

## WORK PLACEMENT AGREEMENT

**ARTICLE 1:** This agreement governs the relationships between the Institut d'Administration des Entreprises of Toulouse (University of Toulouse I Capitole) represented by its Director, Catherine CASAMATTA and

### COMPANY

#### ADDRESS

represented by: **Full name, title**

regarding the work placement carried out by: **Full name**

student at the Institut d'Administration des Entreprises in « Curriculum ».

The IAE shall communicate this agreement to the student or, should he/she be a minor, their legal representative before the work placement.

**ARTICLE 2:** The principal object of the training course is to ensure the practical application of the teaching provided at the IAE. The student participates in active corporate life in agreement with the IAE. The training programme is devised in agreement with the management of the company and the IAE. Both parties are responsible for supervising the trainee.

**ARTICLE 3:** The work placement shall be carried out **from ... to ...** with .... weekly working hours.  
Night or bank holiday work: .....

The theme of the work placement is: .....

**ARTICLE 4:** For the duration of their work placement, the trainee shall remain a student of the IAE. He/she shall be able to return to the IAE during their work placement to attend certain courses, the dates of which shall be communicated to the company director before the beginning of the work placement. The trainee shall be entitled to leave temporarily on reasonable grounds, in agreement with the person in charge of the work placement. In case of serious misconduct, the person in charge of the work placement within the company may terminate the work placement after informing the person in charge of the work placement at the IAE. By mutual agreement between the parties, the work placement may be suspended or terminated.

The Person in charge of the curriculum « Curriculum »,  
Full name

Student's signature,

On behalf of the company,

**ARTICLE 5:** During their work placement, the student shall comply with the company's rules and regulations, notably with regard to discipline, medical checks and working hours. The student shall be bound by professional confidentiality; he/she shall only use information acquired during the work placement with the company's prior agreement. In case of serious misconduct, the company director shall reserve the right to terminate the student's work placement after notifying the Director of the IAE. Before the student leaves, the company director shall make sure that the notification sent to the Director of the IAE has been received by said Director.

**ARTICLE 6:** This three-party agreement constitutes a work placement certificate.

**ARTICLE 7:** The student is paid during the work placement.

This remuneration amounts to: .....

Mode of payment: .....

**ARTICLE 8:** The student shall continue to receive, by way of the social security scheme he/she adheres to for the ongoing academic year, maternity health insurance benefits, and possibly child benefits. By the application of article L.412-8 of the Social Security code, students are covered against accidents caused by or occurring during work placements carried out within the framework of their education. Should an accident occur, the company undertakes to communicate all information within 24 hours to the IAE's administrative department. During academic holidays, the company shall communicate the information directly to the CPAM (Health Insurance Authority) and inform the IAE. The company shall take out an insurance policy to guarantee its civil liability whenever said liability is engaged. The student confirms that their civil liability is covered by the organisation of their choice with regard to the damage he/she may cause during their work placement.

**ARTICLE 9:** The training expenses incurred by the student are the responsibility of the company. The company offers the following benefits: .....

**ARTICLE 10:** The Director of the IAE may require the management of the company to assess the student's work.

**ARTICLE 11:** At the end of their work placement, the student shall give a work placement report to the IAE, in agreement with the management of the company. No work placement report shall be issued without prior agreement from the company.

**ARTICLE 12:** This agreement is in compliance with article L612-8 and following of the Education code. By signing this contract, the parties expressly agrees to the provisions of this agreement.

Toulouse, .....

On behalf of the University, the President P.O.,  
Bruno SIRE

On behalf of the IAE, the Director,  
Catherine CASAMATTA

