty of Humanities, VU University Amsterdam

The undersigned,

Trainee

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Organization providing the placement

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Placement mentor at the placement organization

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Placement supervisor at the programme

Name: _____

Address: VU University Amsterdam, Faculty of Humanities
De Boelelaan 1105, 1081 HV Amsterdam

Telephone: 020 – 598 _____

E-mail: _____

have agreed as follows:

A. Duration and scope of the work placement

1. The placement will commence on/..../.... and continue through/..../.... ; average of hours per week.

2. The placement consists of hours (= credits), including the placement report.
3. The trainee is entitled to days of leave per month.
4. The trainee is entitled to special leave in the event of extenuating family circumstances or statutory obligations, in accordance with the regulations applicable to staff members at the organization providing the placement.
5. In the event of illness, the trainee shall notify the placement mentor or the administration of the organization providing the placement as well as the placement supervisor.

B. Aims of the work placement

6. The aim of the placement:
 - Trainees carry out work at the level of their programme that is relevant to their programme and performed with a large measure of independence.
 - The placement offers students an opportunity to become acquainted with the job market. Students get the opportunity to put their expectations to the test in the working world.
 - Experience in developing a work ethic, professional skills and putting academic knowledge and skills into practice.
 - Building social skills: the placement offers students the opportunity to gain experience of working relations, conduct in the workplace, working hours, pace of work, work-related processes and work-related organizations.
 - To initiate and conduct independent research in the context of an organization that is relevant to the programme; this research should be based on the needs (and/or research question) of that organization.
7. Description of the placement assignment:
8. Description of the organization:
9. Learning objectives:
10. End product:

C. Agreements regarding supervision and assessment

11. a. Supervision:
 - Meetings with the placement supervisor: once a month. During these meetings, the placement supervisor will try to form an impression of the relationship between the placement and the university degree programme.
 - Meetings with the placement mentor: twice a month.
 - Joint meeting with the placement mentor and the placement supervisor: midway through the placement at the placement location.
- b. Assessment/evaluation:

- The placement ends with a meeting between the student, the placement supervisor and the placement mentor. The placement report is assessed by the placement mentor and the placement supervisor, with the latter holding final responsibility.

D. Other provisions

- 12.** If the placement will include research activities, responsibility for the form and content of the research, for its implementation and for processing the results will rest with the trainee, working under the supervision of the placement mentor and the placement supervisor. The research design shall not be tailored to achieve a specific outcome desired by the client.
- 13.** The copyright and/or other intellectual property rights to the research results shall accrue to the trainee.
- 14.** The trainee has the right to publish the research findings following consultation with the placement mentor and the placement supervisor and having due regard to the provisions of item 15.
- 15.** The trainee is obliged not to disclose any information that has been presented as confidential. This non-disclosure rule concerns both verbal communications and access to company documents.
- 16.** The university accepts no liability for damage during or resulting from the placement caused by the organization providing the placement or by the trainee.
- 17.** If in the opinion of the management of the organization providing the placement the trainee exhibits serious misconduct or repeatedly violates the rules applicable within the placement organization or behaves in a manner disruptive to the good internal order and atmosphere of the organization, the placement can be terminated prematurely in consultation with the placement organization, with due observance of a notice period of two weeks.
- 18.** Allocated placement allowance and/or reimbursement for travel and other expenses: €

Amsterdam,/.../..../

The trainee, _____

The placement mentor, _____

The placement supervisor, _____

The Examination Board only processes applications submitted in electronic form.