

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):