AGREEMENT BETWEEN

(student)  
and  
*NAME OF ORGANIZATION*

1. This contract is established according to the agreement between SAI and [NAME OF ORGANIZATION] of spring semester 2020 (attached). The contract regulates in greater detail the conditions relating to the employment relationship between the student and NAME OF ORGANIZATION.
2. The student’s work duties will normally be directly linked to NAME OF ORGANIZATION’s ordinary activities. . The work may involve, for example, undertaking organizational tasks (e.g. preparing a meeting or planning an event), preparing data (e.g. through smaller research activities, by assisting with website maintenance) and other tasks relevant for the student and NAME OF ORGANIZATION. It is assumed that the student can work independently with the mission assigned. The work duties should also be prepared so that this can form the basis for a master’s thesis.
3. The following tasks and conditions are mentioned in particular (please fill out):

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1. All written work prepared by the student, including electronic documents, that are produced under the auspices of NAME OF ORGANIZATION as part of this work shall be the property of NAME OF ORGANIZATION and may be freely used in NAME OF ORGANIZATION's other activities. Likewise, the student will be free to use such work in connection with the master’s degree thesis unless there are compelling reasons for NAME OF ORGANIZATION to withhold such documentation.
2. The point of contact at NAME OF ORGANIZATION is ……………….(name of contact person). All questions regarding the employment conditions for student under this agreement shall be directed to her.
3. NAME OF ORGANIZATION shall provide office space for the students at no charge, as well as access to any necessary office equipment such as telephone, computer and office supplies. The use of office resources shall be related to specific project work duties.
4. The student shall receive no remuneration for the work performed at NAME OF ORGANIZATION. Compensation for travel expenses and other extraordinary expenses shall be agreed separately between SAI and NAME OF ORGANIZATION.
5. The duration of the work period is ……………………..(state period).
6. The students must comply with the regulations that apply at NAME OF ORGANIZATION. The student undertake to comply with the duty of confidentiality for all sensitive information to which he may become privy in the course of his work at NAME OF ORGANIZATION. In the event of disputes, the issue of the duty of confidentiality should be raised with the point of contact.

………………………………..

Student

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NAME OF ORGANIZATION SAI