



**KU LEUVEN**

## **CONTRACT FOR A FREE TRAINEESHIP IN BELGIUM**

### **- Details of the organisation / company**

Name: Regione Campania- Ufficio Comunitario Regionale sede di Bruxelles

Company's address for service: Avenue de Cortenbergh, 60 – 1000 Bruxelles

Address registered office: Avenue de Cortenbergh, 60 – 1000 Bruxelles

Company Number:

Represented by: Gargiulo Dario

Title of representative: General Director

Hereafter referred to as "the Organisation".

### **- Details of the educational institution**

KU Leuven, Faculty of Economics and Business, Campus Brussels

Company Number: 0419.052.173

Represented by Prof. dr. Ann Laeremans

Title of representative: campus vice dean for education

Hereafter referred to as "KU Leuven".

### **- Details of the student**

Name: Bianca Amato

Official address: Duivenkotstraat 3, 1000 Bruxelles

Social Security Number:

Student Number: R0700924

Faculty and study programme: Faculty of Economics and Business, Campus Brussels, MSc

International Business Economics and Management

Hereafter referred to as "the Student".

The Student, KU Leuven and the Organization agree as follows:

### **1 Aim and duration of the contract**

The Organisation agrees to host the Student, who will undertake<sup>1</sup> a free traineeship, commencing on 20 October 2018 and ending on 20 December 2018.<sup>2</sup>

The Student will undertake the free traineeship as a student of KU Leuven and can in no way be considered as an employee of the Organisation.

<sup>1</sup> The free traineeship may not exceed 60 working days.

<sup>2</sup> The traineeship will automatically end once the Student is no longer enrolled as a student at KU Leuven.

## **2 Description of the traineeship**

The free traineeship is related to the Student's programme of study and must be relevant to it. The Student's responsibilities must be appropriate to his/her level of training .

The Student will participate in the following activities and assignments within the Organisation:

- Constant information and updates on regulatory initiatives of the European Commission on matters of regional interest, in order to inform the Council and the Regional Council;
- Information desk on the European institutional activities of the Region;
- Information and support to the activities of public bodies, corporations and public and private organizations on the opportunities offered by Community law;
- Training in European projects of officials of the Campania region;
- Study and analysis of European policies;
- Monitoring Community funding opportunities.

## **3 Remuneration**

The free traineeship is unsalaried. Only expenses incurred in the performance of this contract and approved by the Organization may be reimbursed by the Organisation upon submission of receipts.

## **4 Designation of supervisors**

KU Leuven designates as supervisor and contact person:

Name: Hilde Coppenholle

Telephone: 016-37 79 02

Email: [Hilde.Coppenholle@kuleuven.be](mailto:Hilde.Coppenholle@kuleuven.be)

The Organisation designates as supervisor and contact person:

Name: Gargiulo Dario

Telephone: 02 739 180

Email: [bruxelles@regionecampania.eu](mailto:bruxelles@regionecampania.eu)

To ensure that the free traineeship runs smoothly, the supervisors will monitor the Student's progress and will contact each other if necessary.

## **5 Specific obligations of the Organisation**

The Organisation shall provide an appropriate welcome and orientation.

The Organisation shall inform the Student about the applicable regulations and shall give him / her a copy of the work rules.

If, during the performance of this contract, the Student is to process personal data of the Organisation, the Organization is responsible for compliance with all relevant legislation.

## **6 Specific obligations of the Student**

The Student agrees to comply with applicable regulations, safety measures and guidelines .

The Student shall observe the code of professional ethics applicable to him/her .

The Student shall maintain the confidentiality of the Organisation's personnel and customer data.

The Student must be present in the Organisation at the times agreed with the Organisation.

If absent, the Student shall immediately inform the supervisors of both the Organization and KU Leuven, stating reasons for his/her absence.

The Student shall exercise due care in handling objects and materials entrusted to him/her or put at his disposal by the Organisation.



## 7 Confidentiality

The Student shall not disclose confidential information<sup>3</sup> of the Organisation to third parties<sup>4</sup> without the prior written consent of the Organisation. The Organisation shall designate the information as confidential at the time of disclosure to the Student. Confidential information may only be used by the Student for and during the performance of this contract. The Organisation retains ownership of its confidential information. Upon termination of this contract, the Student shall promptly return all confidential information to the Organisation. This obligation of confidentiality will remain in effect for three years from the date of termination of the contract. If the Student has used confidential information of the Organisation, he/she must seek the Organisation's consent prior to any publication of the results obtained during the performance of this contract. The Organisation has ten working days to request the removal of confidential information. If no comments are raised within this period, the publication will be deemed to be approved.

## 8 Health and safety obligations

The Student must submit his/her KU Leuven HSE<sup>5</sup> file to the Organisation. This file, which gives an overview of the risks involved in his/her programme of study and the HSE monitoring required, forms an integral part of this contract.

In accordance with the provisions of the Well-being at Work Act, the Organisation shall carry out a workplace risk assessment. If the risk assessment identifies additional HSE risks during the free traineeship, the Organisation shall inform KU Leuven by indicating these risks - as well as the safety measures to be taken - in the HSE file. If health surveillance is required, this will be carried out by KU Leuven, unless specified otherwise in the HSE file.

If the Organisation fails to sign or return the HSE file, KU Leuven will assume that the free traineeship does not involve any additional HSE risks to the Student.

If medical monitoring is required, the Student must hold a Health Assessment Form at the start of the free traineeship. Without this form, the Student will not be entitled to start the free traineeship.

## 9 Insurance

During the performance of this agreement, the Student is covered by KU Leuven's insurance policies:

- Personal accident and injury coverage, both in the workplace and while travelling to and from the workplace, is provided either through the student accident insurance policy (policy number 45.290.006 ETHIAS) or the work accident insurance policy (policy number 010.720.159.671 AXA BELGIUM);
- Civil liability coverage is provided through the civil liability insurance policy (policy number 99.053.700 AMLIN EUROPE)

The Student shall promptly notify the KU Leuven Insurance Office of any accident or damage. (<http://admin.kuleuven.be/studentenongeval>).

<sup>3</sup> Confidential information is any information and data which is clearly designated as confidential by the organization at the time of disclosure to the student, with the exception of information which (a) is already publicly available; (b) was already known to the student prior to disclosure by the organization; (c) has been disclosed to the student by a third party without any obligation of confidentiality; (d) is independently developed by the Student without using the Organisation's confidential information; (e) the Student is obliged to disclose for legal reasons or due to a judicial decision, on condition that the Student notifies the Organisation of this legal obligation or judicial decision.

<sup>4</sup> An exception is made for the KU Leuven supervisor, if disclosure of confidential information is needed to ensure adequate supervision. In turn, the supervisor is also bound by confidentiality.

<sup>5</sup> HSE = Health, Safety, Environment.

## 10 Termination and dispute settlement

The Parties agree to discuss all problems relating to the commitments they have agreed on, the progress, early termination or evaluation of the free traineeship. If either the Organisation or the Student fails to meet his/her/its obligations, the other Party will inform the KU Leuven supervisor.

None of the parties may terminate the free traineeship without prior consultation with the other Parties.

The contract may be terminated for the following reasons:

- by the Organisation:
  - if the student fails to meet his/her obligations under Article 6 or 7 of this contract;
  - in the event of misconduct by the student.
- by KU Leuven:
  - if the student is unavailable;
  - if the student's physical and/or psychological integrity is at risk,
  - if there is a mismatch between the requirements of the Organisation and the objectives of the student's study programme;
  - if the free traineeship proves inefficient or not useful.

Any dispute relating to this contract will be subject to the exclusive jurisdiction of the courts of Leuven.

Signed in Leuven on 12 October 2018 in three original copies, of which each party has received one.

the Organisation

KU Leuven

the Student

Dario Gargiulo

