

Between The undersigned :

The Company		
Represented by	Mrs/Mr : _____ Position : _____ E-Mail : _____	
Adress:		Tel : _____

L'établissement scolaire	Ecole Européenne Luxembourg II	
	6 rue Gaston Thorn	
	L – 8268 Bertrange	
Represented by	M. Maurice VAN DAAL Director	
	Tel : +352 273 224-1	

The student :	Mrs/Mr : _____	
Adress:		
Date of birth : _____	E-Mail : _____	Mobile : _____
Student of European School Luxembourg II, in class of the Secondary cycle		

(If a minor) the student is represented by (name and address of the adult responsible)	
Name :	
Address :	

It is agreed as follows:

Article 1

The Company will provide a work-experience placement for the above student, currently enrolled at the European School Luxembourg II.

Article 2

The Company will take into consideration the educational needs of the student when assigning tasks to him/her. The Company accepts that in its relationship with the student it stands in loco parentis (that is, it has a duty of reasonable care) for the duration of the placement..

Article 3

The placement will last from Monday to Friday inclusive. Normal working hours begin at and end at

Article 4

The placement supervisor (i.e. contact person) within the Company is: Mrs./Mr.
The supervisor will be responsible in due course for producing a written evaluation of the placement.

Article 5

The tutor-teacher of the work-experience are:

M./Mme **Position**, **and**
M./Mme **Position**

Article 6

The Company undertakes to inform the School of any absence on the part of the student, or of any other problem which may arise in the course of the placement.

Article 7

Reciprocally, the tutor will inform the Company of any relevant problem of which the latter might otherwise be unaware.

Article 8

During the performance of this agreement, the student remains under the responsibility of the school where he or she is enrolled. There is no commitment to hire out services between the student and the company.

This situation has the following consequences:

- The student remains entirely within the school system and is therefore not paid;
- For the duration of the work placement and under the conditions of this agreement, the student is insured under the terms of the contract taken out by the school.

The company or institution will take out an insurance policy covering its liability.

[Explanation of the last sentence of article 8 of the placement agreement

All companies have "civil liability" insurance for their staff. Accepting a student on a work placement in no way alters the company's contract with its insurer.

Normally, all you have to do is tell the insurance company that a student is on placement and specify the duration.

The company's insurance covers our student for any event occurring as a result of an express request or order given by the contractor or his representative.

Article 9

The Company will cover any expenses incurred in the workplace by the student at its own official instigation.

Article 10

The Company is required to notify the School and/or the relevant health authorities of any medical problem which comes to its attention during the period of the students' presence.

Article 11

The student will comply with the Company's current working regulations, and with any additional measures which the Company may see fit to introduce for health and safety reasons.
He/she further agrees to respect the rule of confidentiality, as required of all employees.

Article 12

Either the Company or the School shall have the right to rescind the present Agreement, subject to prior discussion. In that event, all parties concerned are to have been notified and consulted in advance.

Article 13

Except where incompatible with the provisions of the present Agreement, any special agreements already existing between schools and outside organizations of whatever nature remain valid. Where applicable, they are appended here.

Signed in Bertrange, in 3 copies, on _____

For the company/institution Mrs/Mr	LCompany/institution stamp
For the European School Mr Maurice VAN DAAL	School stamp
Student's signature Read and approved	
Person responsible for a minor student, Read and approved,	

