

Appendix 6 – Contract for Placement

University of Sheffield Modern Languages Teaching Centre

Contract for Placement

between

Hereinafter mentioned
as Company

The MLTC

Hereinafter mentioned
as student

1 General

This contract regulates the modalities of the placement which forms part of the MLTC Masters' programme at The University of Sheffield. The stipulations of this contract are based on the roles and responsibilities as outlined in the document "Effective Work Placements".

2 Responsibilities of the contracting parties

1) The Company commits itself to:

- a) host the student between.....(day/month/year) and.....
(day/month/year) in accordance with the University's code of practice for placement learning
- b) to draw up the goals and contents of the internship in collaboration with the MLTC and the Student
- c) to provide adequate supervision and feedback for the Student during the placement

2) The MLTC commits itself to:

- a) provide the Student with the necessary information on the placement
- b) provide adequate support for the student during the placement
- c) make the Student aware of the placement code of practice and their rights and responsibilities during the placement

3) The Student commits herself/himself

- a) to make the most of the learning opportunities which the placement offers
- b) to carry out carefully the tasks which he/she is assigned according to the goals and contents of the placement drawn up in advance
- c) to follow the instructions of his/her Mentor in the Company
- d) to follow the official rules and regulations of the Company and to inform the Company immediately in case of absence (such as in the case of sickness)
- e) to carry out the placement in accordance with the University's code of practice for placements (in particular the Health and Safety regulations)
- f) to adhere to the Company's pledge of confidentiality and to commercial sensitivity (e.g. copyright) to the same extent as any employee of the firm (this does not impede the preparation of reports for the Master's course by

the student, but this should be done in consultation with the Company and information may only be published by permission of the Company)

3. Supervision

The Company will assign.....(name), telephone....., email..... as the Student Mentor.

At the MLTC.....(name), telephone....., email..... will act as a liaison person.

4. Remuneration

The Student will not receive any salary for the placement work. They may, however, receive an allowance fixed by the Company.

In the case of such a paid placement, remuneration/expenses will amount monthly to.....

Any other expenses linked to the placement i.e. travel, food, hotel bills will be covered by the Company (this does not include the Student's travel to and from the Company). Any other remuneration is at the discretion of the company and will vary across placements.

5. Health and Safety

The Company agrees to adhere to the required regulations outlined by the University.

6. Insurance

The Student is covered by the Company's employers liability insurance and public liability insurance, while working for the Company within the UK.

The Student's work must be supervised/checked by the Company and must be covered by the Company's professional indemnity insurance.

The Company accepts liability for the Student's personal safety and liability to third parties, and for providing appropriate travel/health insurance, during any assignment undertaken abroad.

7. Termination of the Contract

The contract can be terminated for important reasons (i.e. a breach of discipline, unsatisfactory placement or placement conditions, inability to carry out the placement) without prior notice by both the Company and the Student after consultation with the MLTC.

8. Contract Copy

Three copies of this contract must be signed. Each contracting party will receive one copy.

Signature on behalf of Company

Signature on behalf of MLTC

Signature of the student