



**AGREEMENT NO** ... /...../ .....

(field of a study)/ (year)

***CONCERNING STUDENT'S VOCATIONAL TRAINING (a general academic profile)***

concluded on: ... in ... between:

Warsaw Management University, represented by

.....  
.....

*(name, surname and function fulfilled)*

referred to in this agreement as WMU,

and

.....  
.....

*(the name and address of the organization)*

represented by

.....

*(name, surname and position / function)*

referred to in the contract as workplace.

**§ 1**

The agreement defines the rules of performing internship by a student of the university in

.....  
.....

*(name of the workplace)*

**§ 2**

As part of the agreement, the university undertakes to send ..... (*number of people*) student/students for internship. The Institute undertakes to enable the student to complete the internship free of charge in accordance with the Internship Charter attached to this Agreement and to appoint an in-company internship supervisor in the person of Mrs./Mr.

.....  
(name of the supervisor)

**§ 3**

1. The student's internship will be based on this agreement and a referral issued by the university.
2. During the internship, the student shall not receive salary and allowance in case of working in harmful conditions.
3. The university does not cover the student's alimentation, lodging and travel costs to and from the internship site.
4. The internship is free of charge, therefore none of the parties, nor the student undergoing the internship, can make any financial claims.
5. The University will notify the student about an obligation to obtain accident insurance (NNW) as a part of group insurance.
6. The both parties to the agreement accept that the student sent to the internship should provide the company with documents confirming his/her personal accident insurance for the duration of the internship mentioned in this agreement. The company shall refuse to take the student on the vocational training if the documents confirming the insurance are not provided.
7. Internship will be held Monday through Friday.
8. The workplace undertakes to organize and carry out an internship for a student of the Warsaw Management Academy.
9. The internship, referred to in section 1, is a professional internship included in the study plan of the Warsaw Management Academy.

**§ 4**

1. The workplace undertakes to:
  - a) designate an on-site internship supervisor to oversee the student's assignments;
  - b) provide the student with a suitable workstation, premises, equipment, tools and materials;

- c) familiarize the student with the company's work regulations, regulations on health and safety at work and protection of classified information;
- d) allow the student to complete an internship consistent with the syllabus (course card);
- e) keep the university informed of all relevant circumstances concerning the internship, including any obstacles to the student's participation in the internship;
- f) provide necessary assistance to the internship supervisor in the implementation of the established internship program described in the syllabus (course card);
- g) supervise the student's performance during carrying out the assigned tasks;
- h) ensure that the internship supervisor makes appropriate entries as indicated by the university.

## § 5

The university obliges the student to:

1. Follow established practice rules, including established work hours and the diligent performance of assigned duties.
2. Comply with the internal regulations of the workplace and the established work order.
3. Comply with health and safety regulations, as well as fire regulations.
4. Maintain the confidentiality of information provided during the internship with particular emphasis on the protection of personal data of employees and customers of the workplace.
5. Insure against third-party liability (OC) and personal accident (NNW) for the duration of the internship and provide the proof of insurance in the workplace on the first day of the internship.
6. Report to the internship site on the designated date.
7. Inform the training supervisor about the reason for any absence.

## § 6

The University undertakes to withdraw a student's internship referral if the student is removed from the list of students or when it is found that the person referred to the internship grossly violates its conditions.

## § 7

The parties agree to resolve any disputes related to the implementation of the agreement through negotiation.

**§ 8**

1. All changes must be made in writing under penalty of nullity.
2. The workplace cannot terminate the contract before the end of an internship that has already begun.
3. In matters not regulated by the agreement, the civil code and labor laws apply.
4. The Agreement is made in two identical copies, one for each party.

.....

*WORKPLACE*

.....

*UNIVERSITY*

Attached:

1. Referral
2. Syllabus (course card) - internship program