



Convention de Stage / Convenio de Colaboración Agreement

1. Agreement between the three parties

This agreement governs relations between:

1. **The Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin (“Trinity”)**, with a principal address at College Green, Dublin 2, Ireland and

2. Student (Trainee) name

Student Number
Programme of Study
Year of Study

3. Company name

Company address
Company contact person
(the “**Company**”)

This agreement commences on *[start date]* and shall not exceed twelve months in duration. If different from the company address above, the location of the Trainee will be *[location of internship]* (the “*Location*”).

2. Length and duration of the internship

The internship will take place from *[insert date]* to *[insert date]* inclusive.

3. The Trainee’s duties

For the duration of the internship, the Trainee remains a fully enrolled student of Trinity and agrees to uphold the same standards of conduct during this internship as is required of them whilst in attendance at Trinity and to exercise all reasonable care and attention to their own health and safety and that of others.

In addition, they are obliged to respect all of the Company’s local regulations. Trinity shall not be liable in any way for the acts, errors or omissions of the Trainee.

Any disciplinary matters arising will be dealt with by the Company and, in the event of a breach of discipline, the Company has the right to terminate the internship. Trinity shall have no input or responsibility in respect of such matters however, the Company will communicate their decision to the Director of Careers at Trinity.

The Trainee may break the internship agreement after having communicated the decision to the Company contact person above and the Director of Careers at Trinity.



4. Various costs

Any costs ensuing as part of the Trainee’s activities for the Company shall be payable by the Company including any training costs required by the course.

The cost of accommodation and food will be payable by the Trainee. Trinity shall not be liable for any costs associated with the internship.

The Trainee and the Company will agree between them matters such as pay, sickness leave, holidays, responsibilities. Trinity shall have no input or responsibility in respect of such matters.

The Trainee is partaking in this internship at the Location at their own risk. It is the sole responsibility of the Trainee to determine any risk associated with the internship or the location of the internship including health and safety risks associated with travel to the Location.

5. Insurance

The Trainee shall obtain the appropriate insurance policy prior to commencing the internship where such insurance is not to be covered by the Company. It will be the responsibility of the Company to inform the Trainee if they are required to take out additional insurance. The Company shall inform Trinity of any accident involving the Trainee but Trinity shall not be liable for any resulting costs of the accident.

Signed on behalf of Trinity:	Signed on behalf of the Company:	Signed by the Trainee:
[signature]	[signature]	[signature]
[Print] Name: Position: Contact email:	[Print] Name: Position: Contact email:	[Print] Name: Contact email:
Date:	Date:	Date: