

**Contract for short-term involvement through bioSPIRE, bioCEED – Department of  
Biological Sciences (BIO), University of Bergen (UiB).**

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## **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:

Division (Faggruppe):

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 bioSPIRE-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 bioSPIRE project description, SAFETY-pass, as well as list of contacts.

## 2. 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 BIO/UiB. 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 BIO/UiB.

## 3. Responsibilities and rights of the trainee

### 3.1 Trainee's responsibilities

All bioSPIRE trainees must have completed the HSE course taught as part of the course KJEM110. This course is mandatory for all students at BIO and each student is obligated to have completed it before signing this agreement. Trainees from other institutions need to provide documentation proving that a similar HSE course as been taken. The trainee is obligated to follow all HSE rules and routines relevant to the bioSPIRE-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 checked that her or his own involvement does not exceed 40 hours for individual bioSPIRE-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 BIO/UiB.

### 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

\_\_\_\_\_  
bioSPIRE-representative