**实习生协议（英文版）Trainee Agreement**

*Fill in the basic information of this internship*

|  |  |
| --- | --- |
| TN ID |  |
| Internship Start Date-Internship Ending Date | (dd-mm-yy) |
| Host Local Committee |  |
| Name of TN Manager |  |
| Email of TN Manager |  |
| Name of the Organization |  |
| Name of the Charge Person in the Organization |  |
| Telephone of the Charge Person in the Organization |  |
| Email of the Organization |  |
| Telephone of the Organization |  |

|  |  |
| --- | --- |
| EP ID |  |
| Full Name of EP |  |
| EP’s Nationality |  |
| EP’s Email |  |
| EP’s Mobile |  |
| EP Local Committee |  |
| EP Member Committee |  |
| Full Name of EP’s Local Committee VP OGX / EP manager |  |
| Email of EP’s Local Committee VP OGX / EP manager |  |
| Mobile of EP’s Local Committee VP OGX / EP manager |  |

This Trainee Agreement would be signed by trainees after get matched.

1. ***Insurance are required***
	1. It’s necessary to have insurance.

1.2 Trainees can either buy insurance in trainees’ country before realization or buy insurance in China after realization.

* 1. Trainees are required to send a copy or scan of trainees’ **Insurance Certification** to host LC.
1. ***Work Principle***

2.1 Ensure the JD on TN forms before trainees get matched.

2.2 Follow the timeline and work schedule arranged by TN.

2.3 Be on time and do not travel around in work time.

1. ***Logistic Standard***

The following standard is the basic standard we provide for trainees. The logistic provided by TN or host LC can be the same with or higher than the basic standard.

***3.1 Accommodation Standard***

Accommodation is not required to be provided for free. It depends on the TN form and Logistic Check Form

* + 1. Sharing bathroom. It can be inside or outside of trainees’ bedroom
		2. Sharing bedroom
		3. Have a bed to sleep, trainees may either have a single bed for one person or share a double bed with one another same gender trainee
		4. Bathroom provides water to take shower
		5. Blanket and pillow are not required to be provided for free
	1. ***Food Providing Standard ( to the TNs who provide food )***
		1. Food is not required to be provided for free. That depends on Logistic check Form.
		2. The basic standard for food providing is 15 RMB / day
		3. The Food is in the same level of canteen in the work place, not in restaurant
	2. ***Internet***

3.3.1 The Internet would be provided either in living place or working place.

3.3.2 The Internet is not required to be provided in both living place and working place.

**3.4 *Learning***

3.4.1 Trainees are required to participate Trainee Induction Conference or Trainee Orientation Day and any learning activities provided by Host Local Committee.

1. ***Security***
	1. Trainees are required to ask leave if going out of work place during working time.
	2. Trainees are required to inform TN manager and TN in advance, if going out of town.

4.3 Trainees are required to get local AIESEC members or TN companied if travelling out of the city trainees are working in, before the end of internship.

* 1. After the end of internship, and getting the **Internship Certification**, trainees can travel around wherever they want. And after getting the internship certification, trainee will take the whole security responsibility, instead of the TN or host LC.
	2. Any accident and illness trainees get outside of TN work place, would be the duty of trainees and insurance company the trainees signed contract with, instead of TN & host local committee.
	3. If trainees get illness in the working city, TN and host local committee are required to help trainees to see doctors, but the fee would be trainees’ charge and trainees’ insurance company.
	4. If trainees get any VISA trouble or any accident, the TN and host local committee would provide assistance to solve problems.
1. ***Non-Political Stand***
	1. Trainees are non-political volunteers.
	2. Trainees will never give comments on China Politics and any issues related to Taiwan, Tibet and other China internal political issues.
	3. If trainees say anything against China’s political policy, there is no relation with host local committee and the TN.
2. ***Logistic Checking Form:***
	1. The host local committee will send trainees logistic checking form before realization.
	2. Trainees are required to check and sign the logistic checking form within 20 days after arriving in trainees’ work city in China.

7. A trainee can end his/her internship without financial penalties, after prior written notification to both TN and host local committee, only in the following circumstances:

 a) The intern has an emergency in their family. The intern may be requested to provide proof of emergency.

 b) The intern becomes ill and the situation is dangerous for his/her health. The intern maybe requested to provide proof of their illness.

 c) The intern is discriminate by color, race, gender or age at their workplace.

d) The intern is sexually harassed in the workplace.

Trainees are required to submit information letter for ending the internship to both TN and host local committee.

8. TN can terminate the internship or fire an intern prior to the internship’s official end date after written notification to both the trainee and host local committee only in the following circumstances

a) The intern has falsified information related to his work experience, academic background, or language proficiency.

b) The intern is unable to fulfill his internship job role as specified by the Job Specification or is unable to achieve the results previously agreed by the intern.

c) The intern is breaking the Chinese laws or is continuously serious-breaking internal legal regulations of the organization, despite being aware of them.

**Trainee Signature**

**Date (dd/mm/yy)**