



Agreement No. WM/IM/POWER/.../2017 on Doing an Internship Abroad by a Student of Cracow University of Technology

signed on (date)

between

a) Cracow University of Technology, Warszawska 24, 31-155 Kraków, NIP: 675 000 62 57, REGON: 000001560, hereafter referred to as the University, represented by dr inż. Dariusz Mierzwiński, PhD,

b) the Enterprise/Educational Institution based in NIP (taxpayer ID Number): REGON (business ID Number):, KRS (Court Register Number): represented by: hereafter referred to as the Internship Host Organisation,

c) Ms/Mr residing in holding an identity card no. PESEL (National ID Number) registered as a taxpayer in the Tax Office in hereafter referred to as the Intern.

§1

The Parties to this Agreement hereby undertake cooperation in order to enable the Student to do an internship abroad in an Enterprise/Educational Institution within the realized project titled "Project: Internship" (Agreement no. UDA-POWR.03.01.00-00-S067/15 of 21.11.2016) realized within the framework of the Operational Programme Knowledge Education Development 2014-2020, Priority Axis III Higher Education for Economy and Development, Measure 3.1 Competence in Higher Education, hereafter referred to as the Project.

§2

Regulations regarding Students internships abroad realized within the Project constitute an integral part of the Agreement.

§3

The Internship Host Organisation undertakes to:

- a) receive the Intern for internship in the period from 2017 to 2017 for 30 hours per week;
- b) prepare a workplace for the Intern;
- c) introduce the Intern to the regulations and work conditions, provide training on health and safety as well as the terms and conditions of employment, carry out the necessary training required for the work position occupied by the Intern;
- d) develop the internship programme and define the range of Intern's duties prior to its beginning;
- e) allocate tasks to the Intern in accordance with the developed programme and the range of Intern's duties;
- f) select the internship supervisor who will provide assistance and directions during the course of the internship, control the work time of the Intern, prepare the final report on the internship realization including among others recommendations and conclusions;
- g) inform Cracow University of Technology without delay and in a written form (an email correspondence is also considered a written form) about any difficulties and irregularities regarding the internship realization as well as the termination of the internship by the Intern;
- h) protect the Intern's personal data in accordance with the regulations of the Act of August 29, 1997 on the Protection of Personal Data (Journal of Laws of 2002, No. 101, item 926, with later amendments);
- i) issue a certificate of the internship completion and, at the request of the Intern, also an opinion regarding the completed internship;
- j) if the Internship Host Organisation requires a liability insurance policy for the work position occupied by the Intern, it is the Intern's unconditional obligation to supply a copy of the insurance policy including the liability insurance within seven calendar days starting from the date of signing the agreement, but not later than on the day when the internship begins. The obligation to take out the liability insurance policy rests with the Intern.



§4

The Internship Host Organisation may demand that Cracow University of Technology cancel the internship in the case of the Intern's blatant breach of work discipline or a failure to realize the internship programme.

§5

Cracow University of Technology undertakes to:

- a) carry out transfers of remuneration to the Intern for the realized internship in accordance with the principles specified in the Regulations regarding internships realization in Enterprises/Educational Institutions by Interns within the project titled: "Project: Internship".

§6

The Intern undertakes to:

- a) begin and finish the internship in accordance with the dates specified in item §3 a) of the present Agreement;
- b) become familiar with the programme and description of the internship prior to its beginning;
- c) comply with the established programme of the internship;
- d) perform the duties included in the documents, which are specified in item §3 e) of the present Agreement;
- e) observe the Enterprise internal regulations regarding the set organization and order in the work process, health and safety regulations, fire safety regulations, and working hours;
- f) consult and cooperate with the internship supervisor;
- g) gather materials, gain experience and acquire skills in the area related to the studies specialization; not to publish, not to disclose and not to take advantage of the information obtained in the place of internship realization, the disclosure of which might in any manner cause harm to interests or reputation of the Internship Host Organisation; at the demand of the Internship Host Organisation sign a commitment to respect the confidentiality of information obtained during the internship, which constitute the Internship Host Organisation's trade secret, i.e. technical, technological, organizational or other information of business value, with regard to which the Internship Host Organisation has undertaken necessary steps in order to maintain its confidentiality;
- h) inform Cracow University of Technology without delay and in a written form (an email correspondence is also considered a written form) about any difficulties and irregularities regarding the internship realization;
- i) at the end of each month supply Cracow University of Technology with a report on the number of worked hours within the internship;
- j) supply Cracow University of Technology with a certificate of the internship completion issued by the Internship Host Organisation together with a copy of the final report on the internship realization signed by the internship supervisor prior to the lapse of 14 calendar days from the day of the internship completion.

§7

In the case of the internship agreement termination through the fault of the Intern, the Intern returns all the money paid to him in the form of remuneration on the day and into the account specified by Cracow University of Technology.

§8

The Intern and the Internship Host Organisation are obligatorily subject to control, the right to which is reserved by Cracow University of Technology, as to the fulfilment of the obligations specified in this Agreement.

§9

Should the Intern or the Internship Host Organisation fail to fulfil any of the obligations specified in this Agreement, which as a consequence renders it impossible to realize the internship in the correct manner, Cracow University of Technology reserves the right to revoke or withdraw from the present Agreement.

§10

In the case of the internship termination by the Intern due to unforeseen circumstances, the issues of disagreement shall be settled by the Project Manager.



§11

To all matters not settled in this Agreement and the Regulations of internships realizations within the Project appropriate provisions of the Civil Code shall apply.

§12

The Parties agree to settle potential disputes resulting from this Agreement by the common court having the jurisdiction over the seat of Cracow University of Technology.

§13

The internship programme as well as the specified range of the Intern's duties constitute an Annex to the present Agreement.

§14

This Agreement has been drawn up in three counterparts, one for each of the Parties.

.....
(signature of the CUT representative)

.....
(signature of the Internship Host Organisation representative)

.....
(signature of the Intern)



Annex 1 to the Agreement No. WM/IM/POWER/...../2017 on Doing an Internship Abroad by a Student of Cracow University of Technology

signed on(date)

between

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b) the Enterprise/Educational Institution based in NIP (taxpayer ID Number): REGON (business ID Number):, KRS (Court Register Number): represented by: hereafter referred to as the Internship Host Organisation,

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1. An Internship Plan

Month	Week	Tasks performed by the Intern during the internship
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	

2. The Intern's range of duties:

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-
-
-
-
-

.....
(signature of the CUT representative)

.....
(signature of the Internship Host Organisation representative)

.....
(signature of the Intern)