**Contract for short-term involvement thought UNISprout, bioCEED – Arctic Biology Department (AB), UNIS**

1. **Terms of agreement**

**1.1 Parties**

The present agreement regulates the work relationship between the following parties:

Advisor (technician, MSc- or PhD student, postdoc.....................................................................

Trainee (undergraduate)..............................................................................................................

**Contact information, advisor (use capital letters):**

Name:

Position:

Phone:

E-mail:

Supervisor/principal investigator:

**Contact information, trainee (use capital letters):**

Name:

Student ID:

Street address:

ZIP code and City:

Phone:

E-mail:

**1.2 Purpose and background of the agreement**

The present agreement concerns an unpaid work relationship between advisor and trainee, with all the rights and obligations this includes. The agreement is to ensure satisfactory work and learning conditions for the trainee, and satisfactory completion of the project tasks for the advisor.

**1.3 Scope**

The agreement concerns UNISprout-project #... (see attached copy)

**1.4 Attachments and appendices**

The following documents are provided along with this contract to the trainee by the advisor before the work relationship is put into effect: Copy of UNISprout project description, SAFETY-pass, as well as list of contacts.

1. **Responsibilities and rights of the advisor**

**2.1. Advisor’s responsibilities**

The advisor is obligated to provide a positive work environment, and comply with current regulations and guidelines for HSE as defined by UNIS. The advisor is obligated to provide the trainee with tasks that are both meaningful and relevant to the topic of the scientific discipline. The advisor shall also ensure that the work period does not exceed 40 hours.

**2.2 Advisor’s rights**

The advisor has the right to terminate the work relationship if the trainee’s behavior is inappropriate and if the trainee does not conform to HSE rules and routines at UNIS.

1. **Responsibilities and rights of the trainee**

**3.1 Trainee’s responsibilities**

All UNISprout trainees must have completed the HSE course Arctic Survival and Safety AS-101 or other similar safety courses at UNIS within the last half year. Safety courses is mandatory for all students at UNIS and each student is obligated to have completed it before signing this agreement. The trainee is obligated to follow all HSE rules and routines relevant to the UNISprout tasks or project. The trainee shall be punctual during the work period and follow the schedule agreed upon with the advisor. The trainee must also check that her or his own involvement does not exceed 40 hours for individual UNISprout projects. The trainee shall keep a log of the work time put in during each project. The trainee is obligated to possess a valid travel insurance that covers accidents or loss of property that might happen during the project if the project includes travel, cruise, fieldwork and/or scientific expeditions.

**3.2 Trainee’s rights**

The trainee has the right to terminate the work relationship if the advisor’s behavior is inappropriate. The trainee can also terminate the work relationship if the advisor does not provide work conditions that comply with the HSE rules at UNIS.

**3.3 Confidentiality**

The trainee is obligated to keep confidential all details surrounding the work relationship. This extends to personal details, trade secrets and/or business relationships with others.

By signing below you agree to the terms and conditions of this agreement.

Place/date Place/date Place/date

Trainee Advisor UNISprout - representative