

STUDYSEA

TERMS OF SERVICE FOR HOST ORGANIZATIONS

StudySEA Danmark ApS (StudySEA) is an internship placement agency incorporated in Denmark and located at the address Promenadebyen 34, 5000 Odense, Denmark. StudySEA provides placement services for students seeking internships abroad. Recruiting through StudySEA is free of charge as the services are financed by the intern candidates. Hosting an intern can in many ways be a rewarding experience, but it also comes with responsibilities. All parties involved in internship programs should recognize that interns are seeking entry-level training and experience and are not meant to replace regular employees.

BASIC SERVICES OF STUDYSEA

StudySEA will refer and present intern candidates to the host organization. Unless otherwise prescribed, all students referred by StudySEA are:

- Enrolled in a university or college program
- Subject to screening of educational background, skills and interests
- Obligated to be covered through a travel and health insurance purchased through StudySEA
- Provided with a general pre-departure guide that outlines the key preparatory steps an intern goes through in the period between post placement and pre-departure
- Provided with an internship agreement template

BASIC TERMS

StudySEA requires all host organizations to:

1. Be legally registered to do business in the country where the internship primary site is located
2. Agree to keep personal data such as CV's and exam papers confidential and for internal distribution only
3. Provide a safe and sound work environment adhering to the laws and regulations of the country it operates within
4. Enter into an internship agreement that outlines the tasks and learning objectives of the internship
5. Share the internship agreement with StudySEA immediately after it has been confirmed or signed by both the candidate and the host organization
6. Notify StudySEA and the intern's designated emergency contact immediately in the event of any emergency involving interns
7. Adhere to the national laws in the country where the internship takes place
8. Have acceptable physical premises and sufficient resources, plant, equipment and trained personnel available
9. Provide continuous on-site supervision and mentoring by experienced and knowledgeable staff and ensure that interns obtain skills, knowledge, and competencies
10. Designate a supervisor that will take responsibility for the intern's progression through the internship and serve as contact between the intern and the intern's home institution
11. Have a designated supervisor that can communicate proficiently in English or another language, in which the intern also communicates in
12. Adhere to the learning objectives specified in the internship agreement to the best of its ability

13. Not directly contact a candidate, but express interest in a candidate through StudySEA and let StudySEA coordinate the interview
14. Keep StudySEA in the loop of important correspondence after a candidate has been referred and until the internship has been confirmed
15. Agree that these terms cover candidates referred to us by StudySEA now or in the future from the date that this document is signed
16. Agree that these terms cover any candidate that may contact us directly, as a result of StudySEA's referrals and recruitment efforts, within 24 months from when an intern last was recruited by StudySEA based on the internship commencement date
17. Have provided truthful information in any documents and forms that have been submitted to StudySEA
18. Not engage an intern if StudySEA informs that the intern has not paid StudySEA in full for its services
19. Not hold StudySEA responsible for any liabilities caused by interns recruited through StudySEA

ADDITIONAL TERMS

As intern candidates apply through one or several pre-defined packages offered by StudySEA, host organizations are categorized accordingly based on location, industry and minimum benefits offered. In addition to the basic terms, additional terms apply to host organizations based on category as specified below.

Indicate the category below that your organization falls into:

- Global Placement:** Host organization are not required to meet any additional terms and acknowledges that StudySEA does not offer the host organization or intern candidate support after an internship has been confirmed unless additional services have been purchased from StudySEA.
- Hospitality:** Host organization must 1) offer internships in hotel, tourism and hospitality 2) provide meals¹ during working time and 3) provide accommodation¹ during the internship period and 4) acknowledges that StudySEA does not offer the host organization or intern candidate support after an internship has been confirmed unless additional services have been purchased from StudySEA.
- HCMC:** Host organization must 1) offer internships in Ho Chi Minh City, Vietnam 2) be subject to a site visit by StudySEA 3) provide meals¹ during working time 4) provide transportation² between the intern's local residence and the internship site 5) inform StudySEA of transportation arrangements and any related information that limits where the intern can reside 6) keep StudySEA in the loop of important correspondence until the internship starts 7) inform StudySEA in case an intern does not complete the internship and 8) acknowledges that StudySEA supports interns with the services listed under the section "Additional Services".

1. A host organization may also fulfill these provisions by offering an allowance or by reimbursing the intern. StudySEA does not specify a minimum amount.

2. A host organization may also fulfill this provision by offering an allowance or by reimbursing the intern. StudySEA does not specify a minimum amount. A vehicle that is operated by a licensed driver is considered acceptable when the intern is the passenger and not the driver. Due to safety and insurance matters, StudySEA discourages interns from operating motor vehicles, however, if an intern chooses to do so anyway, it is at the intern's own risk. The host organization is not expected to control what means of transportation an intern decides to spend his or her allowance on.

ADDITIONAL SERVICES

In addition to the basic services, all interns recruited by StudySEA through the HCMC category receives the following support and benefits from StudySEA:

- Pre-departure briefing prior to departure
- Assistance with compiling the internship agreement
- Assistance with visa applications for visa-on-arrival when the host organization accepts these visa types
- Housing search assistance
- Airport pick-up
- Orientation on arrival
- Welcome packet including local pre-paid SIM-card
- StudySEA welcome dinner
- Local StudySEA contact person
- Access to StudySEA's social network and activities

SIGNATURE

As an authorized representative, I hereby agree to the terms of service:

Name: _____ Title: _____

Signature: _____ Date: _____

Name of organization: _____