Please complete electronically, in consultation with your year abroad co-ordinator and your host organisation, and print for signature. The signed form must be returned to the DELC teaching office prior to the commencement of the workplace.

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| **Section 1a: Student/Trainee (to be completed by the student)** |
| **Name:** |  | **Date of birth:** |  |
| **Subject area:** |  | **Matriculation Number:** |  |
| **Degree:** |  |
| **Sending institution information** |
| **Name:** | University of Edinburgh UK  | **Address:****Country:** | 50 George Square, EdinburghEH8 9LH |
| **School:** | Literature Languages and Culture | **Contact email:** | delc.yearabroad@ed.ac.uk  |
| **Contact person name:** | Julie Gifford | **Contact phone:** | +44 (0)131 650 4026 |
| **Section 2a: Host organisation/enterprise information (to be completed by the employer)** |
| **Name:****Website:** |  | **Address:** |  |
| **Department:** |  | **Country:**  |  |
| **Mentor/Manager name:** |  | **Telephone number:** |  |
| **Mentor/manager position:** |  | **Mentor/manager email:** |  |
| **Placement start date (dd/mm/yyyy)** |  |
| **Placement end date (dd/mm/yyyy)** |  |
| **Number of working hours per week (min 12 hrs per week):** |  |
| **Position held:** |  |
| **Tasks of the trainee/employee:** |  |
| **Will the student get paid** | Yes [ ]  No [ ]  |
| **Please detail the knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes).** |
|  |
| **Tasks of the trainee:** |
|  |
| **Monitoring and evaluation plan:** |
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| **Commitment of the three parties and signatures** |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve this completed document. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. |

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| **Section 1b: Student/Trainee**I confirm I am a current matriculated student of the University of Edinburgh undertaking this placement as part of my integrated degree, where the primary purpose of the placement is language acquisition through residence and study. |
| **SIGNATURE** |  | **DATE:** |  |

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| **Section 2b: Coordinator at the receiving organisation/enterprise:*** The proposed training programme is approved, and the details of our organisation on this form are accurate.
* We will monitor the progress of the placement and consult with the University of Edinburgh if necessary
* We will provide the student with a full and clear induction, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
* In cases of serious accidents or incidents involving the student, we will consult with the University of Edinburgh
* On completion of the training programme, the organisation will issue a certificate of attendance to the student.

Continued on page 3….In order to aid the students risk assessment of the placement we also confirm:* The student is covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace) YES NO
* If yes, please specify if it also covers:
* Accidents during travels made for work purposes: YES NO
* Accidents on the way to and from work: YES NO
* Is the student covered by a liability insurance of the host organisation (covering damaged caused by the student at the workplace): YES NO
* Alert the university to any circumstances that might affect level of high risk, in particular environments such as labs, factories etc

*Contact details for The University of Edinburgh:**Contact person email: Julie Gifford**Contact person phone: +44 (0)131 650 4026**Contact email:* *delc.yearabroad@ed.ac.uk**Contact address: 1.07 50 George Square, Edinburgh, EH8 9LH* |
| **Name:** |  | **Signature:** |  |
| **Position:** |  |  |  |
| **Email:** |  | **Date:** |  |

**Students, once completed to this stage, please forward to the DELC teaching office via email to** **delc.yearabroad@ed.ac.uk** **or by hand to 1.07, 50 George Square, Edinburgh, EH8 9LH.**

**Section 3 – internal Use only**

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| **Responsible person at the sending institution (Year Abroad Coordinator):**I confirm that this proposed training programme agreement is approved. The placement is an integral part of the students degree programme. Upon successful completion, the student will be awarded appropriate credit recognition and the placement will appear on the student’s HEAR transcript.The work placement is embedded in the curriculum of the student’s degree. For guidance on credit and grade conversion for DELC students, please refer to the Year Abroad Assessment Handbook <http://www.ed.ac.uk/schools-departments/literatures-languages-cultures/delc/current-students/info-undergraduates>  |
| **Name:** |  | **Signature:** |  |
| **Position:**  |  |  |  |
| **Email:** |  | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre-approval from year abroad co-ordinator received | [ ]  | Work placement entered onto students EUCLID record | [ ]  | YA database updated | [ ]  |