**TRAINEE UNDERSTANDING AGREEMENT**

FOR STUDENTS PRACTICAL TRAINING PURPOSES ONLY

1. **Definitions:**
* **GJU or University:** German Jordanian University
* **Trainee or Student/s:** German Jordanian Student/s
* **Company:** Industrial Partner or company where student intends to get trained at.
* **Trainer or supervisor:** A person from the company who supervises student during his/her training period.
* **Industrial Officer:** The GJU officer who looks after trainees during their training period in the company, monitors the training process, and tracks trainee’s development.
* **SMLS:** School of Management and Logistics Sciences
1. **This Trainee Understanding Agreement is effective on / /2015 and made between the following parties:**

**2.1 FIRST PARTY:** German Jordanian University (GJU) represented by:

 **Head of Department**

 Address:

 **German Jordanian University (GJU)**

 **School of Management and Logistic Sciences**

 **German Jordanian University - Deutsch Jordanische Hochschule**

 Web: <http://www.gju.edu.jo/>

 Contact Details:

 Web: <http://www.gju.edu.jo/>

 P.O.Box: 35247 Amman 11180 Jordan | Tel: +962 6 429 444

**2.2 SECOND PARTY:** Student/Trainee:

 email: | Web: <http://www.gju.edu.jo/>

 P.O.Box: 35247 Amman 11180 Jordan | Tel: +962 6 429 444

1. **Under the GJU internal laws and regulations this agreement is established between the German Jordanian University and GJU student/trainee under the following terms and conditions:**
	1. This agreement between the first and the second parties specified above will commence on the / /2015 and will terminate after accomplishing 160 productive training hours approved by the first party unless both parties agree in writing otherwise. Or the Second party didn’t by any chance fulfill the training requirements. Any additional agreement/s would be considered an extension to this agreement and can’t be separated from the contents of it or misunderstood or misinterpreted under any circumstances. This agreement contemplates that the Second party should perform training in the Third Party’s premises as the main and only trainer supervised by the first party’s industrial officer.
	2. Under the terms and conditions of the GJU internal law and regulations and according to the terms and conditions of this agreement, students are abide to fulfill the GJU requirements of successful practical training of 160 hours in any of GJU industrial partners, or any other respectful company the University agrees upon with no payment/s or salaries or wages involved in such practice.
	3. Student’s training has to be on continuous sustainable sequence until he/she finishes the training period. University though anticipates that student will be working for at least, 8 hours a day, 5 days a week, for 4 weeks (160 hours in total) at the company premises agreed upon.
	4. Under the terms of this agreement student should perform the duties set by the company according to the terms and conditions of the university. At all times student should be flexible for variety of work types, loads and locations in accordance with the professional standards of training duties as described in the MoU agreement between the University and the company or as agreed in any other mean or way.
	5. Student’s position in the company is a trainee for the University training purposes only.
	6. Under the terms and conditions of this agreement, student gives the permission to the University and its industrial officer to monitor, track, and direct him/her during the training period. Moreover, student is obliged to follow the industrial officer’s instructions and suggestions.
	7. Student agrees to be professional at all times during training period and follow his/her supervisor’s professional requests and instructions.
	8. Student agrees to act and behave in professional, ethical, and legal manners during the training period, and also to take care of all company’s equipments and belongings. If equipments were handed over by the company to the student for the training purposes then student obliged to return back such equipment’s to the company in the same condition he/she has received it/them in the first place.
	9. Student agrees to be available during the training period at the company’s business hours and if he/she slacked at work or supervisor/trainer complains against the student then the University has the right to investigate the matter and if the complaint found valid then academic or/and legal consequences may be taken against the student based on the Laws and regulations of the University if available and if not then the committee which may be appointed by the university to look at such matter may take any decision they find appropriate.
	10. Student acknowledges that if the University in its sole discretion deems that the training activity set forth in this agreement is unsuccessful or is not working as hoped, GJU, represented by the industrial officer approved by the university officials, may end the training session and ask the student/trainee to start the training in another company agreed upon all over again.
2. **I read, understood, acknowledged and agreed to the terms and conditions set above approved by signaturees below:**

 GJU Student/Trainee Dean/ Head of Department

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 [Date to be filled in] [Date to be filled in]

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