| **[Faculty/Department/Collaborative Centre]** [Supplementary text (where applicable),  e.g. staff title] | SLU ID: SLU.[Enter number here]20YY-MM-DD |
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# Placement agreement between SLU and placement host

## § 1. Parties to the agreement

The parties to the agreement are the Swedish University of Agricultural Sciences (SLU), Faculty of.../Department of.../Division of... etc. with registration number 202100-2817 and address XX, and

[Name of contracting party], with registration number XX and address XX, hereinafter each referred to individually as a Party and together the Parties.

Students are not a party to this agreement. This means that the agreement cannot specify that students are responsible for doing certain things, etc.

## § 2. Background

Brief background to the creation of the agreement. If an agreement already exists, the background given there can be used if it is still relevant and correct.

Example: SLU offers programme X and that programme includes placement, etc...

## § 3. Insurance

Students at SLU are covered by accident insurance, “Personal injury insurance for students”, with the Legal, Financial and Administrative Services Agency. This provides students with insurance cover in the event of personal injury due to accident and illness through infection. The insurance applies when the student carries out a placement at a placement site in Sweden.

If the student carries out a placement abroad within the framework of one of SLU's exchange agreements, the student is automatically covered by the collective insurance “Student UT”. If the placement does *not* take place within the framework of an exchange agreement and in cases of visits abroad during the placement period, special insurance must be taken out. The course-organising department at SLU that approved the placement is responsible for taking out and paying for the special insurance.

## § 4. Compensation for damages caused by a student

Under the Ordinance (1982:1077) on compensation from public funds for damages caused by students at public higher education institutions during placements at private workplaces, SLU is obliged to pay compensation for personal injury or material damage caused to the placement host. This is done by covering the costs of the excess or the actual amount.

For placements at public workplaces, the student is covered by the workplace's public organisation insurance, if the workplace has taken out such insurance. If it is not a public workplace, this sentence may be deleted.

## § 5. Swedish University of Agricultural Sciences' responsibilities

* Make information/training available for supervisors

Additions to this clause may be made, but the responsibility specified in the template must be included for all placement agreements.

## § 6. Workplace's responsibilities

* Responsible for the work environment (based on work environment legislation)
* Responsible for work environment incidents and procedures for handling these
* Introduction of students
* Safety briefing
* Responsible for combating discrimination and promoting equal opportunities (based on the Discrimination Act)
* Appoint supervisors and make sure that they have taken part in the information/training provided by SLU
* Carry out the hosting of the placement in accordance with instructions from SLU regarding the relevant course (course syllabus, course component sheet, etc.)

Additions to this clause may be made, but the responsibilities specified in the template must be included for all placement agreements.

## § 7. Organisation, reporting, coordination and contact persons

The contact person at SLU is: [name], [contact details]. May be deleted if it is not possible to specify.

The contact person at [name of contracting party] is: [name], [contact details]. May be deleted if it is not possible to specify.

If any circumstances result in [name of contracting party] being unable to accept as many students as stated or no students at all, SLU must be notified as soon as this becomes clear to [name of contracting party]. May be deleted if it is not possible to specify.

The placement host/site shall comply with all applicable data protection legislation, such as the General Data Protection Regulation 2016/679 (GDPR). This includes (but is not limited to) the handling of the student's personal data for HR administration at the placement host/site and the processing of personal data (if any) in the student's degree project. In case of questions, please contact [dataskydd@slu.se](mailto:dataskydd@slu.se).

If there is a need to describe something more than what is stated, it is possible to add this.

## § 8. Term of the agreement

This agreement is valid from XXX to XXX (inclusive). Delete if automatic extension applies and the standard text is used.

The agreement is valid from XXX and will be automatically extended by one year unless either Party gives written notice to the contrary. Only to be used if it is a placement site that you think will continue to be used. Delete if there is no need for automatic extension.

## § 9. Compensation

SLU shall pay [name of contracting party] compensation for student supervision. The compensation payable is SEK [sum] per [time] and student.

SLU will provide [name of contracting party] information on how to invoice.

Enter what the compensation may be used for or something similar. It must be clear why SLU is paying compensation to the placement site/host. It is important that the student does not receive anything equivalent to a “salary” or similar.

No compensation is paid by either Party. If no compensation is paid, only this sentence shall be retained under “§9. Compensation”.

## § 10. Confidentiality, public access to documents and archiving

Nothing in this agreement or otherwise prevents either Party from complying with the law.

As a public authority, SLU must comply with, among other things, the Archives Act and the rules on public access to official documents. If a question of confidentiality arises, please contact [juridik@slu.se](mailto:juridik@slu.se).

## § 11. Damages

In the event that insurance does not cover the cost of damage or injury, monetary damages are limited to SEK 30,000.

## § 12. Signatures

This agreement has been drawn up in two originals, with each Party taking one.

SLU Placement site

Date and place Date and place

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name and position] [Name and position]

Check for both Parties that the agreement is signed by an authorised person. See Delegation of Authority for SLU.

Remember that agreements must be registered. Please contact [registrator@slu.se](mailto:registrator@slu.se) if you have any questions.