**Work Placement Agreement**

实习协议

This is an agreement between the below mentioned parties on the work placement. The work placement should be of benefit to all participating parties. Hence, all parties agree to actively contribute to the fulfilment of the below stated agreements. 本实习协议适用于学生，企业及实习导师等三方。为充分保障三方在实习过

程中的利益，各方应积极履行协议内容，具体如下。

The work placement aims to give the participating student an opportunity to develop awareness, knowledge, skills and experience of a daily practice of an

appropriate work place that enhances their future employability。

学生通过实习，在日常工作中有机会习得知识，提升认知，发展技能，并积 累经验，从而提升其未来就业能力，是此实习的目的所在。

The assigned tasks and responsibilities should be appropriate for the student’s level of experience.

企业应根据学生的经验水平，合理分配实习任务和工作职责。

# Student information (学生信息):

|  |  |
| --- | --- |
| Family Name 姓 |  |
| Given Name 名 |  |
| Chinese Name 中文名 |  |
| Student ID 学号 |  |
| Programme 专业 |  |
| Year of study 年级 |  |
| Intended Degree 预期学位 |  |

**Company information (**企业信息**):**

|  |  |
| --- | --- |
| Company name 企业名称 |  |
| Location (address) 公司地址 |  |
| Domain / Field 公司领域/行业 |  |
| Number of Employees  公司规模（员工数量） |  |
| Name of Representative  公司代表人姓名 |  |
| Position of Representative  代表人职位 |  |
| Phone 手机号码 |  |
| Email 邮箱 |  |
| Name of Supervisor 导师姓名 |  |
| Title of Supervisor 导师头衔 |  |
| Phone 手机号码 |  |
| Email 邮件 |  |
| A brief description of the company, including the main field of activity, focus,  philosophy, main locations of activities, etc.  公司概况简介, 包括其主要经营领域, 主营业务, 企业文化, 工作的主要地点  等。 | |

**Academic Supervisor** (实习导师**)**

|  |  |
| --- | --- |
| Family Name 姓 |  |
| Given Name 名 |  |
| Academic Title 学术头衔 |  |
| Department 院/系 |  |
| Position 职位 |  |
| Phone 手机 |  |
| Email 邮箱 |  |
| Head of Department 院/系主任 |  |
| Phone 手机 |  |
| Email 邮箱 |  |

**Information about the employment (**实习经历信息**)**

|  |  |
| --- | --- |
| Start date 开始日期 |  |
| End date 结束日期 |  |
| Number of working days  工作日数 |  |
| Working hours per day  每日工作时长 |  |
| Total number of working hours (min 90)  总工作时长（不得小于 90 小时） |  |
| Salary [RMB] per hour 时薪（元） |  |
| Total Salary [RMB] 总收入（元） |  |

**A description of the work placement** (实习工作描述)**:**

|  |
| --- |
| The project / field / domain the student is intended to work in.  学生期望的实习项目/领域/行业。 |
| The tasks and responsibilities which are assigned to the student.  分配给学生的实习任务以及工作职责。 |
| Expected achievements / contributions / outcomes.  预期实习成果。 |
| Expected benefits / learning outcomes for the student.  预期收获/学习成果。 |

**Signatures (**签字**)**

Student (学生):

Professional supervisor (企业导师): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic supervisor (实习导师): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_