



JOB SHADOWING TRAINEESHIP AGREEMENT

A tripartite traineeship agreement is hereby concluded between:

The host organisation (*), hereinafter referred to as the "the Organization"

CERN – European Organization for Nuclear Research 1211 Geneva 23		
Represented by		
Contact person in the department concerned (group or departmental secretariat):		
Tel: +41 22 76:		E-mail:
Name of the supervisor (contact for the Trainee's evaluation):		
Tel: +41 22 76:	CERN Department:	E-mail:

The Educational Establishment (*)

Name:	
Address:	
Represented by:	in his/her capacity as:
Tel:	E-mail:

The Trainee (*)

Name:	
Date of birth:	
Address:	
Tel:	E-mail:
If under 16 years old, represented by their legal guardian:	
Name:	
Address:	

The following has been agreed:

(*) Required information

Art. 1 – Scope and duration of the traineeship

The main purpose of the traineeship with the Organization shall be to supplement the studies that the Trainee is pursuing at their Educational Establishment. The traineeship shall consist of job shadowing in a professional environment and the Trainee shall not be required to contribute to the work carried out at the Organization. The Trainee shall not under any circumstances perform manoeuvres or operations on or using dangerous machines, equipment or products. The traineeship shall not be remunerated.

The traineeship shall take place from _____ to _____

Location (delete as appropriate): Meyrin / Prévessin _____ Building: _____

Hours (maximum 30 hours per week)

Morning			Afternoon		
Start	End	Total (hours)	Start	End	Total (hours)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Focus of the traineeship:

Art. 2 – Trainee status

The Trainee shall remain a student of the Educational Establishment for the duration of the traineeship with the Organization.

The Trainee shall be subject to the administrative authority of the Director-General while on the Organization’s site.

In particular, the Trainee must comply with the Organization’s provisions concerning access to the site, conduct (the Code of Conduct) and safety. In the event of non-compliance with these provisions, the Organization reserves the right to terminate the traineeship before the scheduled end date.

Art. 3 – Social Protection

Social insurance cover of the Trainee is the responsibility of the Educational Establishment, or, that failing, the Student’s own responsibility.

The social protection of the Trainee must include, for the entire duration of the Student’s contract of association, protection against the financial consequences of illness and accidents (occupational and non-occupational) that is adequate in the Organization’s Host States (France and Switzerland).

In the event of the Trainee being the victim of an occupational accident during their association, the Organization undertakes to inform the emergency contacts (cf [Annex 1](#)) and the Educational Establishment of the accident without undue delay and to transmit to it all relevant information.

Art. 4 – Liability Insurance

The Organization has its own liability insurance guaranteeing its civil liability in the event of fault towards the Trainee.

The Educational Establishment must make sure that the Trainee has taken out personal liability insurance covering any damage that he or she might cause during the traineeship.

Art. 5 – Absence

In the event of the Trainee's absence, the Trainee or their legal guardian informs the supervisor and the Educational Establishment. The Organization does not need to receive a medical certificate.

Art. 6 – Publication of documents relating to the Traineeship and Trainee evaluation

Any publication of a document relating to the traineeship (e.g. a traineeship report) shall be subject to CERN's prior authorization.

The Organization undertakes to complete an evaluation of the Trainee's conduct and engagement at the end of the traineeship if required by the Educational Establishment.

Art. 7 – Applicable legislation

The provisions of this agreement must be interpreted in the light of the intention of the parties and, pursuant to the Organization's status as an intergovernmental organization, independently of any national or local legislation and jurisdiction.

Unless the parties agree otherwise, any dispute that cannot be amicably resolved shall be settled by the statutory arbitration procedures established by the Organization, pursuant to its international legal status.

Art. 8 – Management of Trainee's personal data

Trainee's personal data are processed by the Organization in accordance with its legal framework, the Operational Circular No. 11, named "[The processing of personal data at CERN](#)", and as detailed in the Privacy Notices:

- [Registration of Externals](#) (PN01164)
- [Emergency Contacts](#) (PN00485).

And any other Privacy Notices depending on the situation.

Completed in three original copies by,

CERN (The Organization)

**The Trainee
or their legal guardian**

**The Educational Establishment and
their stamp**

Place: Meyrin

Date:

Place:

Date:

Place:

Date:

For the Department concerned



Annex 1

EMERGENCY CONTACTS

Please complete and return to the responsible departmental secretariat.

Name, address and relationship of persons to be notified in case of serious accident:

1	Name:	Tel :
	Address:	
	Relationship:	

2	Name:	Tel :
	Address:	
	Relationship:	