

VOLUNTARY INTERNSHIP AGREEMENT BETWEEN:

1. The Université libre de Bruxelles, a university acting as a legal person by virtue of the law of 12 August 1911, amended by the law of 28 May 1970 and the decree of 31 March 2004, having its registered office in Av. Franklin Roosevelt, 50, 1050 Brussels, Belgium, and represented by the academic coordinator

Mr./Ms Name.....Surname.....

Hereinafter referred to as the “ULB” or the “University”

2..... (Name of the organization hosting the internship) represented by Mr./Ms.
Name.....Surname.....

Address : Av. Nr.....

Postal number..... Locality Country

Tel:..... Fax:..... E-mail:.....

Hereinafter referred as the “Host Company” or the “Host Institution”.

3. Mr./Ms.....A student studying for an LL.M. in International Business Law

Tel:..... Fax:..... E-mail:.....

Hereinafter referred to as the “Student” or the “trainee”. Each individually hereinafter referred to as a “party” and collectively as the “parties”.

Article 1: Subject of the Agreement

This agreement governs the relations between the parties and their respective rights and obligations within the framework of the organisation of the internship which is part of the programme of the LL.M. in International Business Law at the Faculty of Law.

Article 2: The Student’s status

The main purpose of the internship is to allow the practical application of the theoretical knowledge acquired at the ULB and to complete the Student’s professional training. The internship is organised by the management of the Host Company in collaboration with the ULB.

The Host Company shall under no circumstances require the Student to undertake tasks not within the scope of his/her training.

The internship shall take place from to • full-time • part-time

Working days and hours:.....

..... Address where the internship will take place (if different than the one stated above in the Host Company):

Av.

Postal number Locality.....Country.....

The Student must remain registered at the ULB during the internship. For the duration of the internship and within the limits of the current academic year, the Student's registration at the Université libre de Bruxelles will allow him/her to maintain/preserve his/her student status.

Article 3: Period

The voluntary internship may take place during term time or/and outside term time (i.e. at weekends, during public holidays when university activities are suspended, or during school holidays). The student must attend courses and evaluations.

Article 4: The Student's Obligations

During the internship, the Student must adhere to the Host Company's internal rules and regulations and to the instructions given by those in charge of organising the internship.

A doctor's certificate is required for any sick leave.

The Student undertakes not to keep in his/her possession, take away or copy any document of any kind belonging to the Host Company without the prior agreement of the Host Company's representative and to respect the confidential nature of information disclosed in the course of the internship. The University itself undertakes that its staff shall respect the confidentiality of all information it may become aware of through the Student's internship.

Article 5: Risk assessment

In accordance with the Royal Decree (AR) of 21 September 2004 on the protection of trainees in work placements (amended by the AR of 30/09/2005), the Host Institution declares that the trainee does not need health monitoring as the trainee is not being exposed to any risk, insofar as the trainee has had a school medical check-up within the last five years:

CORRECT (NO HEALTH MONITORING REQUIRED) or INCORRECT

Should any risk require health monitoring under the terms of the law, the Host Institution would like to

a) perform the health monitoring associated with the trainee's activities; or

b) make use of the service offered by the ULB-Erasmus-Bordet Joint Prevention and Work Protection Department (Service Commun de Prévention et de Protection au Travail) to monitor the trainee's health. In the event that health monitoring is required, the Host Institution shall provide the "Application form: trainee health monitoring" (available from the ULB) and a document compiled by the Host Institution describing the risks assessed at the trainee's workplace. This document must cover:

- a description of the workplace,
- the preventive measures to be applied
- the necessity for health monitoring
- mandatory examinations and/or vaccinations
- measures with regard to maternity protection
- the contact data of the prevention counsellor - company doctor at the place of work.

Once the trainee has these TWO documents, he/she must contact the ULB-Erasmus Occupational Medicine Department (Tel. 02 555 37 80) for an appointment. The medical checkup will take place either at Solbosch or

Erasmus. In either case, at the conclusion of the health monitoring examination the health assessment form (available from the ULB) will be completed and delivered to the trainee (with a copy sent to the Faculty).

Article 6: Early termination

Should either party fail to respect its obligations under this agreement, the other party may terminate this Agreement, with formal notice to the other party and which is not acted upon within 8 days.

In the case of any misconduct on the part of the Student, the ULB retains the right to apply disciplinary measures.

Article 7: Compensation

The internship shall not be remunerated.

Article 8: Insurance / civil liability

The student will not be covered by insurance if he/she has not paid the ULB registration fees.

*1. Insurance against accidents and waiver **

For accidents occurring on the way from his/her home to the internship workplace or vice versa, the Student is covered by ETHIAS insurance policy 45.045.747. Similarly, for any accident at the internship workplace, he/she is covered by ETHIAS insurance policy 6.590.134.

In case of an accident the internship coordinators undertake to immediately inform the ULB (the academic coordinator) and to have the accident recorded by a doctor. The Student must inform the ULB's insurance department without delay of the accident using the form available on the University's website:

<http://www.ulb.ac.be/df/docs/acstage.pdf> . If the accident occurs while travelling between home and the internship workplace or vice versa, the Student should use the following form:
<http://www.ulb.ac.be/df/docs/accidentsmap.pdf> .

*2. Third-party liability cover and waiver ** The ULB has signed a contract with ETHIAS insurance policy no. 45.072.897 providing third-party liability cover for its students. This covers the Student during his/her internship but not while travelling between home and workplace. Damages to the Student's property are explicitly excluded from the coverage. It is agreed that as part of the internships organised by the University, the guarantee of third party liability cover also applies to the Student's designated internship coordinators. This coverage extension applies only in cases of lack of cover or after all other cover available to the internship coordinators (in particular all professional liability coverage) has been applied (ETHIAS insurance policy 45.072.897).

*Items 1 and 2 – The policy includes a clause stating that Ethias waives its right to take action against the management and employees of the Host Company, except in cases of gross negligence.

3. Insurance cover when travelling abroad (illness – accident – repatriation) When doing an internship abroad, the Student is covered by the terms and conditions of ETHIAS policy no. 45.084.129 – 24/7 tel. - ETHIAS Assurances: tel. 00/32.4.220.30.40 – Email ethias-assistance@ethias.be

Article 9: Internship report

At the end of the internship, the Student shall submit a report describing the work done and any personal output related to the work internship. This report is taken into account in the final evaluation of the internship. The ULB may also request the Host Company to assess the Student's work.

Article 10: Disputes and amendments

Any dispute relating to this Agreement is within the jurisdiction of the Brussels courts.

Any amendments or special conditions must be annexed to this document and signed by all three parties. In the case of any conflict between any such amendment or special condition and the terms of this Agreement, the provisions set forth herein shall prevail.

Drawn up and signed in triplicate in Brussels on Each party acknowledges having received an original of this agreement.

A copy of the agreement must be sent by the academic coordinator of the stage, at the beginning of the stage, to services des assurances CP 150 par courrier, fax 02 650 4900 or email assurances@ulb.be.

The Student

Host Company

University

(Signature)

(Signature and stamp)

(Signature and stamp)